

Important Orientation Training Information

COMPUTER ACCESS

I-Learn

First 2 Weeks: Access I-Learn via the following external link for the first 2 weeks of Employment from both Novant Health and personal computers:

https://novanthealthlearning.csod.com/client/novanthealthlearning/default.aspx

- **User Name:** Your personal email address provided to Novant Health
- **Password:** The password you created to complete the two Starting Line online courses

The external I-Learn link will stop working after two weeks

After 2 Weeks:

- Log on using your Corporate ID and Novant Health password created in Password Management
- **Access I-Learn remotely** from <http://www.novanthealth.org> > click the *for Employees* link in the top right corner of the window > click the *Online education classes* button
- **Access I-Learn on the Novant Health network** from the *I-Connect Home Page* > *Team Member Resources* > *I-Learn* or from the *Citrix portal*

Other Novant Health Systems

- Your Novant Health password (MyPassword) must be setup to access other Novant Health systems.
- You will set up your password either when you go to your department or with a trainer if you are scheduled for in-person training.
- Once your password has been setup, you will be able to access the Novant Health system applications.

Note: Remember in your first two weeks after orientation, you must access I-Learn from the external link provided using your personal email address and password created, even after you have setup Novant Health network access.

TRAINING DELIVERY AND NOTIFICATIONS

Communication

The schedule received at Starting Line provides the latest information regarding your assigned training (dates/times/etc.). Check your personal email address, including Junk/SPAM/All Mail folders frequently for possible updates and changes from our training teams.

Computer-based Online Courses (CBLs)

Will be launched from your I-Learn transcript using the Launch button to the right of the course.

Virtual Instructor-Led Classes (VILT)

Depending on the course, classes being taught virtually through Zoom will be launched from the link on your training schedule, the link sent to you by the training team the day before class **OR** from your I-Learn transcript using the Launch button to the right of the course.

Instructor-Led Classes (ILT)

Your schedule will provide dates, times, and locations for any training that must be conducted in-person. Any changes will be communicated by email.

PAYMENT | TAX FORMS | BENEFITS

- Non-Exempt team members will automatically be paid 4 hours for completing both Starting Line online courses (CENHO001 and CENHO003) and coming on-site to complete Starting Line Orientation requirements. Exempt team members will have 4 hours coded as orientation on their timecard.
- Non-Exempt team members need to use the attached Supplemental Time Sheet to record time until able to setup Novant Health network access. Refer to the Novant Health Supplemental Timesheet for instructions. Exempt team members will automatically be paid for attending training.
- You will have up to 31 days to submit tax and benefits selections in Employee Self Service. Until you are able to setup Novant Health network access and make selections, taxes will be withheld as Single, 0 Allowances. Remember to access the benefits information provided in the handout and at the end of course CENHO001 for more information.