

I-Learn: Apple devices

How to download the Cornerstone Learn app for Apple devices:

Step One - Download Cornerstone Learn app

1. Access the 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 (teal blue color)** for learning. **DO NOT** download **Cornerstone Mobile app (dark blue color)**.

Step Two – Log into the Cornerstone Mobile App

1. Enter **novanthealthlearning** for portal name

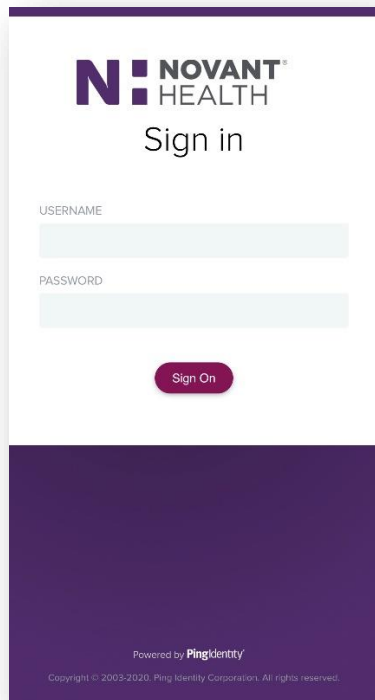
The screenshot shows the login screen of the Cornerstone mobile app. At the top, it says "Welcome!". Below that, it asks the user to enter the portal name and provides a link to help documentation. A text input field contains "novanthealthlearning". At the bottom, there is a link for "Alternative Login Method" and a blue button with a right-pointing arrow.

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.

I-Learn: Apple devices

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

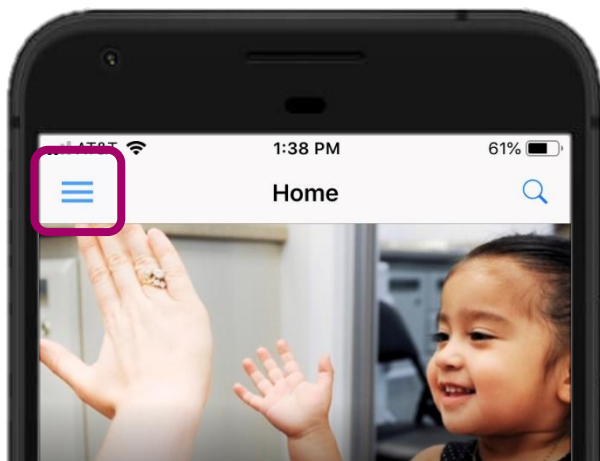


The image shows a mobile app sign-in screen for Novant Health. At the top, the Novant Health logo is displayed in purple and black. Below the logo, the text "Sign in" is centered. There are two input fields: "USERNAME" and "PASSWORD", both with light blue borders. A purple "Sign On" button is located below the password field. At the bottom of the screen, there is a purple footer containing the text "Powered by Pingidentity" and "Copyright © 2003-2020. Ping Identity Corporation. All rights reserved."

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. *Continued on next page.*



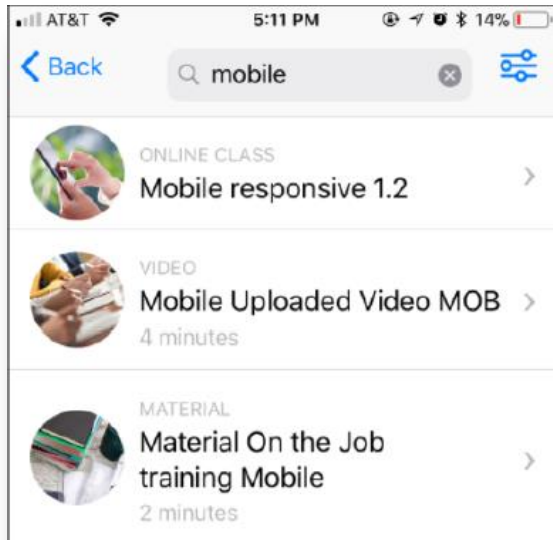
I-Learn: Apple devices

2. Training metrics detail what training is due soon, past due, or no due date.
3. Tap ellipsis for additional functions:
 - Tap to launch training
 - Tap to save for later
 - 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: Apple devices

Step Four - Search for training

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

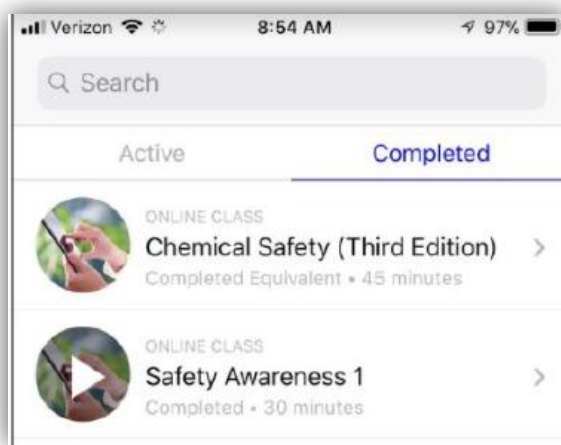


2. Enter course code, keywords or training title to search for training
3. Each training displays a thumbnail image, the training type, the training title and duration.
4. Tap a training result to open the training details page
5. A play icon displays to tap for viewing

I-Learn: Apple 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”**

