

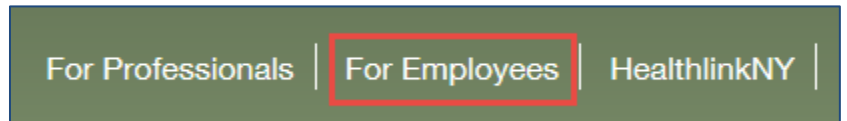
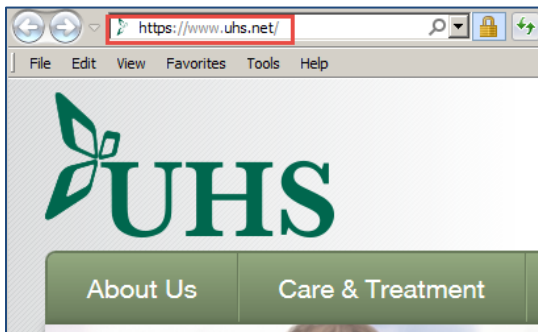
New User Registration Instructions

These instructions explain how to register as a system user for HealthcareSource’s Quality Talent Suite. This suite allows users to access two systems: Performance Manager and NetLearning.

The Performance Manager system is used to access and sign employment records such as job descriptions, appraisals and goals. NetLearning is a full learning management system and is used to complete and track e-learning and other educational requirements.

Procedure:

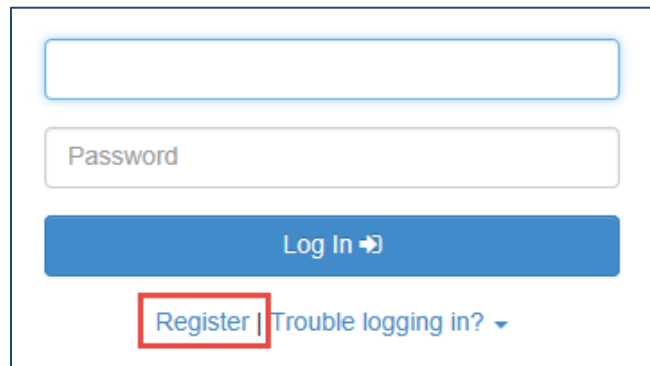
1. Go to [www.UHS.net](https://www.uhs.net) (this is our external website that does not require visitors to log in), scroll down to the bottom of the page and select the For Employees link at the bottom of the page.
 - Please note: once you have started working, you will be able to access these systems through the internal UHS Intranet’s homepage Toolbox.



2. On the For Employees page, click on the HealthcareSource Quality Talent Suite logo to open its log in screen.



3. Select Register under the blue Log In button.



New User Registration Instructions

4. Enter your Employee ID when prompted. Type the number exactly as it appears on your badge then select Next.

HealthcareSource
Quality Talent SuiteSM

Please enter your employee ID.

98765

Back Next

5. Enter a system password and answers to your security questions which can be used to reset your password in case you forget it. You may select a different question if you think it will be easier to remember (see screen shot on next page for a list of available questions).

HealthcareSource
Quality Talent SuiteSM

Welcome, **New Employee!** [Not you?](#)

Please fill out the following to register as a new user.

Username e98765

Password ●●●●●●

- ✓ Password must be between 8-16 characters long
- ✓ Password must have at least one number
- ✓ Password cannot match your 3 most recent passwords.

Confirm Password ●●●●●●

Please select questions from the dropdown list. Please note that security question answers are case sensitive.

Question 1 What is your mother's maiden name?

Question 2 What is the make of your first car?

Question 3 Name a memorable city.

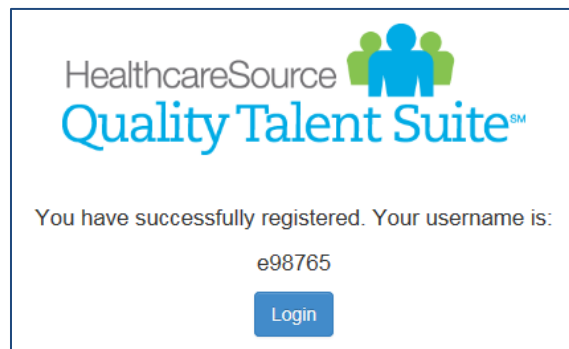
Cancel Next


New User Registration Instructions

Question 1	What is your mother's maiden name? Name a memorable historical character. Name a memorable sports personality. What is the name of the first company you worked for? What was your favorite subject at school?
Question 2	What is your favorite food? What is the name of your favorite musical artist? What is your favorite car? Who is your favorite author? What is your favorite flower/plant? What is your favorite color?
Question 3	What is your favorite holiday destination? What is your favorite newspaper? Who is your favorite actor? What is the name of your favorite sports team? What is the name of your first pet? What was your High School mascot?

Cancel Next

- The system will indicate you have successfully registered, provide you with your username and ask you to log in. Select Login.



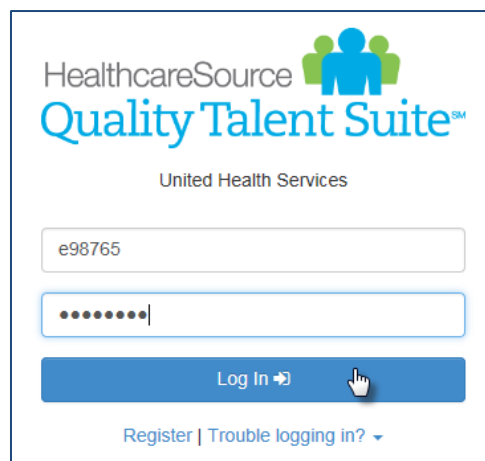
HealthcareSource 
Quality Talent SuiteSM


You have successfully registered. Your username is:

e98765

Login

- Log in using your username and password as prompted.



HealthcareSource 
Quality Talent SuiteSM

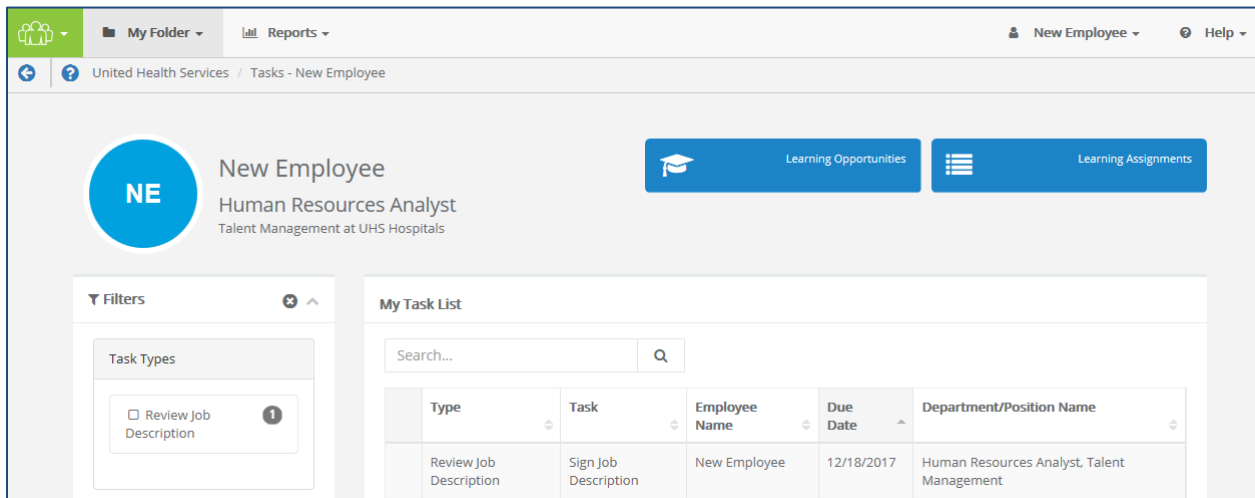
United Health Services

Log In →

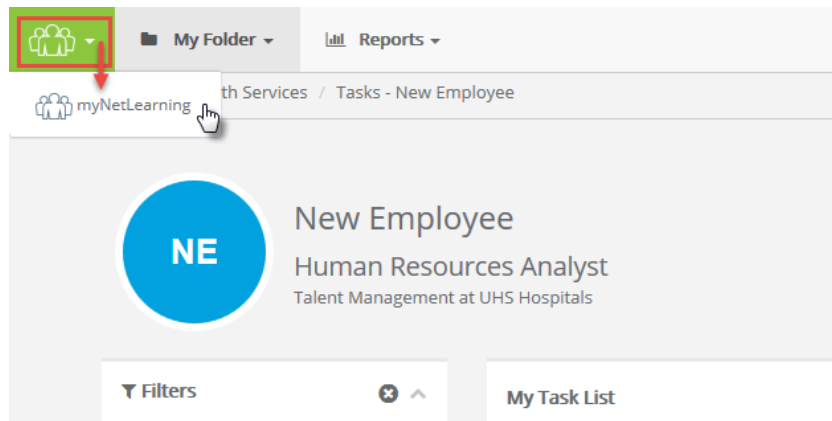
[Register](#) | [Trouble logging in?](#) ▾

New User Registration Instructions

8. You will land on your Performance Manager Task List. You should see your Job Description and Confidentiality Pledge on your Task List.
 - These tasks are both review and sign tasks that simply require you to open and carefully read the document then sign at the bottom indicating you have done so.
 - You may complete these tasks now, or return to them later. To complete the task, click anywhere in the task's row.
 - For more information about how to complete Performance Manager tasks, please speak with your manager and/or see the UHS Intranet's Performance Management resources page once you begin working.



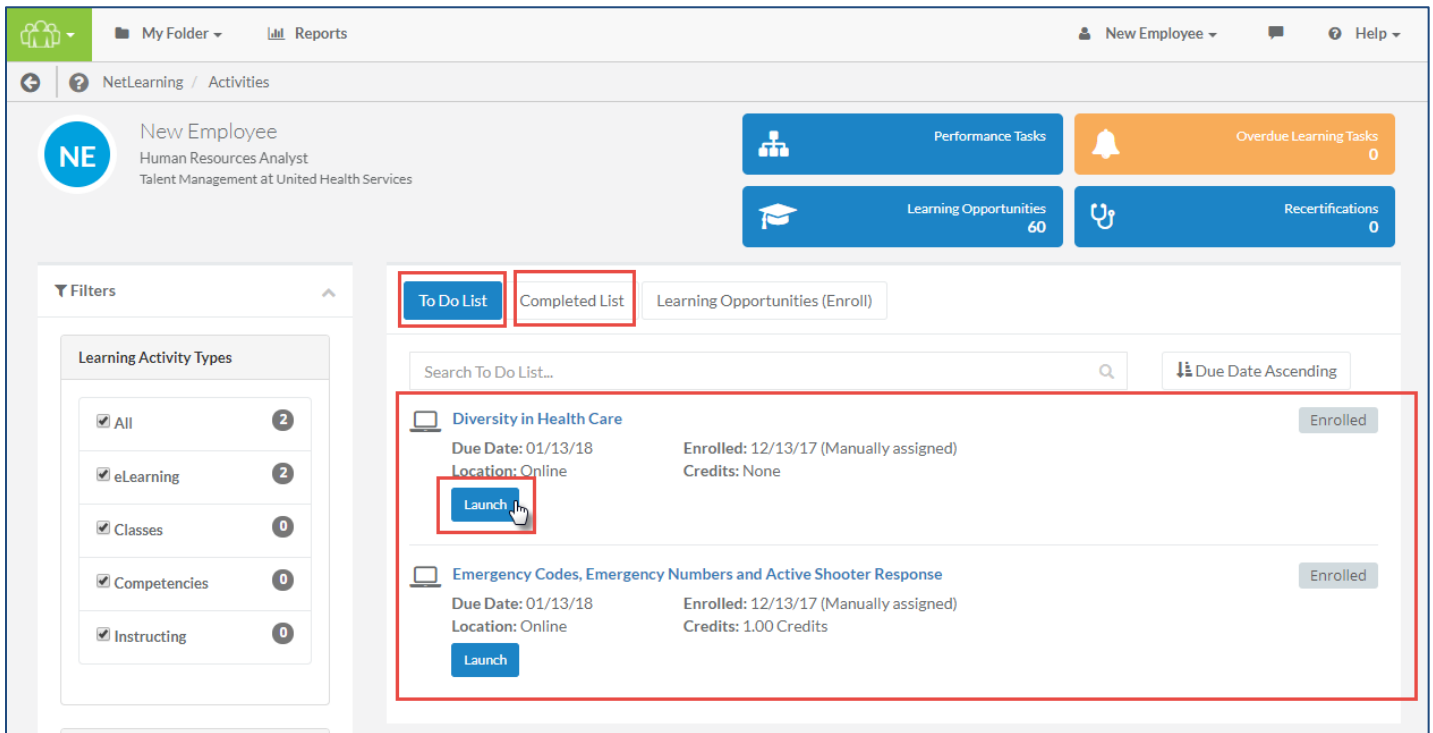
9. To access your required education (including e-learning and attendance classes) through NetLearning, click on myNetLearning in the HealthcareSource menu near the top, left corner of your screen.



New User Registration Instructions

10. You will land on your NetLearning To Do List.

- This list shows you all required courses you must complete.
- As you complete courses, they will drop off your To Do List and move to your Completed List.
- To complete a course, click on the Launch button to open the course.
- For more information on completing e-learning and classroom based courses, please speak with your manager and/or see the UHS Intranet's NetLearning resources page once you begin working.



The screenshot shows the NetLearning interface for a new employee. The user is identified as 'New Employee' (NE), a Human Resources Analyst at United Health Services. The interface includes a navigation bar with 'My Folder' and 'Reports', and a top right area with 'New Employee', a chat icon, and 'Help'. The main content area is titled 'NetLearning / Activities' and features a 'To Do List' tab (highlighted with a red box) and a 'Completed List' tab. Below the tabs is a search bar and a 'Due Date Ascending' sort option. The 'To Do List' contains two items:

Course Title	Due Date	Location	Credits	Enrollment Status
Diversity in Health Care	01/13/18	Online	None	Enrolled
Emergency Codes, Emergency Numbers and Active Shooter Response	01/13/18	Online	1.00 Credits	Enrolled

Each item has a 'Launch' button (highlighted with a red box and a mouse cursor) to open the course.