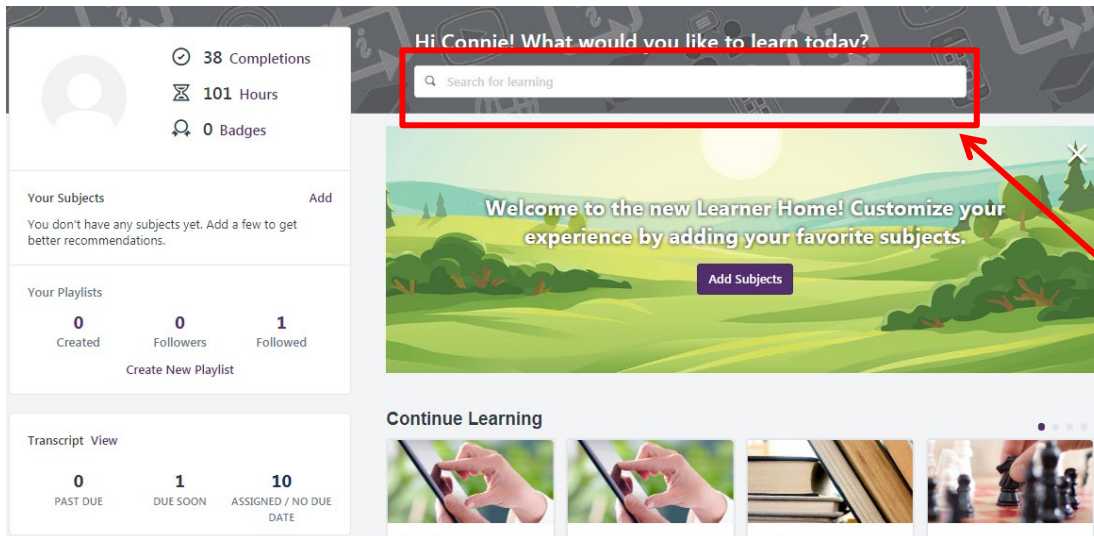


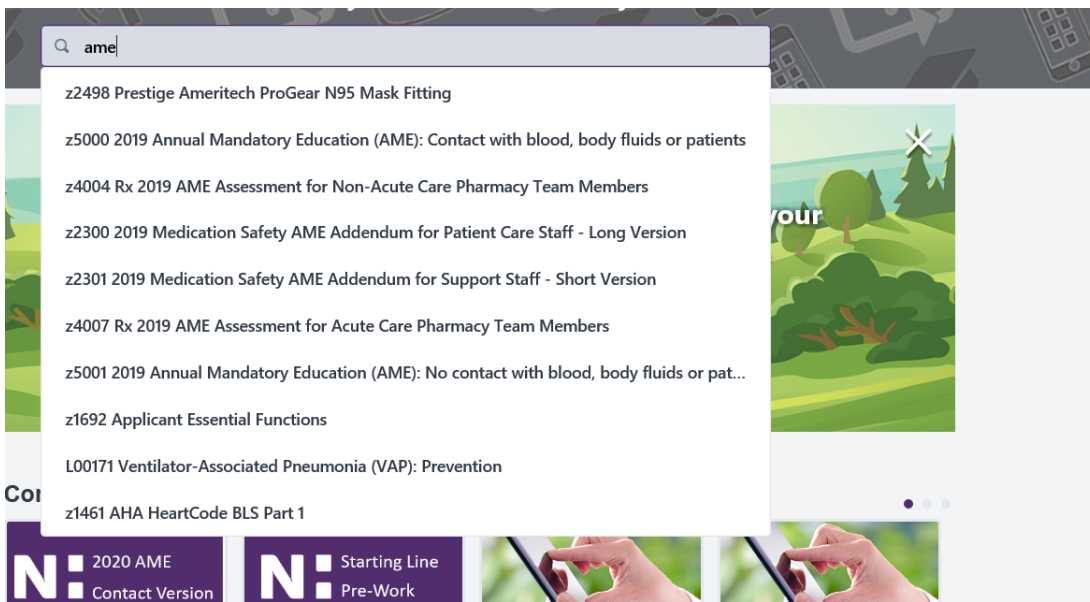
Step-by-step instructions for accessing AME and Med Safety modules in I-Learn

Search to locate the CBLs:

The **Search** field enables direct access to your search topic from the Welcome Page.



1. Enter a keyword (examples: z code, 2019, AME, or Med safety, etc.) for the CBL in the Search field, this will search the entire system for the keyword/s entered. Search results will appear as you type.




2. After locating the training event, Click to open the CBL. (If you have already launched the CBL and need to complete it at a later time, click **Open Curriculum Player**.)

The screenshot shows a web page titled "Training Details". At the top, there is a breadcrumb trail: "Home > Training Details". Below this, the main heading is "Training Details". A small icon of a stack of books is to the left of the title "z5000 2019 Annual Mandatory Education (AME): Contact with blood, body fluids or patients". Below the title, it says "Curriculum · Novant Health Training Online · \$0.00". A purple button labeled "Request" is positioned below the title. A paragraph of text follows: "This online class reviews all regulatory information and is required to be completed annually by all team members (excluding new hires in this calendar year and practitioners) that come in contact with blood, body substances, or patients. There is a test that must be passed with a score of 80% or higher. This education does not award contact hours so there is no certificate to print."

3. Click **Launch**.

The screenshot shows a web page titled "Curriculum Progress" for the training event "z5000 2019 Annual Mandatory Education (AME): Contact with blood, body fluids or patients". The breadcrumb trail is "Home > Deonte Tyson > Transcript: Deonte Tyson > z5000 2019 Annual Mandatory Education (AME): Contact wit...". On the left, there is a circular progress indicator showing "0%" and the text "CURRICULUM PROGRESS". A red box highlights the text "You can monitor your progress through the curriculum" with a red arrow pointing to the progress indicator. The main content area shows the title "z5000 2019 Annual Mandatory Education (AME): Contact with blood, body fluids or patients" with an "Options" dropdown menu. Below the title, there is a paragraph of text: "This online class reviews all regulatory information and is required to be completed annually by all team members (excluding new hires in this calendar year and practitioners) that come in contact with blood, body substances, or patients. There is a test that must be passed with a score of 80% or higher. This education does not award contact hours so there is no certificate to print." Below this, there are two curriculum items. The first item is "z5000 2019 Annual Mandatory Education (AME): Contact with blood, body fluids or patients (rev 090319)" with a "Launch" button and a dropdown arrow. Its status is "Registered" and "Due: No Due Date", with a version of "4.0 (revised 09/03/19)". The second item is "z5000 2019 Annual Mandatory Education (AME): Contact with blood, body fluids or patients" with a status of "Pending Prior Training" and "Due: No Due Date".

4. Once you complete the online training, you will automatically be directed to take the test. 

5. Once the test is completed, the CBL will appear on the Completed Transcript.

Incomplete CBLs will be viewed on the Active transcript. Completed CBLs will appear under the Completed section of your transcript.