

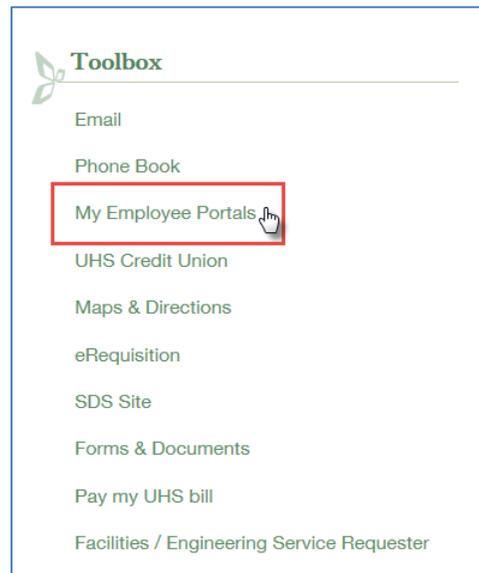
## Current Employee User Registration Instructions

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 the UHS Intranet homepage <https://intranet.uhs.org/> and find the Toolbox on the left side of the page. Select My Employee Portals.



2. Scroll down to the HealthcareSource Quality Talent Suite section and click on the Performance Manager NetLearning Resource Page link. This page includes many resources you may want to review for future use.

### HealthcareSource Quality Talent Suite:

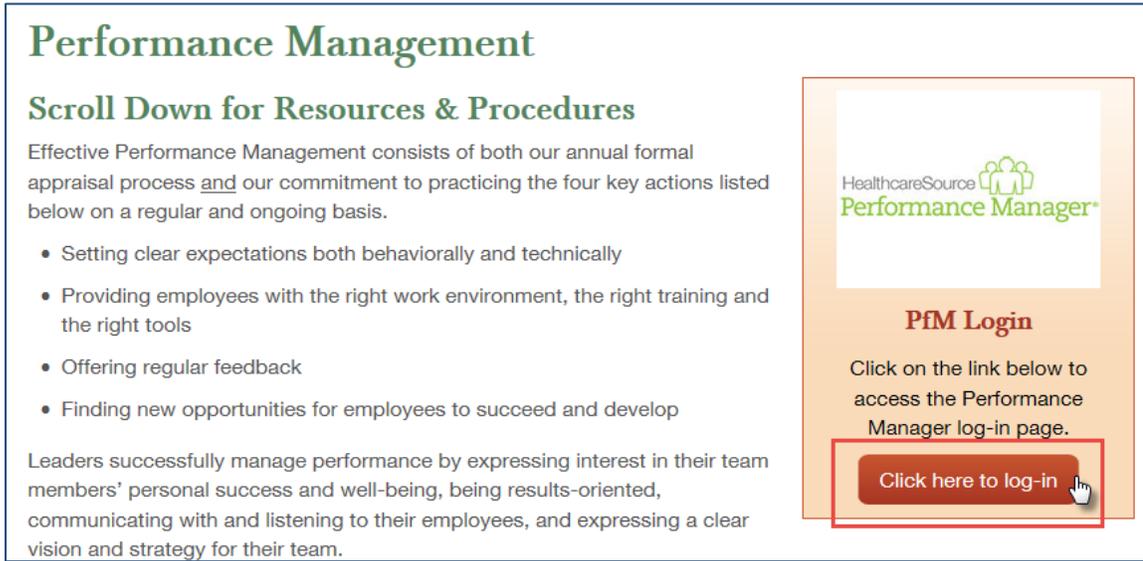


Performance Manager provides employees access to all their employment related documentation including: job descriptions, appraisals, feedback and goals. Managers complete employment related tasks and send them to employees for signature.

[Click here](#) to go to the Performance Manager & NetLearning Resource page.

## Current Employee User Registration Instructions

3. Select the Click here to log-in button on the right side of the screen.



**Performance Management**

**Scroll Down for Resources & Procedures**

Effective Performance Management consists of both our annual formal appraisal process and our commitment to practicing the four key actions listed below on a regular and ongoing basis.

- Setting clear expectations both behaviorally and technically
- Providing employees with the right work environment, the right training and the right tools
- Offering regular feedback
- Finding new opportunities for employees to succeed and develop

Leaders successfully manage performance by expressing interest in their team members' personal success and well-being, being results-oriented, communicating with and listening to their employees, and expressing a clear vision and strategy for their team.

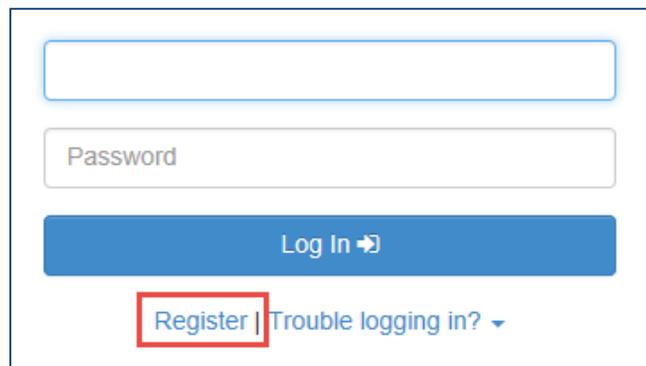
**Performance Manager**

**PfM Login**

Click on the link below to access the Performance Manager log-in page.

[Click here to log-in](#)

4. Select Register under the blue Log In button.



[Log In ↗](#)

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

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



HealthcareSource   
**Quality Talent Suite**<sup>SM</sup>

Please enter your employee ID.

## Current Employee User Registration Instructions

6. 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 security question if you think it will be easier to remember.

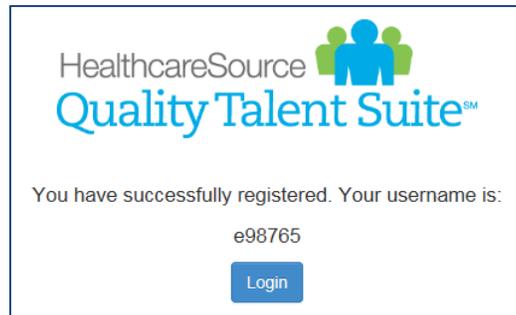
The screenshot shows the registration form with the following elements and callouts:

- Header:** HealthcareSource Quality Talent Suite logo.
- Welcome Message:** "Welcome, **New Employee!** [Not you?](#)"
- Instruction:** "Please fill out the following to register as a new user."
- Username:** Input field containing "e98765". Callout: "This is your log in Username".
- Password:** Input field with masked characters. Callout: "Your name should be here" (pointing to the header area).
- Password Rules:**
  - ✓ Password must be between 8-16 characters long
  - ✓ Password must have at least one number
  - ✓ Password cannot match your 3 most recent passwords.
 Callout: "Note Password Rules".
- Confirm Password:** Input field with masked characters.
- Security Questions:**
  - Question 1:** "What is your mother's maiden name?" (dropdown). Answer: "Smith". Callout: "Remember this!".
  - Question 2:** "What is the make of your first car?" (dropdown). Answer: "Ford". Callout: "Use this to Change Questions".
  - Question 3:** "Name a memorable city." (dropdown). Answer: "Binghamton".
- Buttons:** "Cancel" and "Next". Callout: "5" (pointing to the Next button).

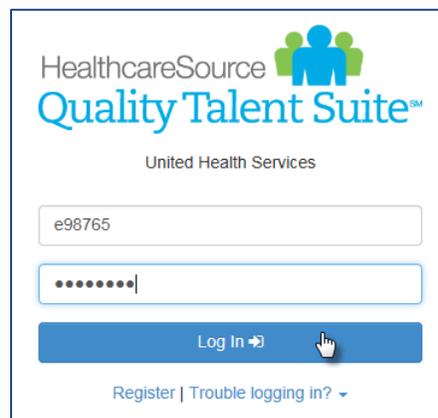
<b>Question 1</b>	<b>What is your mother's maiden name?</b> Name a memorable historical character. Name a memorable sports personality. What is the name of the first company you worked for? What was your favorite subject at school?
<b>Question 2</b>	What is your favorite food? What is the name of your favorite musical artist? What is your favorite car? Who is your favorite author? What is your favorite flower/plant? What is your favorite color?
<b>Question 3</b>	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?

## Current Employee User Registration Instructions

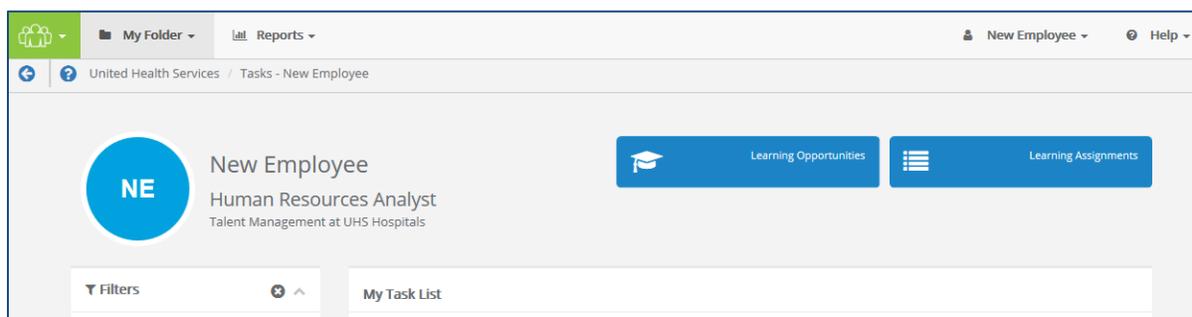
- The system will indicate you have successfully registered, provide you with your username and ask you to log in. Select Login.



- Log in using your username and password as prompted.

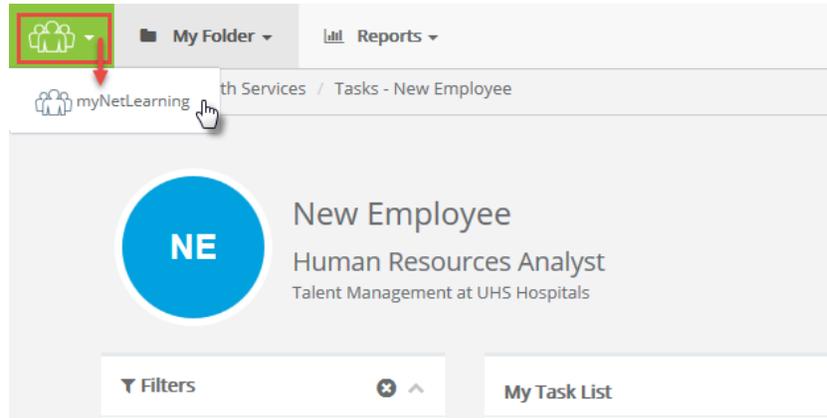


- You will land on your Performance Manager Task List. Employees whose position uses this system should see your Job Description and Confidentiality Pledge on your Task List.
  - These tasks are both review and sign tasks that simply require you to open and carefully read the document then sign at the 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.



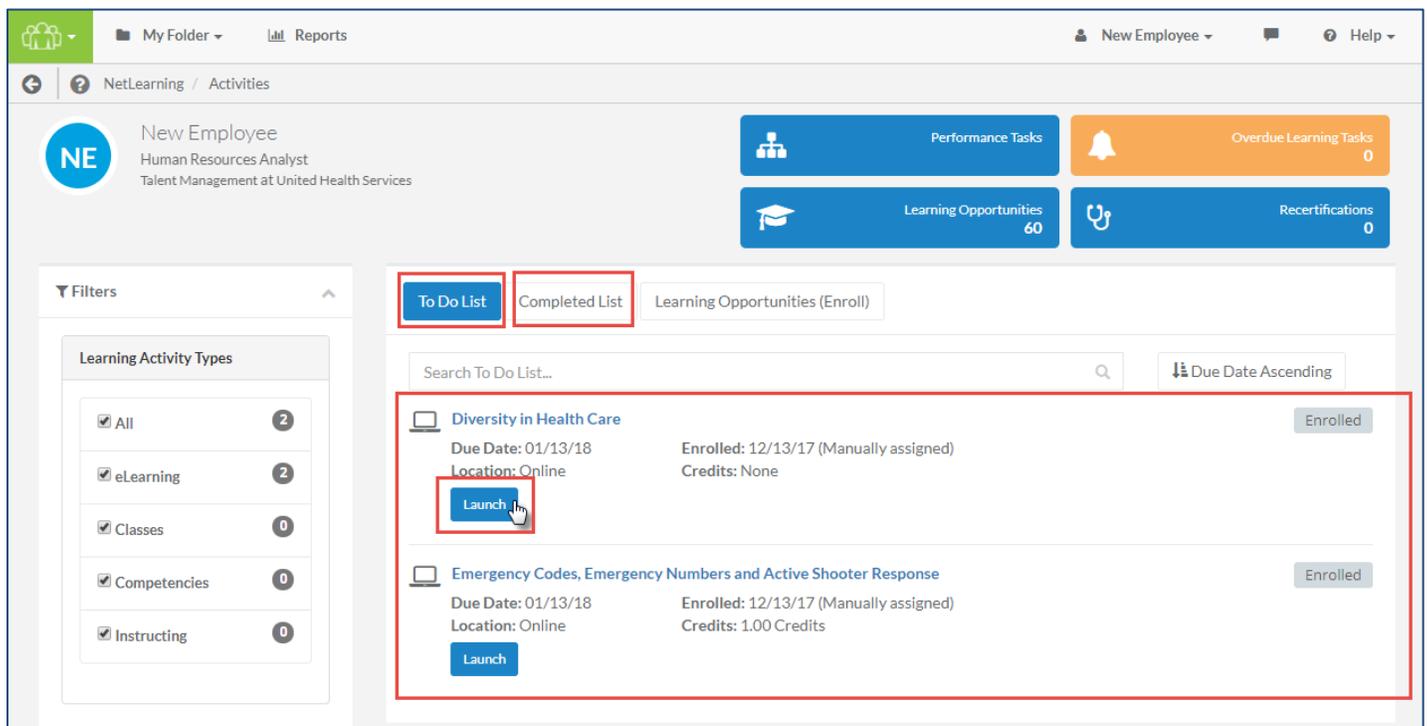
# Current Employee User Registration Instructions

10. 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.



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

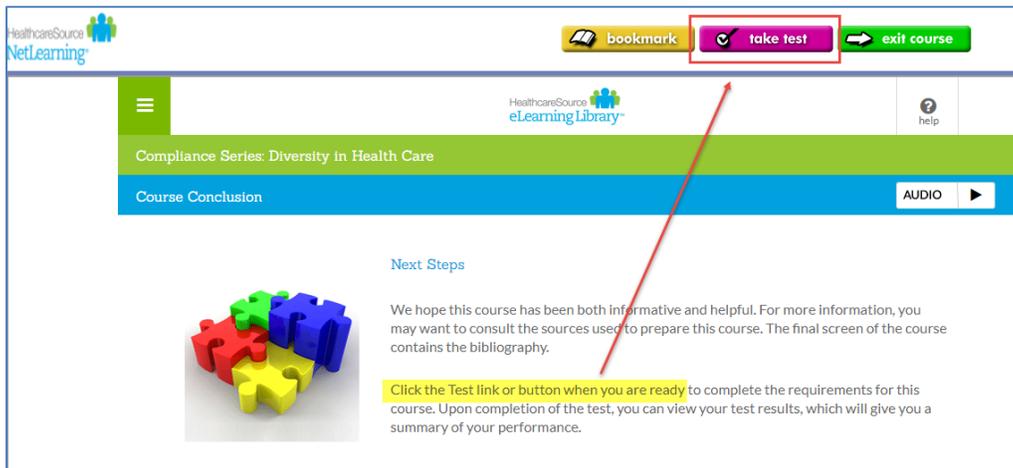
- This list shows you all required courses you must complete.
- As you complete courses, they will drop off your To Do List and move to your Completed List.
- To complete a course, click on the Launch button to open the course.
- For more information on completing e-learning and classroom based courses,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



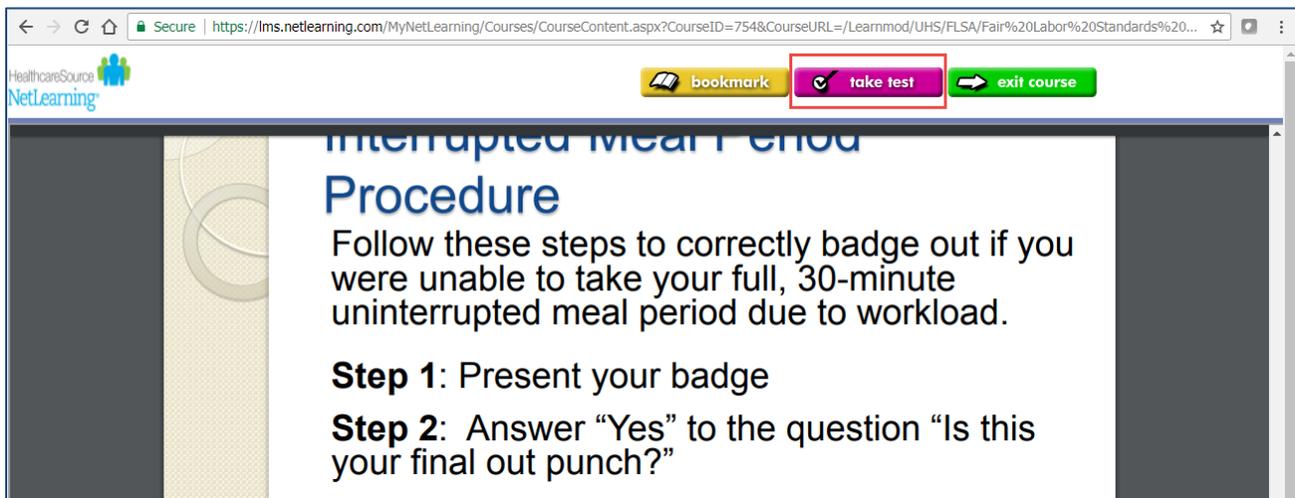
# Current Employee User Registration Instructions

12. There are three formats of e-learning you will find in NetLearning:

- Courses from the NetLearning Library:
  - Open in same browser window
  - Access Test using Take Test button at top of screen after completion of course content



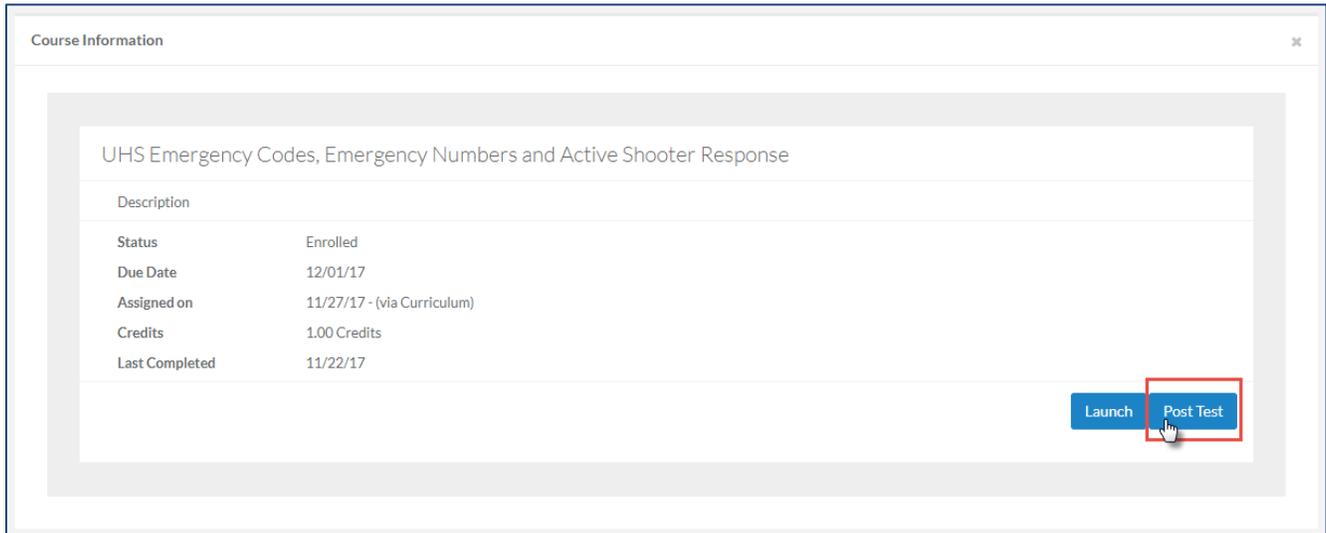
- Courses built by UHS using PowerPoint presentations:
  - Open in same browser window
  - Access Test using Take Test button at top of screen after scrolling through course content



## Current Employee User Registration Instructions

12. (Continued) There are three formats of e-learning you will find in NetLearning:

- Courses built by UHS using Articulate 360 Rise:
  - Open in **new** browser window; Close new window after completion of course content
  - Access Test upon returning to original browser window using Post Test button on right side of screen



Description	
Status	Enrolled
Due Date	12/01/17
Assigned on	11/27/17 - (via Curriculum)
Credits	1.00 Credits
Last Completed	11/22/17