

NOVANT HEALTH CORNERSTONE LEARN

Step One - Download Cornerstone Learn app

1. Access Apple Store on your device
2. Locate **Cornerstone Learn** app
3. Download app



Note: there are two apps for Cornerstone. You will need to **download the Cornerstone Learn app (bright blue color)** for learning. **DO NOT** download *Cornerstone Mobile app (dark blue color)*.

Step Two – Log in using Single Sign On (SSO) through Novant Health system

1. Click **Log In With SSO** on the first screen
2. Enter **novanthealthlearning** for the Portal name. (.csod.com will be added automatically)
3. Enter your **Corporate ID** for the User Name (ex. ABC123)
4. Tap **Log In**

After initial installation and login, app will open to this screen

Colors may vary based on iOS version.

Portal **LEAVE BLANK**

Username **LEAVE BLANK**

Password **LEAVE BLANK**

1 Log In With SSO

Portal **2** novanthealthlearning.csod.com

Username **3** Corporate ID (ABC123)

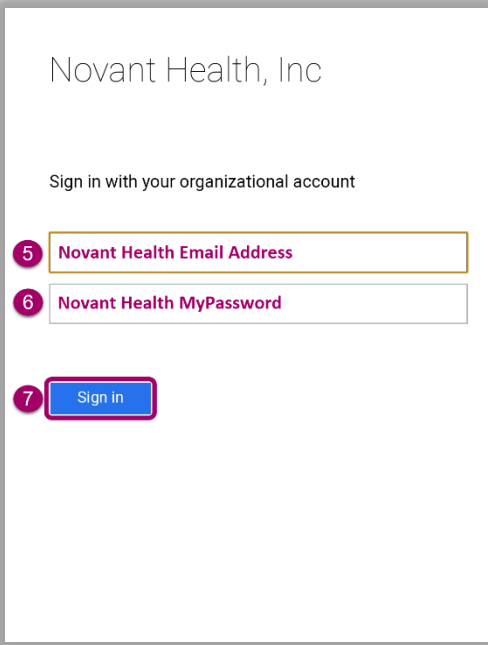
4 Log In

Log In With Credentials

I-Learn: Apple devices

On the Sign in with your organizational account screen

5. Enter your **Novant Health email address**
6. Enter your **Novant Health MyPassword**
7. Tap **Sign In**



Novant Health, Inc

Sign in with your organizational account

5 Novant Health Email Address

6 Novant Health MyPassword

7 Sign in

Note:

Once installed, the app will be listed as **Learn** in your list of apps.

Screens may vary slightly based on mobile device and iOS version.

App requires phones / tablets are running iOS 10 or later.

Courses will resize based on the device. Tablets are recommended for best viewing experience. (Future classes will be optimized for smartphones.)

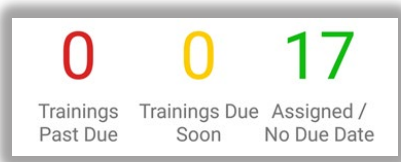
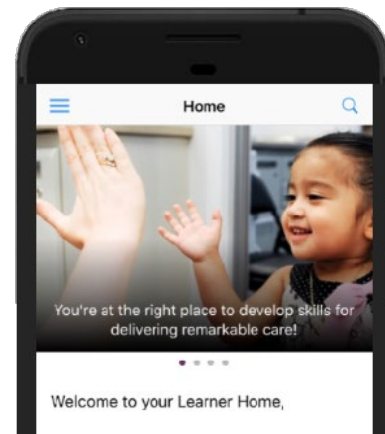
I-Learn: Apple devices

Step Three -

Learner Home Page

The Learner Home Page will display as the landing page for the app, allowing mobile learners to browse, search for and request training.

1. Swipe left on the Learner Home page image to see other images.

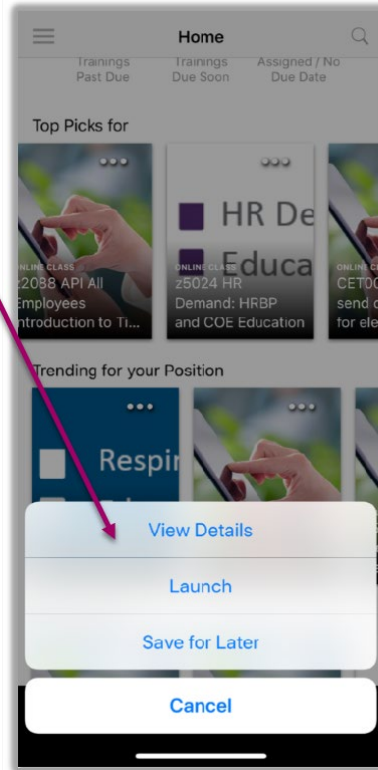
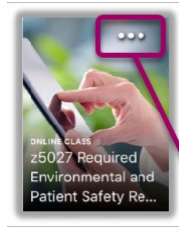


2. Training metrics detail mobile **Trainings Past Due, Due Soon** and training **Assigned / No Due Date**. Select one of the choices to see the items on your mobile transcript.
3. Below the training metrics, several carousels display mobile-enabled training. These sections populate and change based on use. Swipe left in each section to view more training.
 - a. **Continue Learning** displays up to 20 mobile-enabled items on the user's Active Mobile Transcript.
 - b. **Save for Later** displays training the user has chosen to Save for Later. This section is determined by the team member and if no training is saved, carousel is hidden.
 - c. **Top Picks for User** displays training that is recommended based on training history.
 - d. **Trending for your Position** displays training that is recommended based on position.
 - e. **Inspired by your Subjects** displays recommended training based on subjects team member has identified as areas of interest in the online version of I-Learn.
 - f. **Most Popular** displays training that was requested the most number of times in the last 60 days. Training is determined by number of requests.

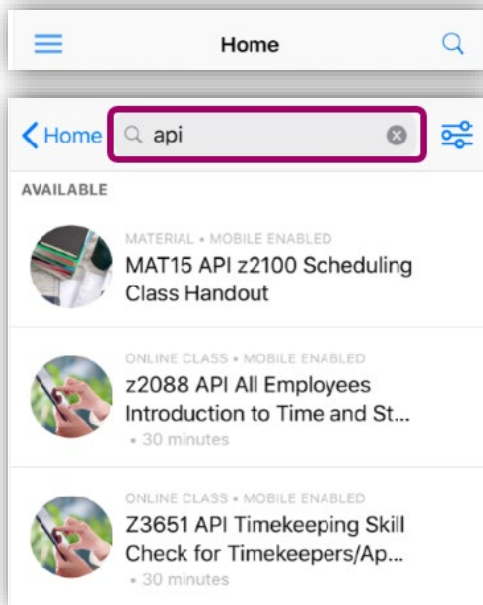
I-Learn: Apple devices

I-Tap the **horizontal ellipsis** for additional functions:

- a. **View Details**
- b. **Launch** training
- c. **Save or Later**
- d. **Cancel**



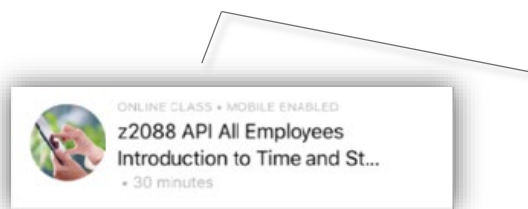
Step Four - Search for training



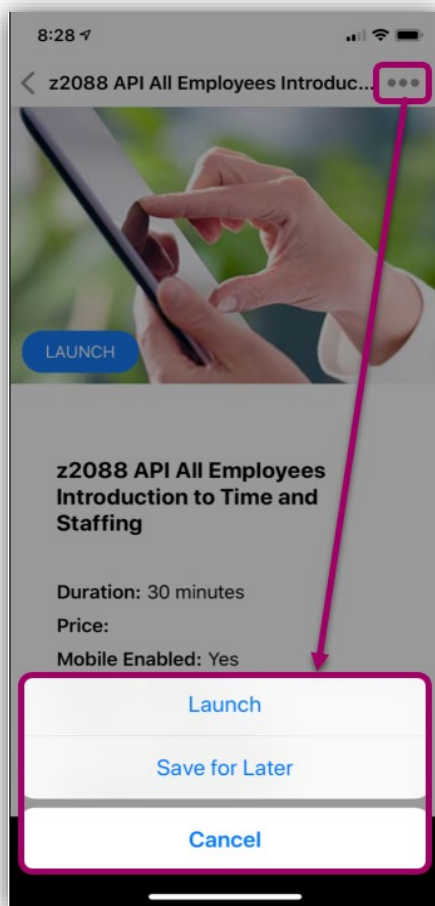
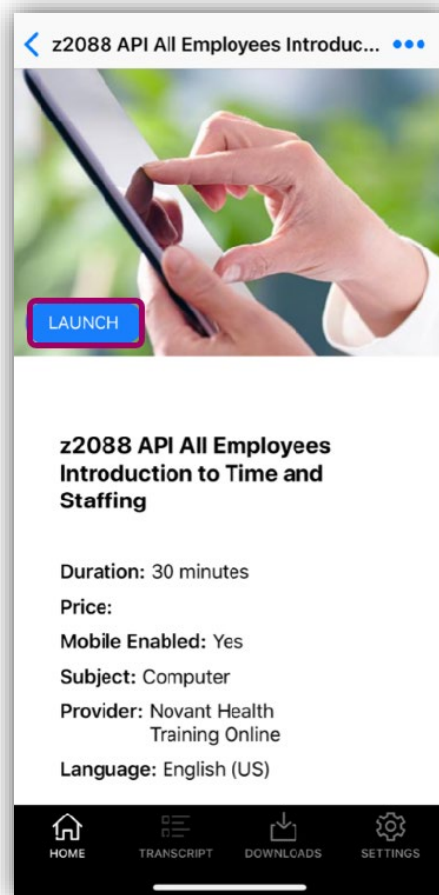
1. **Click the magnifying glass** at the top of the app window to open the search field.
2. Search for mobile-enabled training by entering **keywords, course code or title** in the search field.
3. The search results will show a thumbnail image, the training type, title and duration (when applicable).
4. **Tap an item in the search results** to open the training details.

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I-**Tap Launch** to view the training (online classes may have an arrow on the thumbnail image)



- To **save** the training to your transcript to complete later, **click the horizontal ellipsis** in the top right corner of the Training Details window and select **Save for Later**.
- Saved training can be launched from your mobile transcript, the training details screen or from the Learner Home Page on the app.



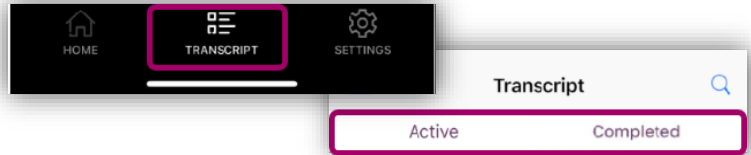
Note:

Completed training will be reflected in the desktop version of the app. The transcript in the app will only show mobile completions.

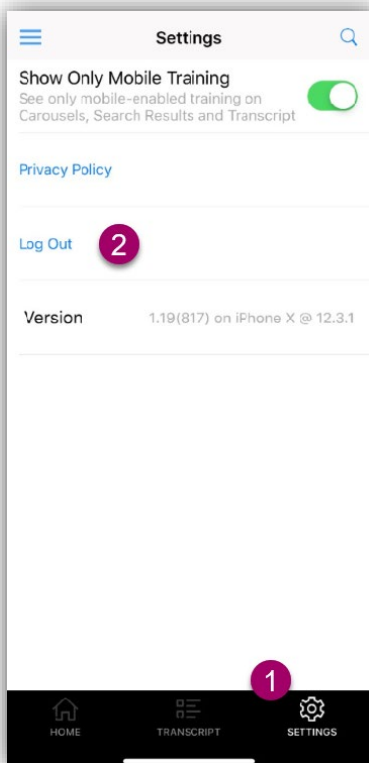
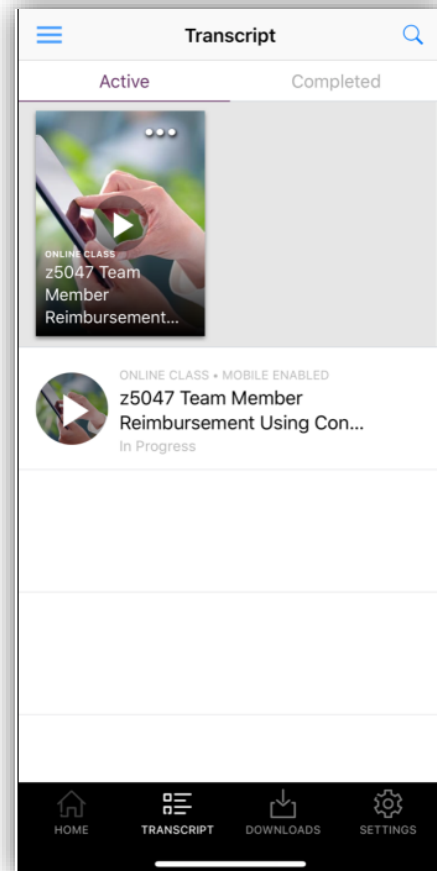
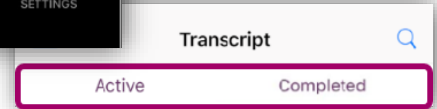
I-Learn: Apple devices

Step File - To view transcript (mobile-enabled training only)

Tap the **Transcript** icon on the menu at the bottom of the screen to view Active and Completed training.



1. **Active** - Lists active mobile-enabled training. Tap item to launch the training. Tablets are recommended for best viewing experience. (Future classes will be optimized for smartphones.)
2. **Completed** - Lists completed mobile-enabled training. Training completed on the app will be reflected on I-Learn desktop transcript.



To Log Out

1. Tap **Settings** icon on the menu at the bottom of the screen
2. Tap **Log out**

Note:

Do not change Show Only Mobile Training in settings. The app has been optimized for mobile content only. Changing this setting may cause problems with the app.