

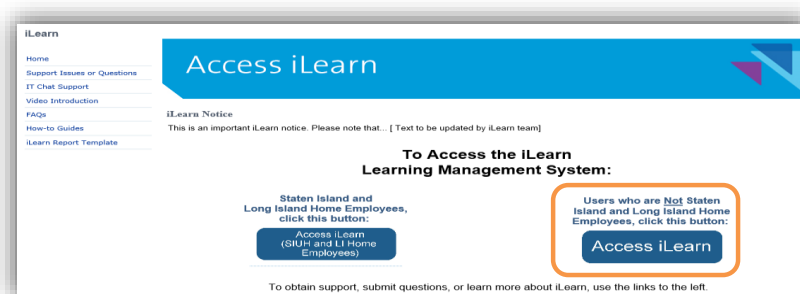
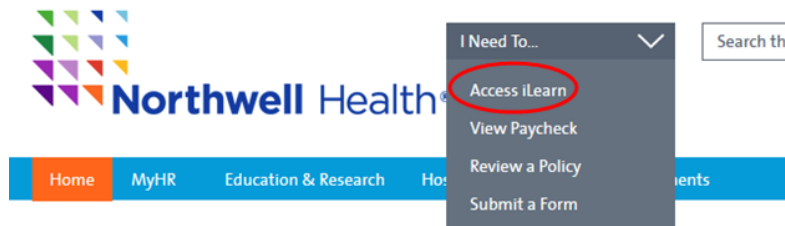
User Instruction Card – Phelps

Logging In

The iLearn Learning Management System (LMS), is a web-based software application for the administration, documentation, tracking, reporting and delivery of education.

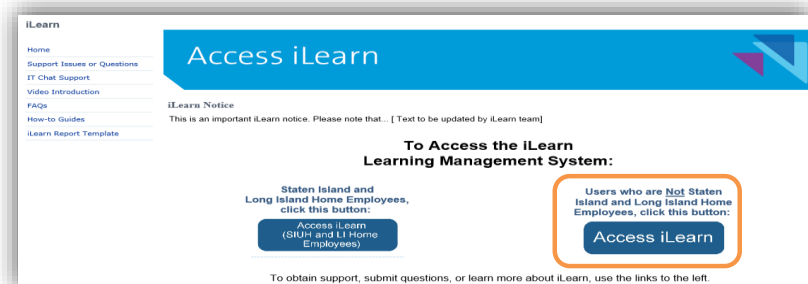
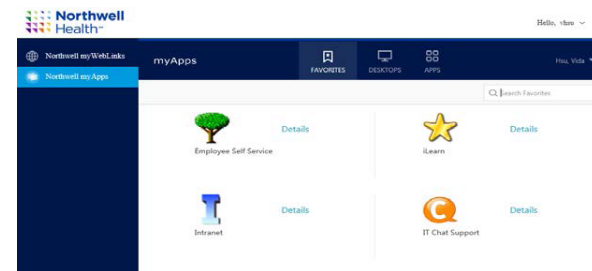
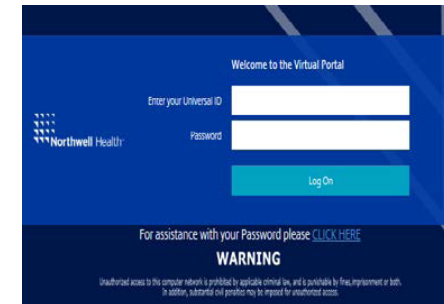
To access iLearn while connected to the Phelps network:

1. Click on the **Northwell vIntranet** icon on your desktop.
2. Logon to the Northwell Intranet using your **Northwell Health Universal ID** and **password**.
3. Click the **"I Need to..."** drop-down menu on the Northwell Intranet, then click **Access iLearn**.
4. Click on the **Access iLearn** button to launch iLearn.



To access the Northwell Portal from outside of Phelps:

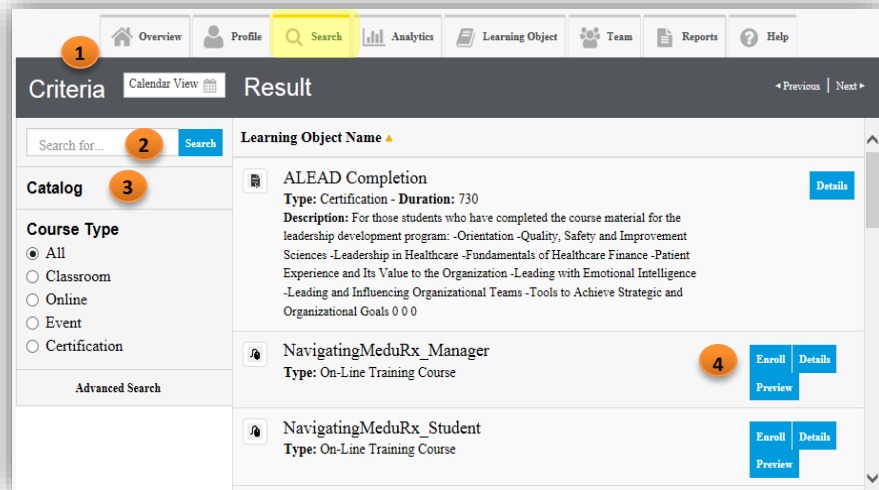
1. Access the **Northwell Portal** remotely using the web address below:
<https://vportal.northwell.edu/>
2. Logon to the Remote Portal using your **Northwell Health Universal ID** and **password**.
3. Click on the **iLearn** icon.
4. Click on the **Access iLearn** button to launch iLearn.



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Course Enrollment

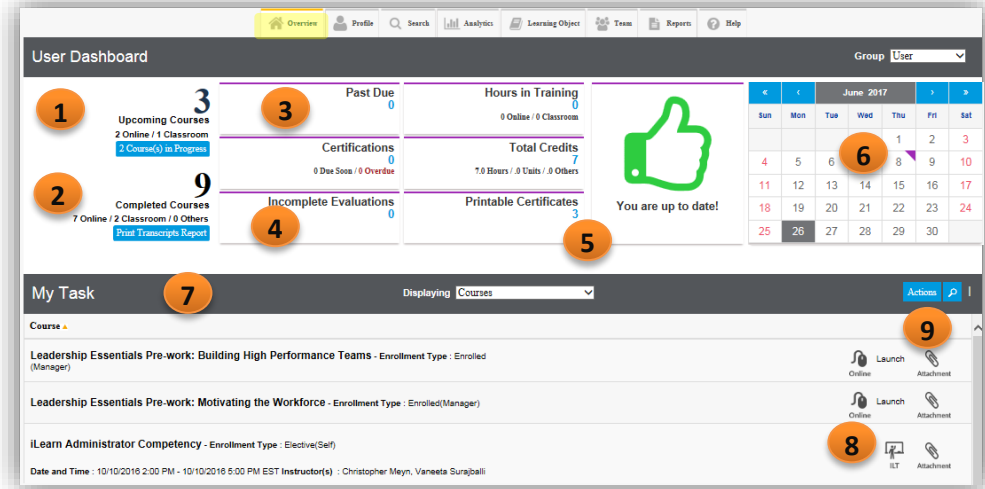
The search function is used to enroll in courses. It can be accessed from the toolbar.



1. Clicking on the calendar view brings up all courses available in the current month and on each day. Clicking on a course will open a window with a brief course description and an enroll button. Use the > < arrows to scroll through the months.
2. The search bar allows you to search for a course by name. Results will appear in the main window, and you can use the enroll button to enroll.
3. The catalog allows you to search by drilling down and locating the folder you wish to view, and clicking the search button to display the courses contained in the folder.
4. The enroll button is located on the main window to the right of available courses and users can enroll from there.

Course Management

The User Dashboard contains all the information you need to manage your courses in iLearn. Clicking on any link lets you view the data for that item.



1. Indicates the number of courses you have been assigned and have not yet taken.
2. Indicates the number of courses that have been completed.
3. Indicates the number of courses that are past due.
4. Indicates if there are any incomplete evaluations.
5. Shows your overall status; up to date or having items that need attention.
6. Calendar quick view. A purple triangle appears on any date that you are scheduled to attend a classroom course.
7. My Tasks area shows a list of courses you are enrolled in but not yet taken. Use the "display" drop down to narrow your results.
8. Indicates the type of course, online or instructor led.
9. Allows you to view any course attachments.