

Cornerstone LMS Quick Reference Guide

Login and Welcome Page Navigation

Introduction

The **Cornerstone Learning Management System** (LMS) is UCLA Health's new learning system.

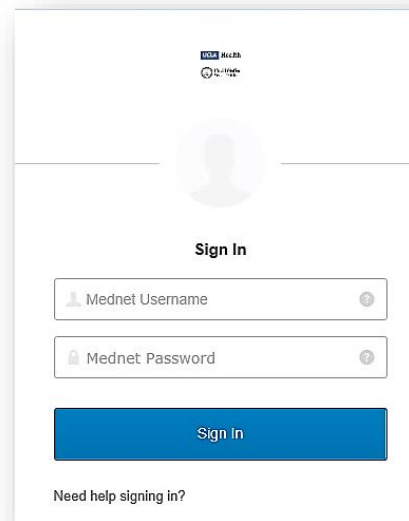
This guide outlines the steps a user would take to login to Cornerstone and navigate to the various Quick Links on the Welcome page.

Support


- For Login Support, please contact Customer Care: 310-267-CARE (2273).

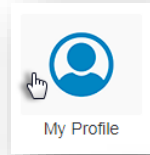
1. In the browser, type in the URL:
<https://uclahealth.csod.com/samldefault.aspx>

Type in your **AD username & password**.
Click **Sign In**.




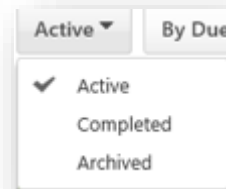
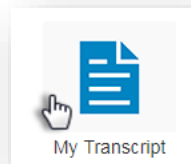
2. The **Welcome** page contains various quick links to navigate various portions of the LMS. The **My Profile** quick link contains contact and reporting structure information.

 **Helpful Hint:** At any time you may always navigate back to the Welcome page by clicking the **UCLA Health logo** in the top left-hand corner of the page




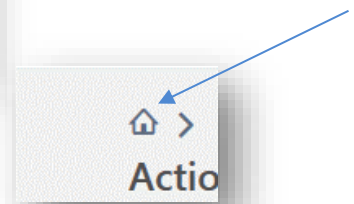
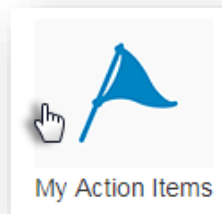
3. The **My Transcript** quick link allows you to view a listing of your **Active** and **Completed** trainings.

 **Helpful Hint:** To view your completed trainings on your transcript, click the **dropdown** menu on the left, and click **completed**.

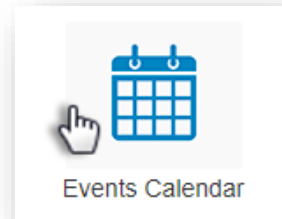


4. The **My Action Items** quick link lets you explore a listing of any assigned trainings, requirements needing completion, and any courses that need approval.


 **Helpful Hint:** You may navigate back to the welcome page by clicking the small **House** icon right above the word **Actions**.

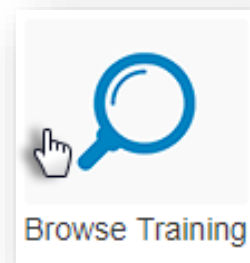


5. The **Events Calendar** lets you explore a visual calendar of all current class offerings.



6. The **Browse Training** quick link lets you filter through available course offerings by Subject, Type, Date Range, and Location..

 **Helpful Hint:** You may also navigate back to the welcome page at any time by hovering over **Home** on the navigation bar.



7. Finally, you may also view your **transcript** directly from the **Welcome** page, by clicking **the View transcript link** under **My Inbox**.

