

Completing myles New Hire Orientation Curriculum

All new hires need to complete the New Hire Orientation Curriculum assigned by end of the orientation week. Failure to complete the curriculum on time will result in suspension and prevention of going into the unit or department.

Please read the following carefully: All Myles curriculum courses must be completed during work hours. Any work done outside of work hours will not be compensated.

Below, you will find the instructions on how to access the curriculum once you enter the network or if you would like to complete them outside the network.

Accessing our Learning Management System

The myles learning management system is a web-based application for the administration, documentation, tracking, reporting and delivery of all your training. Having access to myles enables you to build knowledge and skills, meet regulatory education requirements, and complete required continuing education programs for licensure. All registrations for instructor led classes are done using myles. You also have access to the learning events calendar where instructor led courses are listed.

Access to Myles from the Nicklaus Children's Portal

To access **myles**, click on the internet explorer icon. The **NCHSnet** will appear.

Scroll down and locate the **Applications** icon on your screen

Locate and click on the **myles** icon to access your learning page

Using Myles to complete my assigned courses

The Welcome Screen provides you with short cuts

Select "**my learning events**" to go to your active transcript.

NCHU-New Hire Onboarding Curriculum

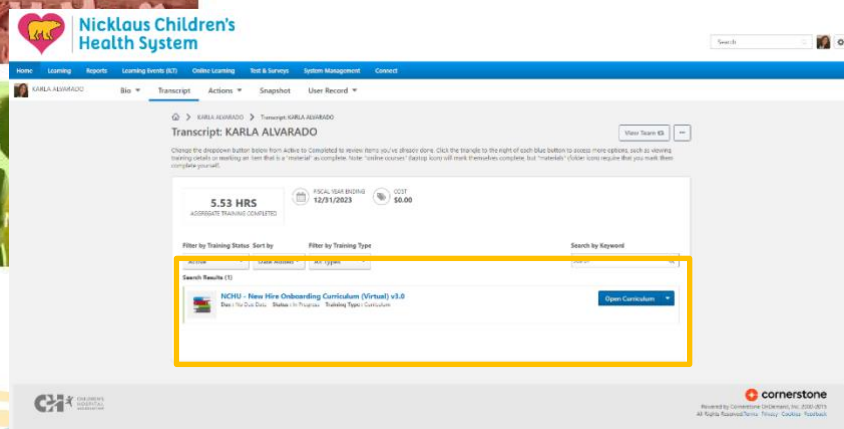
Click on your assigned curriculum or course to **launch** the New Employee Orientation Curriculum



Welcome MAGGIE to your learning space



Search

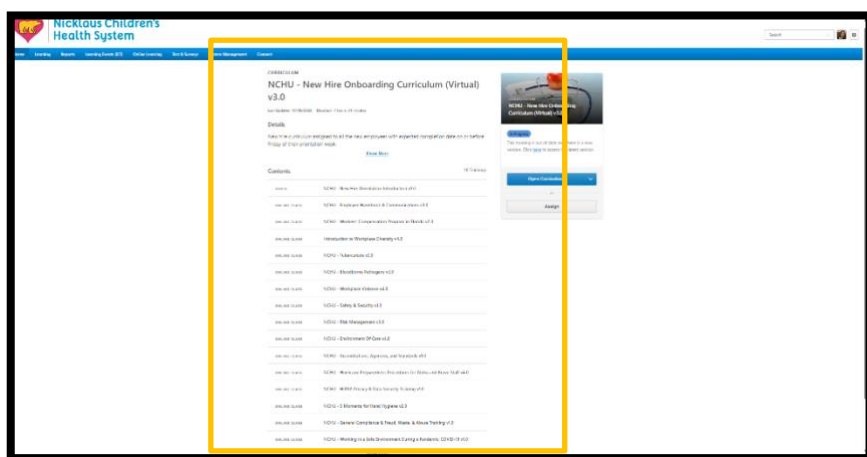


There are a **total of 17 modules** that need to be completed by the end of orientation week.

The first content on the list named: **NCHU-New Hire Onboarding Curriculum (Virtual)** is a curriculum that is specific to orientation. You **MUST** allow the module to run at its own time, skipping slide or pushing to it faster will result in the module to freeze.

If you are running into challenges with myles, please contact the Learning and Development Department at mylearningspace@nicklaushealth.org.

Failure to complete all modules by the end of orientation week will result in suspension. You will be unable to report to your department or unit.



RN Roles only:

All RN roles will have additional modules on myles that they will need to complete. See the list below with due dates.

Medication calculation test- due Friday of general orientation week

General orientation curriculum (different versions, depending on unit)- due Friday of general orientation week

Regulatory new hire curriculum- (different versions, depending on unit)- due 2 weeks after hired date (the next Friday after orientation week)

RNs also get unit specific curriculums assigned to be completed within six months from hired date and it depends on their experience.

Accessing our Learning Management System from outside the Network (for iPad or mobile device)

You also have the choice of completing the new hire curriculum from your iPad or mobile device. This is a great option if you are having challenges accessing the network or do not have a computer at home.

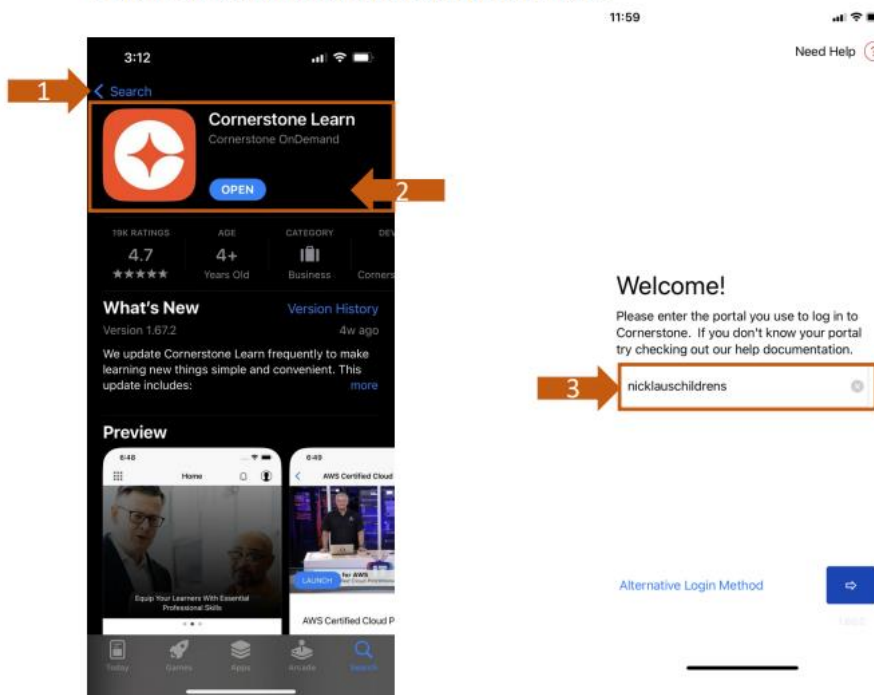
To do this, simply follow the step listed below.

Steps 1-3:

Download the Cornerstone Learn App



Cornerstone Learn is the mobile app for mobile-enabled courses in Cornerstone. Complete the following steps to log in to the Cornerstone Learn app from a mobile device.



1. Search for Cornerstone Learn

2. Tap the OPEN button

3. Enter nicklauschildrens in the Portal field

11:59

Need Help ?

Cornerstone Learn
Cornerstone OnDemand

OPEN

4.7
★★★★★

4+
Years Old

CATEGORY
Business

What's New
Version 1.67.2
4w ago

We update Cornerstone Learn frequently to make learning new things simple and convenient. This update includes: [more](#)

Preview

Home

AWS Certified Cloud P

Alternative Login Method

LAUNCH

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.

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nicklauschildrens

1. Type in **Cornerstone Learn** from the Apple App store or Google Play Store on your smartphone or tablet.

2. Download and Tap the **Cornerstone Learn** app icon to open the app.

3. Enter **nicklauschildrens** in the **Portal** field.


The app automatically adds **.csod.com** to the portal name.



Accessing our Learning Management System from outside the Network (for iPad or mobile device)


Steps 4 & 5:

Log in to Cornerstone Learn App



Nicklaus Children's Health System

12:00
Learn



Nicklaus Children's Health System

Sign in


4 →

[Can't access your account?](#)

[Terms of use](#) [Privacy & cookies](#) ...

© login.microsoftonline.com

12:00
Learn



Nicklaus Children's Health System

← leslie.gutierrez@nicklaushealth.org

Enter password

5 →

[Forgot my password](#)

[Terms of use](#) [Privacy & cookies](#) ...

© login.microsoftonline.com

4. **Sign in** with your work email
first.last@nicklaushealth.org

5. Enter your password.

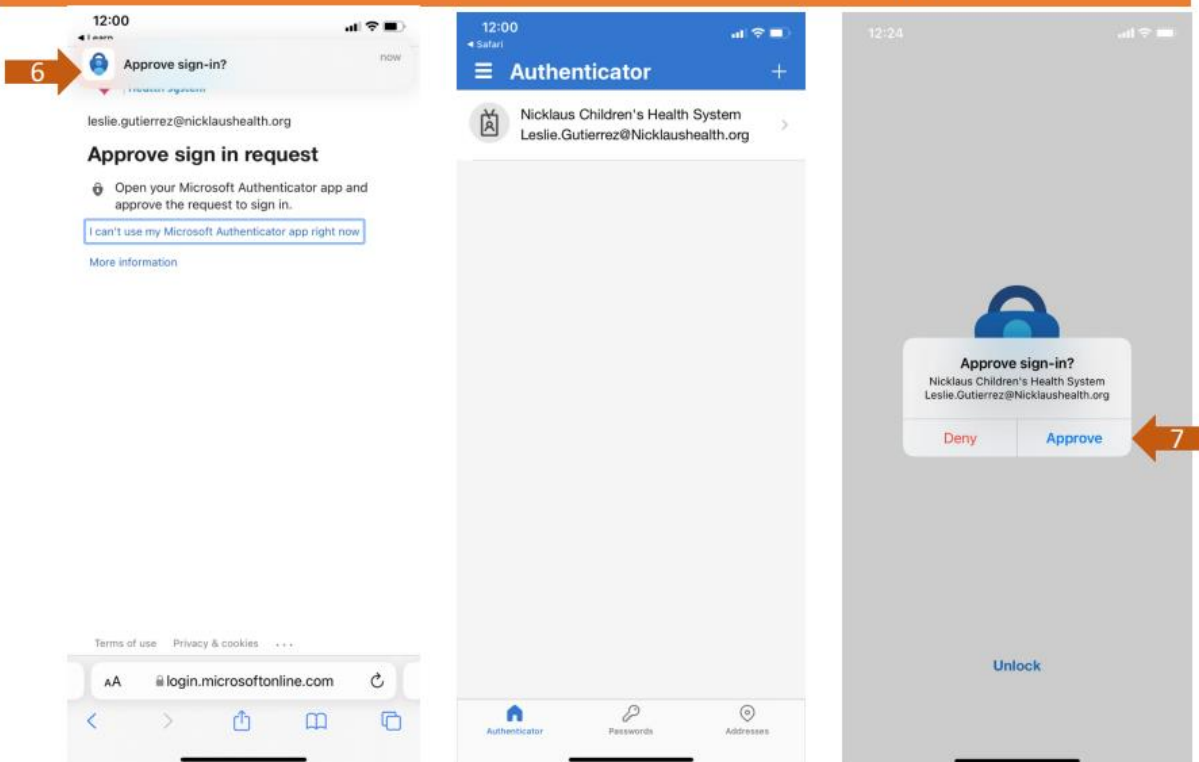
Your password is the same as your computer network password.



Accessing our Learning Management System from outside the Network (for iPad or mobile device)

Steps 6 & 7:

Microsoft Authenticator App



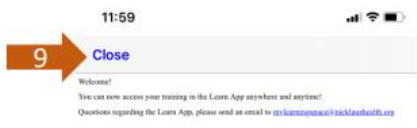
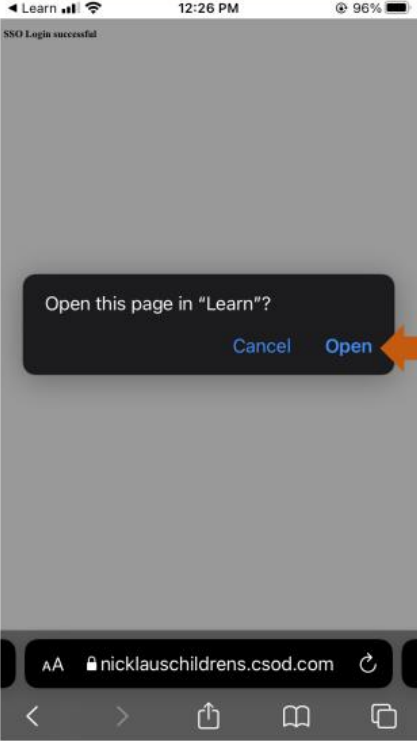
6. Open your Microsoft Authenticator app.

7. Click Approve.

Accessing our Learning Management System from outside the Network (for iPad or mobile device)

Steps 8 & 9:

Open the Learn App



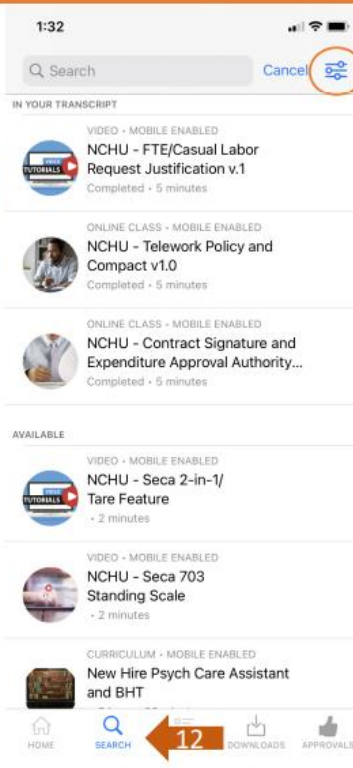
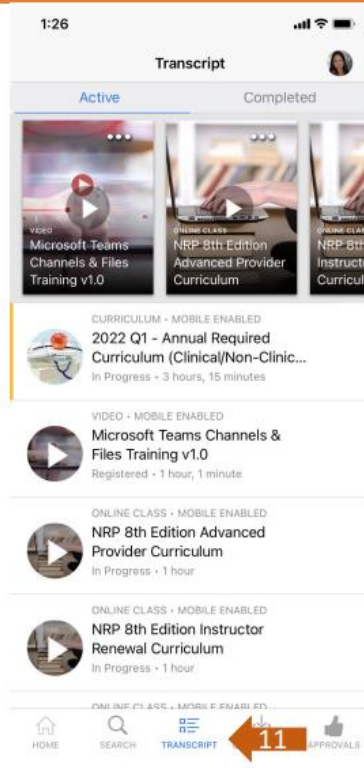
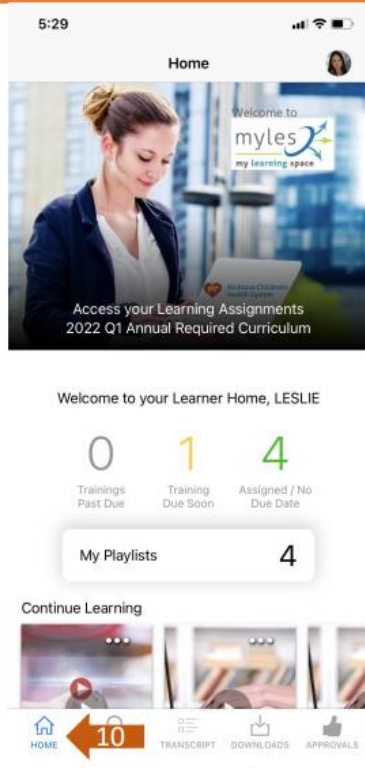
8. Select **Open** to open the Learn App.

9. Select **Close** on the welcome window.

Accessing our Learning Management System from outside the Network (for iPad or mobile device)

Steps 10-13:

View Your Home, Transcript, Search and Filter



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10. On your Home page you can view Training past due, Training Due Soon, Assigned Training and Continue Learning.

11. You can view your Active Transcript and Completed Items.

12. You have the option to Search for courses, videos, test and curriculums.

13. You can Filter by category





Accessing our Learning Management System from outside the Network (for iPad or mobile device)

Q&A's

Cornerstone Learn app FAQs



1. Will I be able to access my assigned curriculums for required training via the Cornerstone Learn app?
Yes, you now will have access to your assigned curriculums or any other module that you may have assigned to yourself for self-paced learning.
2. If I am an hourly employee, will I get paid for the time I spent doing my required curriculum via the Cornerstone Learn app, during my off time?
For hourly employees, you will need to speak to your leader to obtain permission to do any mandatory assigned curriculums from home.
3. Will I be able to sign up for learning events/sessions with the Cornerstone Learning app?
At this time, this feature is not available through the app. This feature is in process of development by the Cornerstone team.
4. Will I be able to access observation checklists to validate competencies (if applicable)?
At this time, this feature is not available through the app. The Cornerstone team is in the process of developing an app for this functionality.

If you have additional questions or concerns, please contact Learning and Development Services via email to mylearningspace@nicklaushealth.org