Cornerstone Training Guide
AD Login and Welcome Page Navigation

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

1. In the browser, type in the URL:
   https://uclahealth-pilot.csod.com/

2. Enter your AD Username and use the password:
   Apple123! Click Login to continue.

3. The Welcome Page contains Quick Link icons to navigate various portions of Cornerstone.
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.

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