

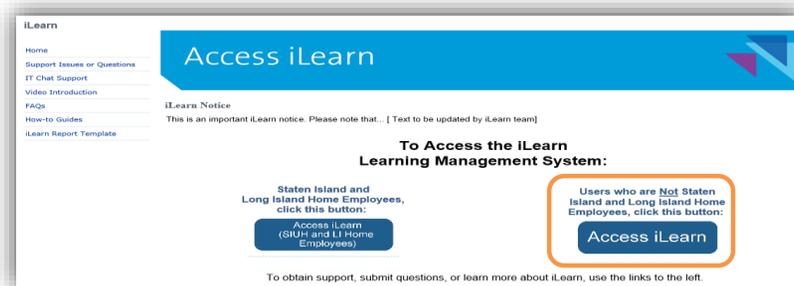
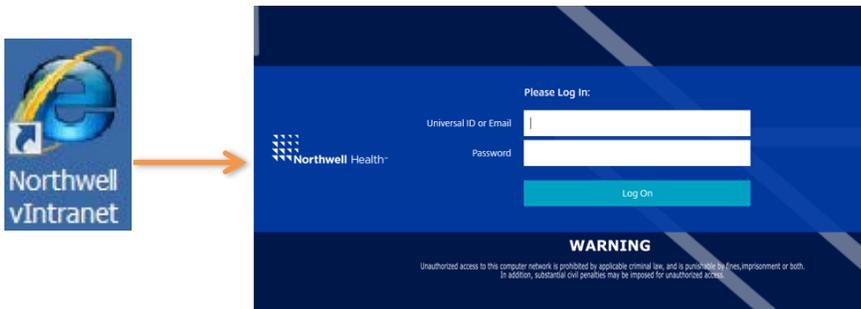
# User Instruction Card – Phelps

## Logging In

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

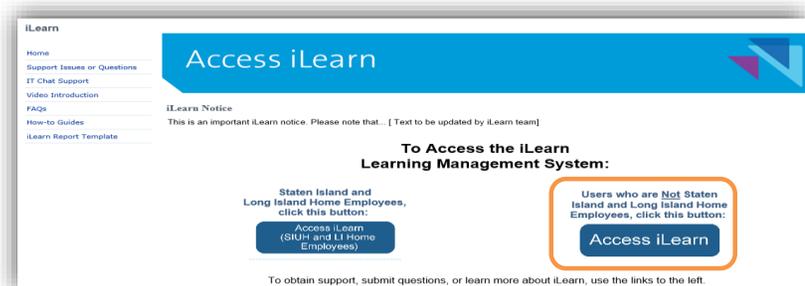
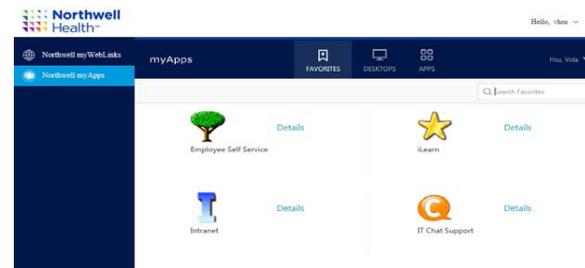
### To access iLearn while connected to the Phelps network:

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.



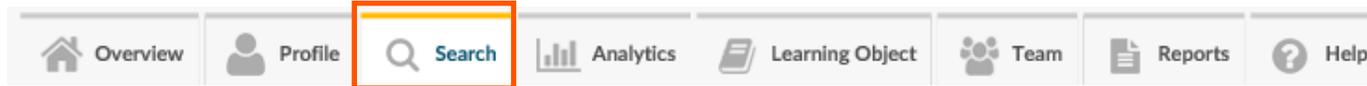
### To access the Northwell Portal from outside of Phelps:

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.



To register for a classroom course, follow the instructions below:

1. Click **Search** (it may take several minutes for the window to load after clicking search).



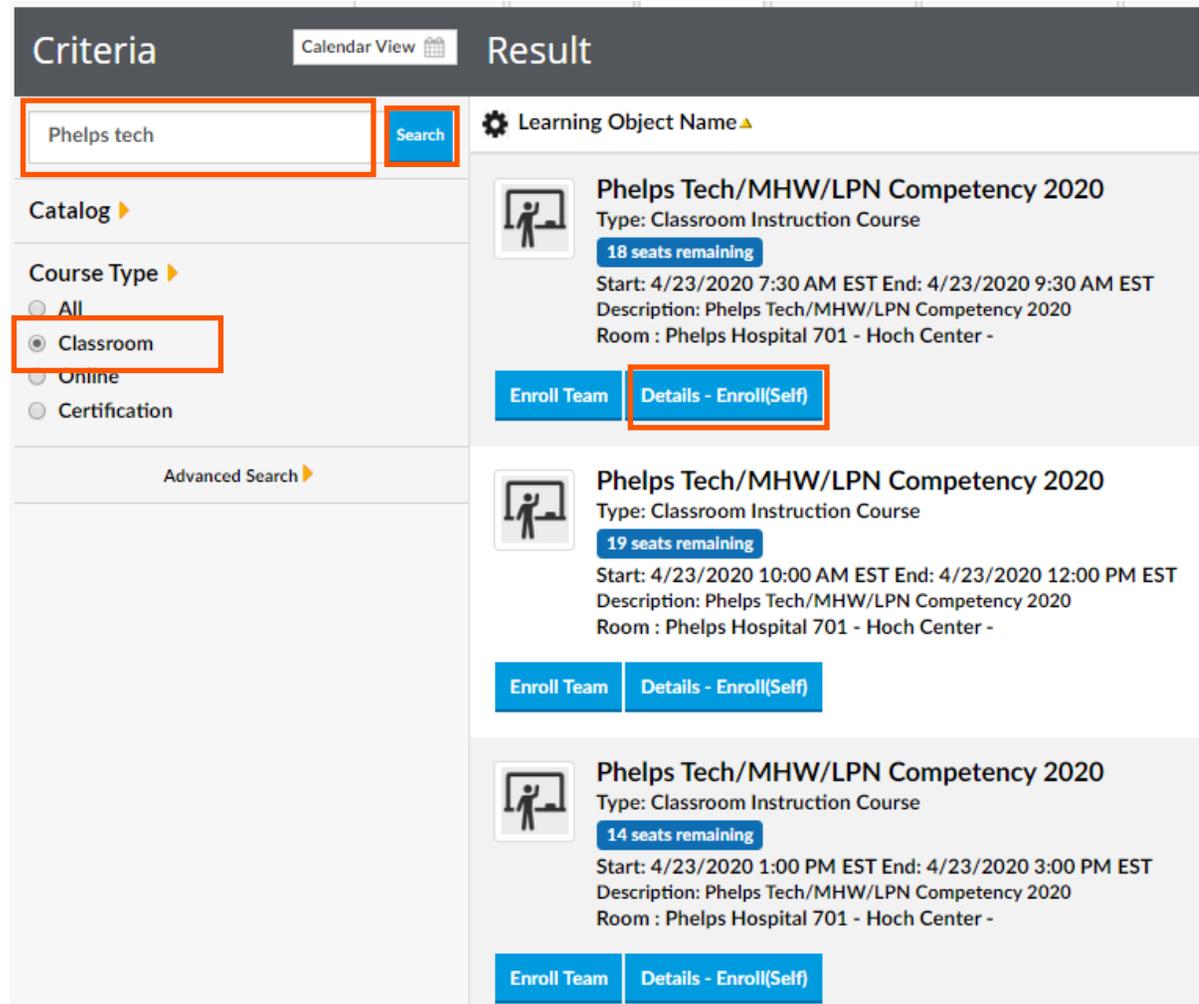
2. Type **Phelps Tech** in the search box, then choose **Classroom** as the course type. Click **Search** to refine the search results.

3. After clicking search, the results will narrow to show the course offerings in the Results window.

4. Click the **Details - Enroll (Self)** button for the session you want to attend.

5. Another window will open with the details of the course. Click **ENROLL** in the upper right corner to complete your registration.

You will receive an email confirmation after registering for the class and a reminder email a week prior to the class.



**Criteria** Calendar View **Result**

Phelps tech Search

Catalog ▶

Course Type ▶

- All
- Classroom
- Online
- Certification

Advanced Search ▶

**Learning Object Name** ▲

**Phelps Tech/MHW/LPN Competency 2020**  
Type: Classroom Instruction Course  
**18 seats remaining**  
Start: 4/23/2020 7:30 AM EST End: 4/23/2020 9:30 AM EST  
Description: Phelps Tech/MHW/LPN Competency 2020  
Room : Phelps Hospital 701 - Hoch Center -

Enroll Team Details - Enroll(Self)

**Phelps Tech/MHW/LPN Competency 2020**  
Type: Classroom Instruction Course  
**19 seats remaining**  
Start: 4/23/2020 10:00 AM EST End: 4/23/2020 12:00 PM EST  
Description: Phelps Tech/MHW/LPN Competency 2020  
Room : Phelps Hospital 701 - Hoch Center -

Enroll Team Details - Enroll(Self)

**Phelps Tech/MHW/LPN Competency 2020**  
Type: Classroom Instruction Course  
**14 seats remaining**  
Start: 4/23/2020 1:00 PM EST End: 4/23/2020 3:00 PM EST  
Description: Phelps Tech/MHW/LPN Competency 2020  
Room : Phelps Hospital 701 - Hoch Center -

Enroll Team Details - Enroll(Self)