I-Learn: Apple devices

How to download the Cornerstone Galaxy mobile app for Apple devices:

Step One - Download the Cornerstone Galaxy app
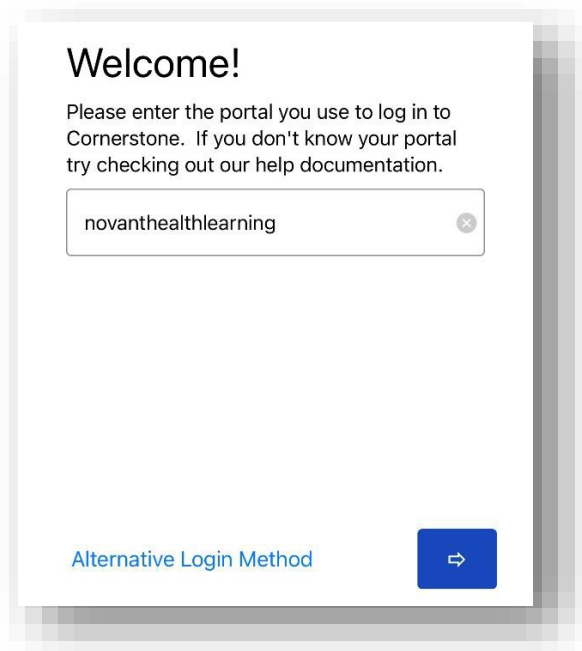
1. Access the Apple Store on your device.

2. Locate "Cornerstone Galaxy" app.

3. Download app.

> **Note:** there are two apps for Cornerstone. You will need to **download the Cornerstone Galaxy app (orange color)** for learning. *DO NOT* download *Cornerstone SBX Mobile app (teal blue color)*.
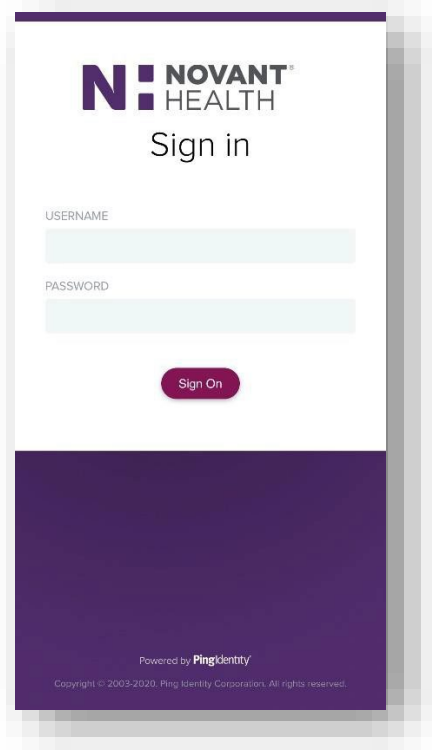
Step Two – Log into Cornerstone Galaxy

1. Enter **novanthealthlearning** for portal name.

Welcome!

Please enter the portal you use to log in to Cornerstone. If you don't know your portal try checking out our help documentation.

novanthealthlearning

Alternative Login Method

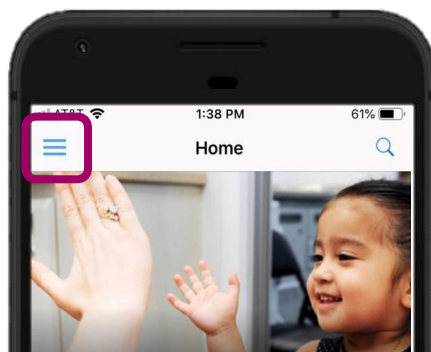NOVANT HEALTH

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2. Enter username as either your Corp ID OR Novant Health email Enter password which your standard password created in Password Manager.

Step Three - Learner Home Page

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

1. Click the menu icon to view more options (i.e., Home, transcript, etc.) Please note the location of this icon varies with device.
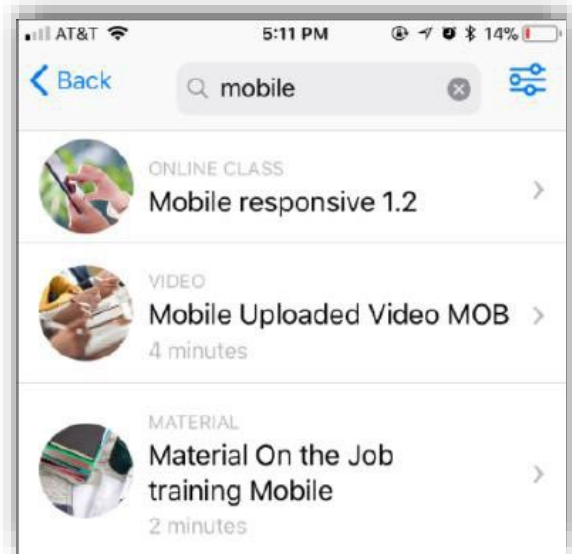
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2. Training metrics detail what training is due soon, past due, or no due date.

3. Tap ellipsis for additional functions:

   a. Tap to launch training

   b. Tap to save for later

   c. Tap to view training details

4. Below the welcome message, several carousels are available (**Note:** only mobile enabled training displays in the carousel sections):

   a. **Continue learning** displays training that is on the team member's active transcript with a max of 20.

   b. **Save for later** display training that team member has saved for consideration at a later date. This section is determined by the team member and if no training is saved, carousel is hidden.

   c. **Top picks for user** display training that is recommended based on training history. Training is determined by machine learning.

   d. **Trending for your position** display training that is recommended based on position. Training is determined by machine learning.

   e. **Inspired by your subjects** display training that is recommended based on subjects team member has indicated for interest. Training is determined by machine learning.

   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.

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Step Four - Search for training

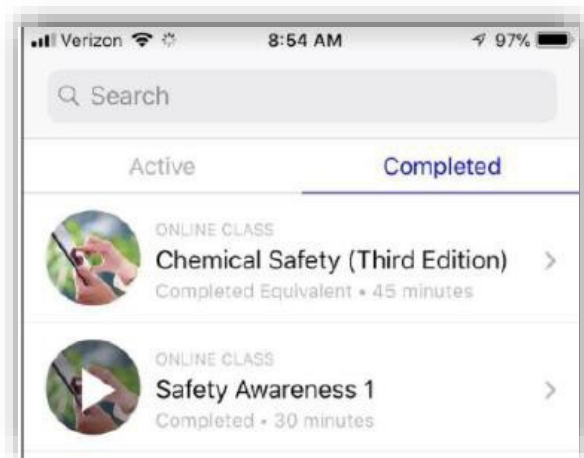1. Click search engine field/banner at top of app window:

2. Enter course code, keywords or training title to search for training.
3. Each training displays a thumbnail image, the training type, the training title and duration.
4. Tap a training result to open the training details page.
5. A play icon displays to tap for viewing.

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

1. Tap menu icon (some devices show **"Transcript"** at the bottom of the app window).
2. Tap "transcript".
3. Tap "active" to view active mobile-enabled training for viewing and completing.
4. Tap "completed" to view completed mobile-enabled training.

5. Tap each individual mobile-enabled training for training details.

To logout

1. Tap menu icon (position of the menu icon will vary with device).
2. Tap "Logout".