## Cornerstone Training Guide
### AD Login and Welcome Page Navigation

### Introduction

In this scenario, learners will log into Cornerstone and navigate the Welcome Page.

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| **1.** In the browser, type in the URL: | ![Connecting to Cornerstone](https://uclahealth-pilot.csod.com/)
| **2.** Enter your **AD Username** and use the password: **Apple123**! Click **Login** to continue. | ![Welcome to Cornerstone OnDemand](https://uclahealth-pilot.csod.com/)
| **3.** The **Welcome Page** contains Quick Link icons to navigate various portions of Cornerstone. | ![Welcome Page](https://uclahealth-pilot.csod.com/)

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Cornerstone Training- Login & Nav
4. Click the **My Profile** icon.

5. The **My Profile** page will include your contact information and reporting structure.

6. Hover over the **Home** tab on the Cornerstone Tool Bar and click **Welcome** from the dropdown menu to navigate to the Welcome Page.
7. Click the **My Transcript** icon.

8. **My Transcript** includes a list of your active and completed activities.

9. Click the arrow next to **Active** and select **Completed** from the dropdown menu to view completed trainings and contact hour certificates.

10. Click on the **small house icon** to navigate to the Welcome Page.

11. Click the **My Action Items** icon.

12. **My Action Items** displays a list of scheduled and past due trainings.
13. Click on the **UCLA Health logo** to navigate to the Welcome Page.

14. Click the **Events Calendar icon**.

15. **Events Calendar** displays a calendar view of all UCLA Health trainings.

16. Click on the **UCLA Health logo** to navigate to the Welcome Page.

17. Click the **Browse Training icon**.
18. **Browse for Training** allows you to search for training based on popularity, subject, type, date, and location.

19. Click on the **UCLA Health logo** to navigate to the Welcome Page.

20. Access **technical support information** from the bottom left corner of the Welcome Page.

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For LMS Technical Support please contact:

**Customer Care - Login Issues:** 310-267-CARE (2273)

**HR Training:** UCLAHealthHRLMS@mednet.ucla.edu

**CareConnect Classroom Training:**

CareConnectTrainingS@mednet.ucla.edu

**CareConnect Online Training:**

ISSdigitalcontent@mednet.ucla.edu

**CORE Training:** CORE@mednet.ucla.edu

**Nursing Training:** center@mednet.ucla.edu