

The Preventing Discrimination and Harassment in Health Care eLearning will take approximately 45 minutes to complete. The following instructions address:

- Registering for the course
- Launching the course
- Printing your certificate
- Technical Support

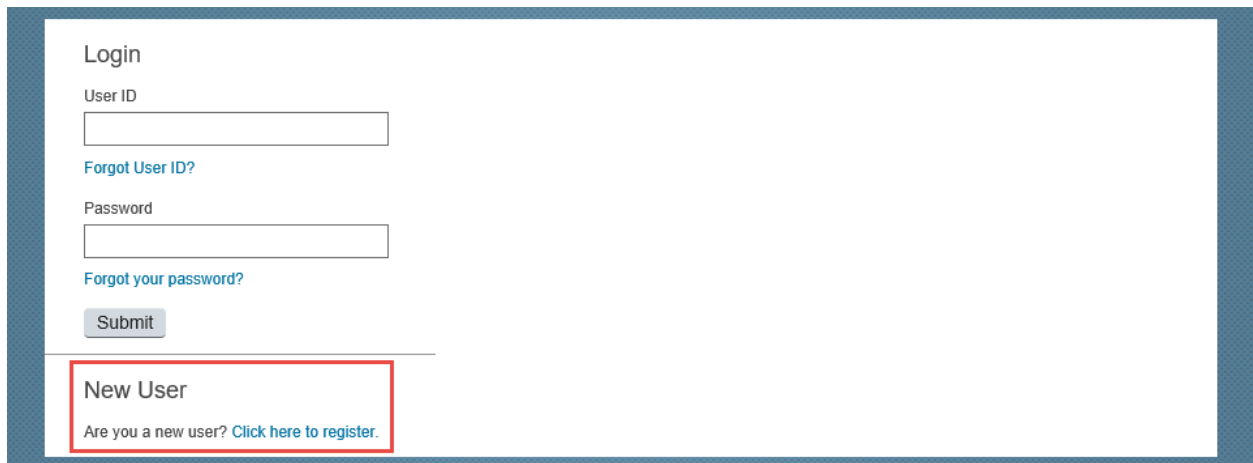
## Registering for the course

Before you can begin taking the course, you must register.

1. Click the **link** on the link below

[2Yn1quD](#)

2. The Login screen displays. As a New User, click the blue text in the space below.



The screenshot shows a login interface with the following elements:

- Header: Login
- User ID field: A text input box with a label "User ID" above it.
- Forgot User ID? link: A blue text link below the User ID field.
- Password field: A text input box with a label "Password" above it.
- Forgot your password? link: A blue text link below the Password field.
- Submit button: A grey button with the text "Submit" below the password field.
- New User section: A red-bordered box containing the text "New User" and "Are you a new user? [Click here to register.](#)"

Please Note: As a new user, you will be required to create your own User ID, Password, Security Question, and Security Answer (in step 3).

3. Complete the Create New Account form and click **Submit**. Note that fields preceded with a red \* are required.

### Create New Account

Please complete the "Create New Account" form and click "Submit". After you create an account, you can view your Learning Plan, add items to your cart, and check out.

The User's password has to be compliant with the following rules:

- The length of the password must be between 1 and 40 characters.

\* Required Fields.

#### Account Information

\* User ID :

\* Password :

\* Re-Enter Password :

\* Security Question :

\* Security Answer :

\* Re-Enter Security Answer :

#### Contact Information

\* First Name :

\* Last Name :

Middle Initial :

\* Email Address :

\* Confirm Email Address :

\* Telephone Number :

Main Address :

City :

State / Province :

Postal Code :

Country :

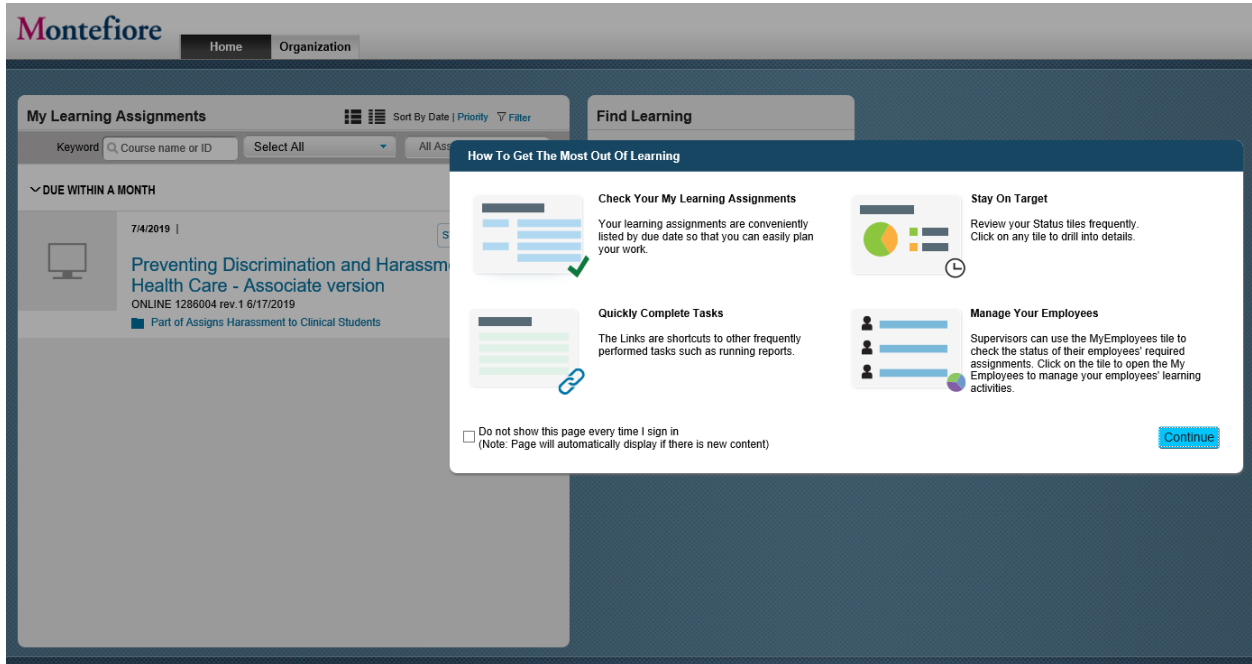
#### Employee Information

Agency :

4. You will receive the following screen as confirmation of your account. Click **Continue**.

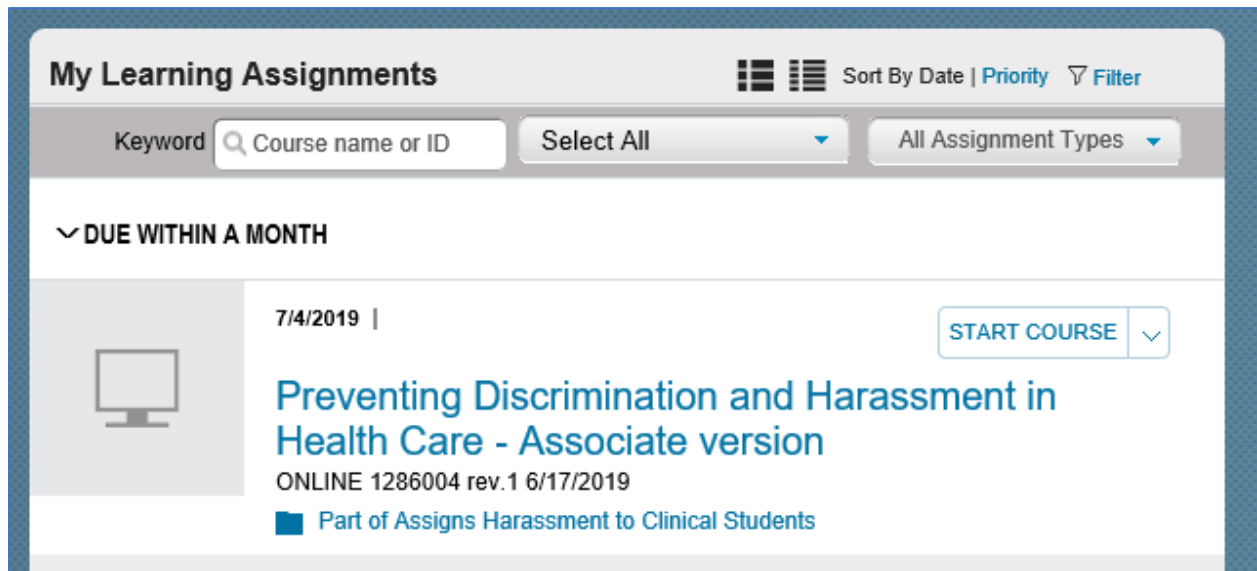
Thank you for registering. Your user ID is now active in the system and your Learning Plan will be updated within 24 hours based on any auto assignments your administrator has set up.

5. The following screen displays. Click **Continue**.

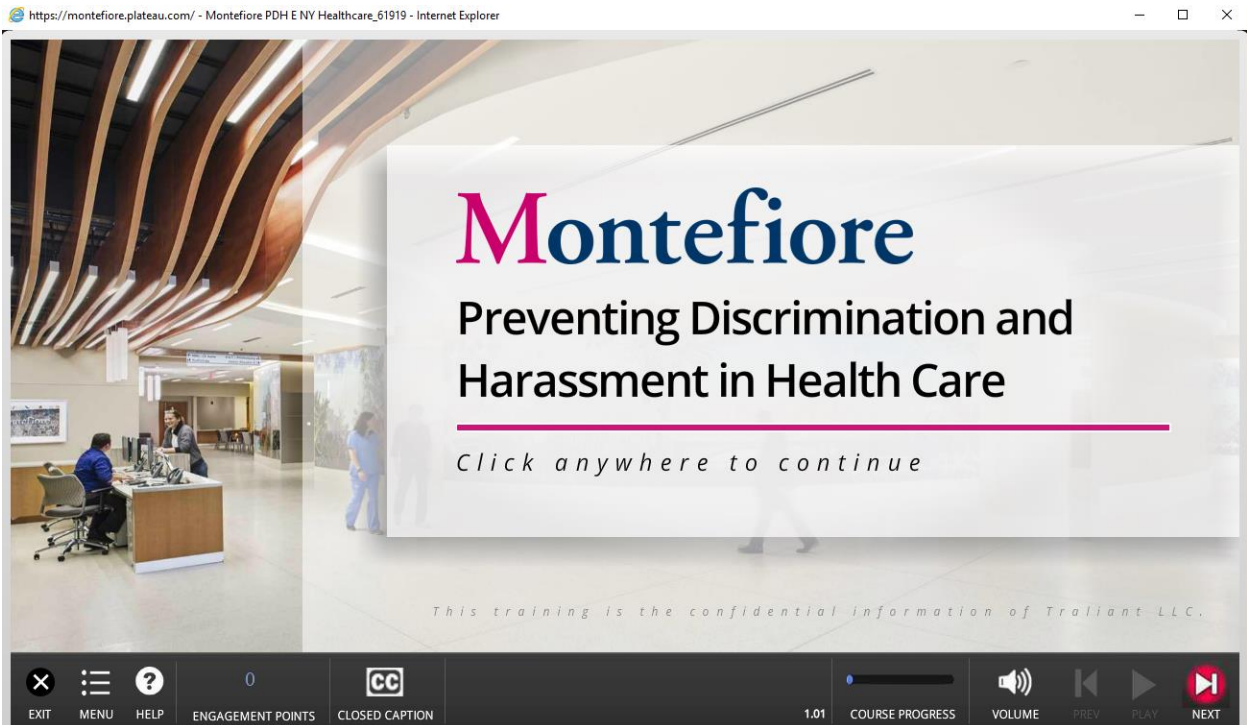


## Launching the Course

6. Click **Start** to launch the course.



7. The course launches. Follow the instructions on the screen.



8. You will have completed the training course when you see the following screen:



You do not have to print this screen. On the next page are instructions for printing a certificate of completion. You can close this window.

## Printing your Certificate

### 9. Click **Completed Work**.

← Back  
Online Content Structure

Preventing Discrimination and Harassment in Health Care - Associate version  
ONLINE 1286004  
Revision: 6/17/2019 12:47 PM America/New York

Return to Content Structure

⚠ Do not close, refresh, or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.  
When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

Launch Again Home | **Completed Work**

### 10. Under Actions, click the **Printer icon** to print your Completion Certificate.

← Back  
Completed Work

Show Completions: All

Completion Date *	Title	Status	Action
6/20/2019 11:58 AM	Preventing Discrimination and Harassment in Health Care - Associate version	Online Complete	

Items: 1

\* All dates are for America/New York time zone.

11. A window at the top of the screen gives the status of the print job. At the bottom of the screen, you will have the opportunity to open or save the PDF file.

The screenshot shows a web application interface with a dark blue background. At the top left, the word "Reports" is displayed in white. Below it, a white rectangular box contains the text "Please wait...". Underneath this box, the text "Report Title **Certificate of Completion**" and "Status **Succeeded**" is shown. A paragraph of text follows: "Your report is being generated now, and will be delivered to your browser when it has completed as long as you do not close this page. (If you close the page, the report will be automatically cancelled.)". At the bottom of the interface, a yellow-bordered bar contains a prompt: "Do you want to open or save **getBackgroundReport.pdf** from **montefiore.plateau.com?**". To the right of this prompt are three buttons: "Open", "Save" (with a dropdown arrow), and "Cancel", followed by a close button "x".

Here is what your Certificate will look like:



**Be sure to print a copy of your Certificate of Completion.**

### Technical Support

Contact the Montefiore Learning Network at: (718) 920-8787 or  
[learningnetwork@montefiore.org](mailto:learningnetwork@montefiore.org)