



CEG0042 April 2025 Bloodborne Pathogen (BBP) Education

“CEG0042 April 2025 Bloodborne Pathogen (BBP) Education” will be available on I-Learn and via the Cornerstone Galaxy mobile app by end of day on April 1 through 11:59 p.m., April 30.

Enhancement for mobile access!

Use your mobile device to scan the QR code for direct access to the Bloodborne Pathogen course:



Access Instructions:

1. Use the QR reader on your mobile device to scan the QR code.
2. Enter your corporate email address and password in the indicated fields to access I-Learn.
3. Select “Launch” from the course details page.

Revised: 03/31/25

Who must complete BBP?

All Novant Health team members and Novant Health providers are required to complete the BBP education.

How do I access BBP education?

If using a desktop/laptop, the BBP course must be accessed using either **Google Chrome or Microsoft Edge** as the browser:

- On campus (at work): use your Novant Health network access to I-Learn. You **do not** have to enroll in the BBP module. All team members will be **automatically** enrolled.
- Off campus (from home): use either GlobalProtect VPN or “Employee connections” via: <https://www.novanthealth.org/employee-connections.aspx> to access I-Connect.



Cornerstone Galaxy mobile app!

Use your mobile device to download the Cornerstone CSX app and complete the course on your mobile device.

N ■ ■ How to Login to I-Learn

Logon to I-Learn from Novant Health Network?

- I-Connect > under *Work Resources* > Team Member Resources > I-Learn.
- If prompted enter corporate ID (ex. abc123) in the username field and your Novant password in the password field.

Logon to I-Learn from a computer using a generic login?

- Use Google Chrome I-Learn App
- Enter corporate ID (ex. abc123) in the username field and your Novant password in the password field.

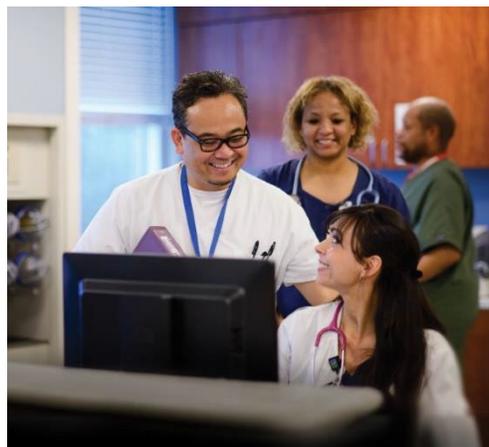
Logon to I-Learn from Outside of NovantHealth Network?

Preferred method via Google Chrome or Microsoft Edge

1. Go directly to I-Learn: <https://novanthealthlearning.csod.com>.
2. Enter your corporate ID in User ID field (ex. abc123) and your Novant password in the password field.

OR

1. Logon by visiting novanthealth.org.
2. Click the “for Employees” link.
3. Click on “Online education classes” link
- 4 – Enter corporate ID in User ID field (ex. abc123) and your Novant password in the password field.



I-Learn: Android devices

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

Step One - Download Cornerstone Galaxy app

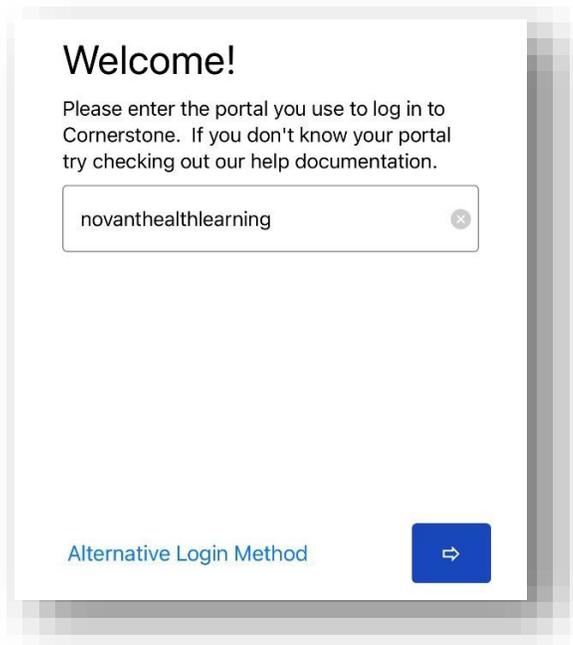
1. Access the Play Store on your device.
2. Locate “Cornerstone Galaxy” app.
3. Download app.



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)*.

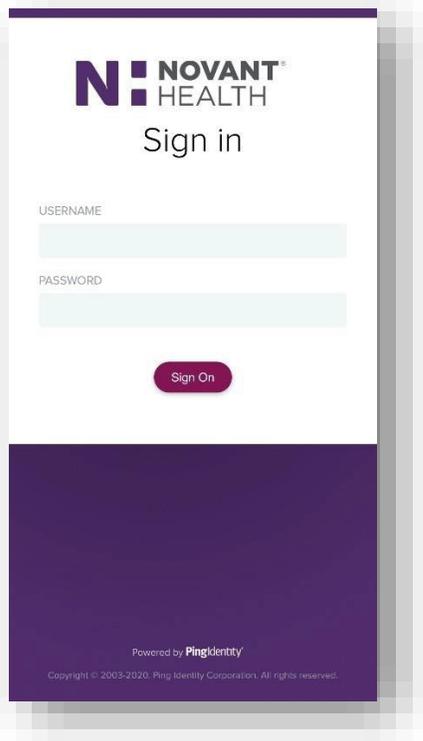
Step Two – Log into Cornerstone Galaxy

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

The screenshot shows a login interface with the heading "Welcome!". Below the heading is a text prompt: "Please enter the portal you use to log in to Cornerstone. If you don't know your portal try checking out our help documentation." There is a text input field containing "novanthealthlearning" with a clear button (an 'x' in a circle) to its right. At the bottom left, there is a link for "Alternative Login Method" and a blue button with a right-pointing arrow.

I-Learn: Android devices

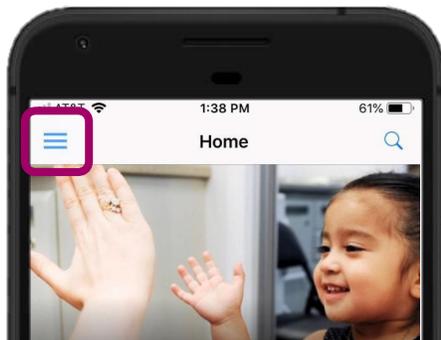
2. Enter username as either your Corp ID or Novant Health email.
Enter password which your standard password created in Password Manager.



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.



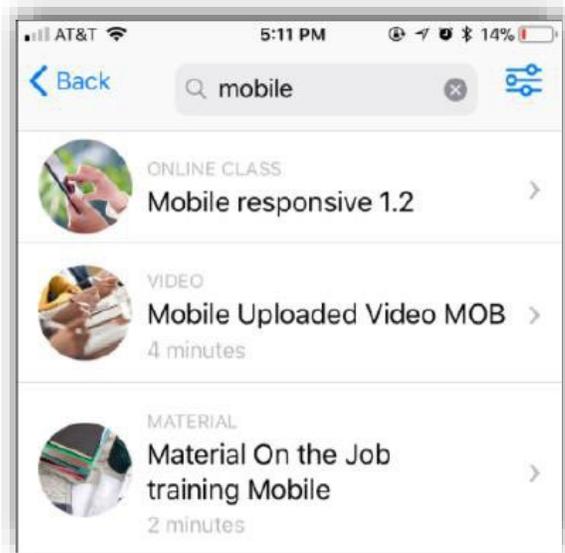
I-Learn: Android devices

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.

I-Learn: Android devices

Step Four - Search for training

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



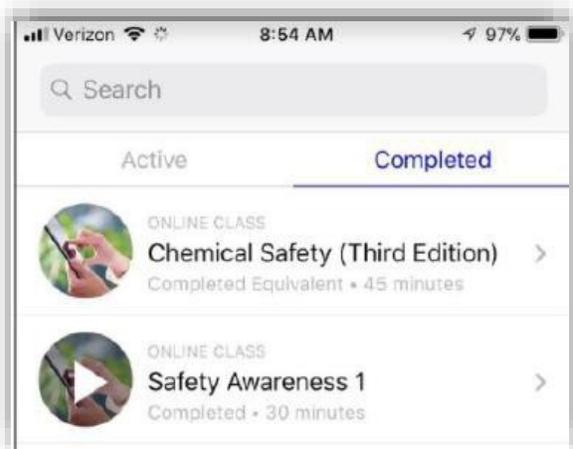
2. Enter course code, keywords or training title to search for training.
3. Each training displays a thumbnail image, the training type, the training title and duration.
4. Tap a training result to open the training details page.
5. A play icon displays to tap for viewing.

I-Learn: Android devices

I-Learn: Android devices

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

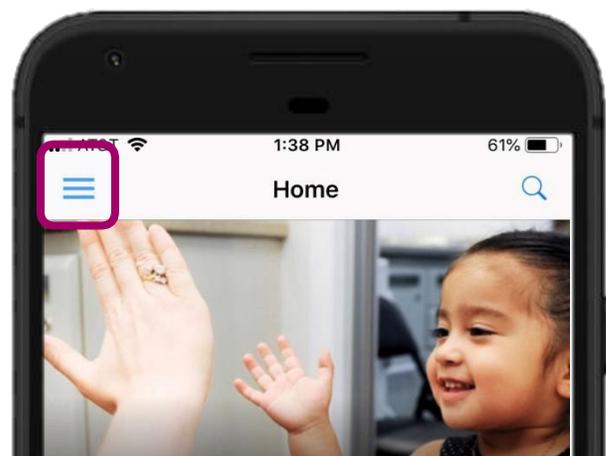
1. Tap menu icon (some devices show **“Transcript”** at the bottom of the app window).
2. Tap **“transcript”**.
3. Tap **“active”** to view active mobile-enabled training for viewing and completing.
4. Tap **“completed”** to view completed mobile-enabled training.



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”**.



I-Learn: Apple devices

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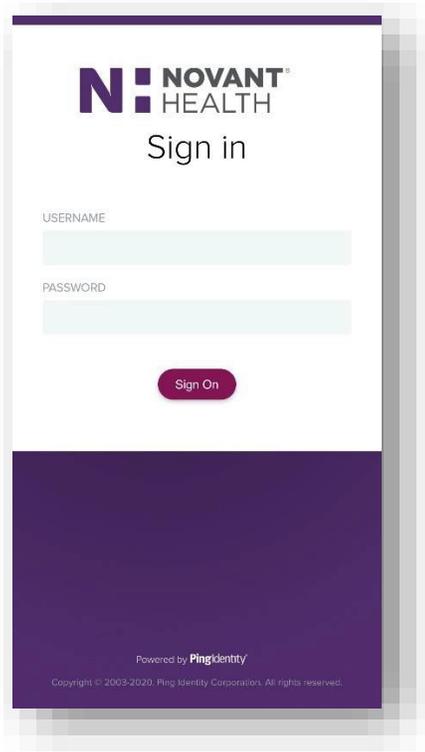
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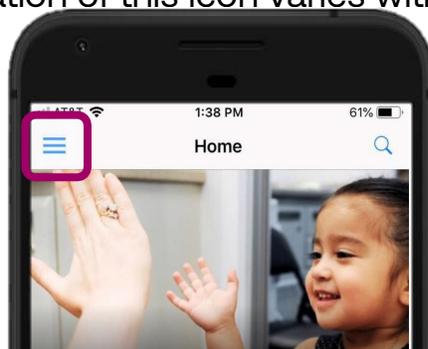
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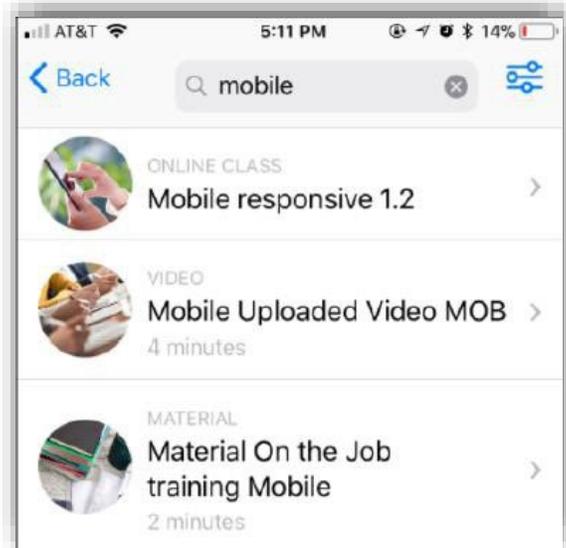
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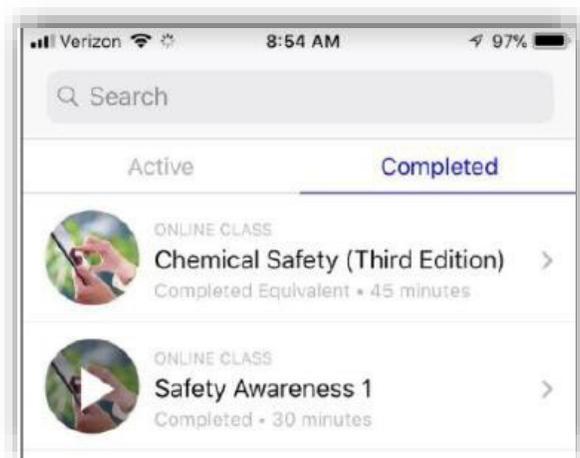


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