Cornerstone LMS Quick Reference Guide

Request and Complete Online Training

Introduction

This guide outlines the steps a user will take to request and complete online training. Online courses may be part of a curriculum (contains multiple learning objects), or they may be single online courses.

- HR (General training) has single online courses.
- All of CareConnect’s online training courses are curricula.
- Nursing has curricula for blended learning, and also single online courses.

Support
- For Human Resources (General Training) online courses support, please contact: UCLAHealthHRLMS@mednet.ucla.edu
- For CareConnect online courses support, please contact: ISSdigitalcontent@mednet.ucla.edu
- For Nursing online courses support, please contact: center@mednet.ucla.edu

There are two ways (options) a user may Request an online training course in the system.

These options include: (1) The Global Search, and (2) The Browse for Training Catalog. This guide outlines the steps for both options below.
OPTION (1) Global Search:
In the Global Search Box, you may search for a course by title or topic.

1. After logging into Cornerstone, in the upper right hand corner of the screen, type the name of the training into the Global Search Box. Once it appears, select it by clicking on the course title in the dropdown menu.

2. Click Request.

3. The online training will be added to your transcript.
4. For single online courses, click Launch, and complete the course(s).

For Curricula, click Open Curriculum > View Details> Launch. Curricula may contain multiple learning objects. Be sure to complete all of the required learning objects contained in the curricula.

5. Return to your Transcript anytime by using the Learning tab, and then click View your Transcript.

6. From your transcript, you may also view your Completed courses by clicking the Active dropdown menu, and choosing Complete.
### OPTION (2) Browse for Training Catalog:
The Browse for Training Catalog allows you to browse, all of the courses in the catalog, by a particular category.

1. From the **Welcome** page navigation toolbar, hover over **Learning**, and click **Browse for Training**.

2. Using the left navigation pane, click the appropriate **category link** under the **Subject** menu.

3. Scroll down to the course of choice, and click on the **Title** of the course.
4. After you have requested a course, you will be taken to your transcript.

5. For single online courses, click Launch, and complete the course(s).
   
   For Curricula, click Open Curriculum > View Details > Launch. Curricula may contain multiple learning objects. Be sure to complete all of the required learning objects contained in the curricula.

6. Return to your Transcript anytime by using the Learning tab, and then click View your Transcript.
7. From your transcript, you can view your **Completed** courses by clicking the Active dropdown menu and choosing **Complete**.