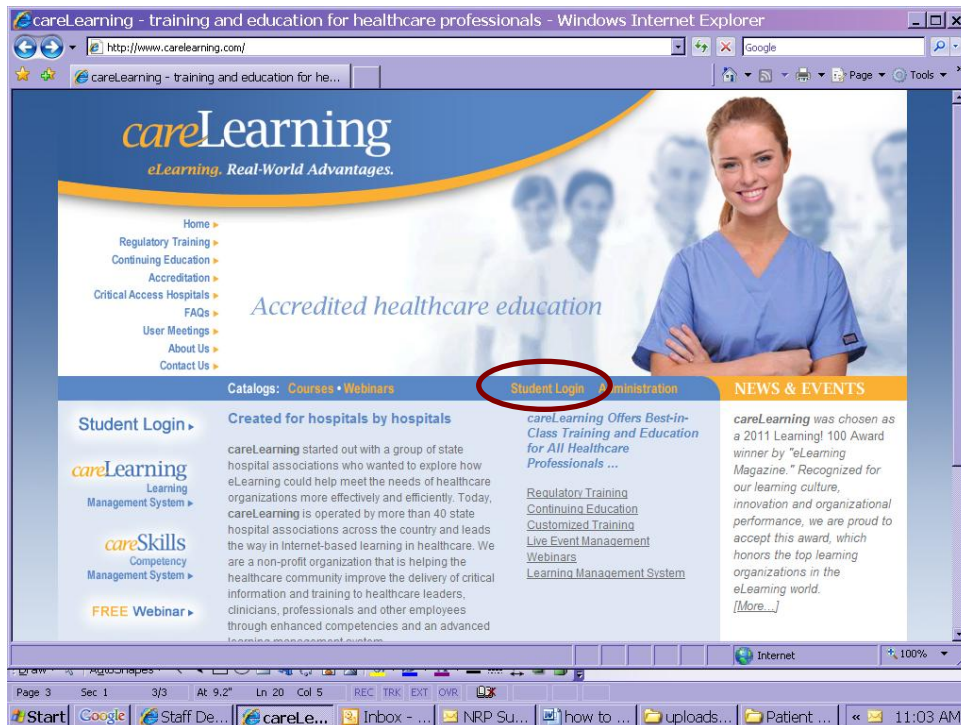


Instructions for Accessing
careLearning
from the Fitzgibbon Website Employee Portal

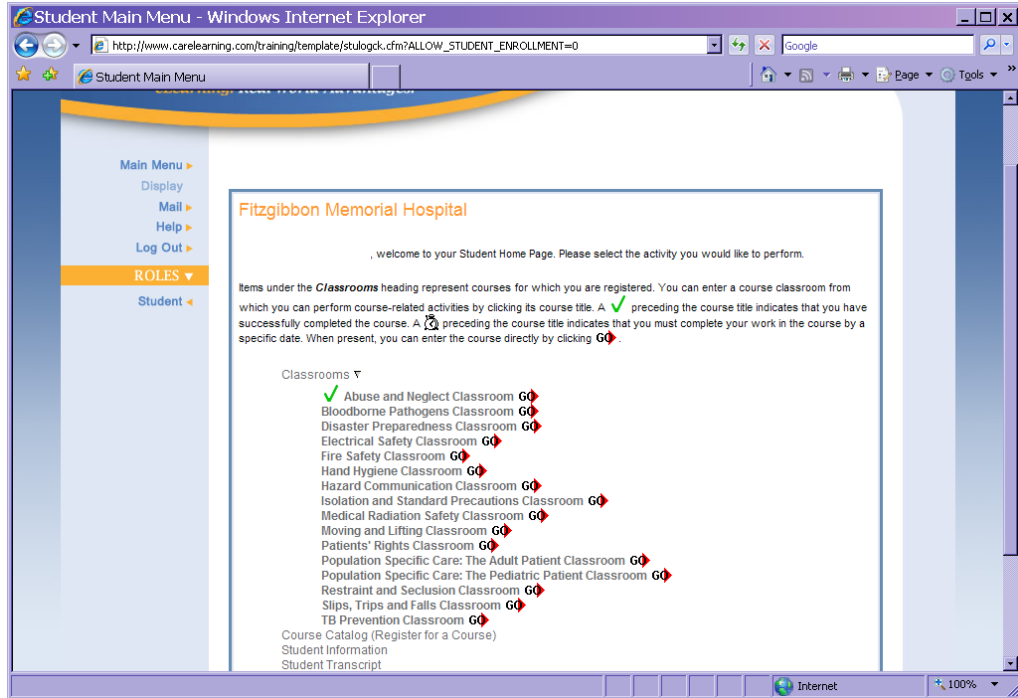
1. Click on the Student Login Link



2. Enter your Student ID. (HINT: this is the **first 4 letters of your LAST name followed by the initial of your FIRST name, followed by your employee ID #.**)
EXAMPLE: John Smith employee id=345
John's Student ID is "smitj345"
3. Enter your password. (HINT: your **first name as we have it in payroll....not your nickname or what you like to be called**)
EXAMPLE: password would be "Christine" NOT "Chris"
4. You will then be directed to a list of courses which you are to complete April 30th. This will fulfill your annual competencies which will be reflected on your performance appraisal in June.

Instructions for Accessing
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5. You will select the course you wish to attempt by clicking on the **GO** ► to launch the course.

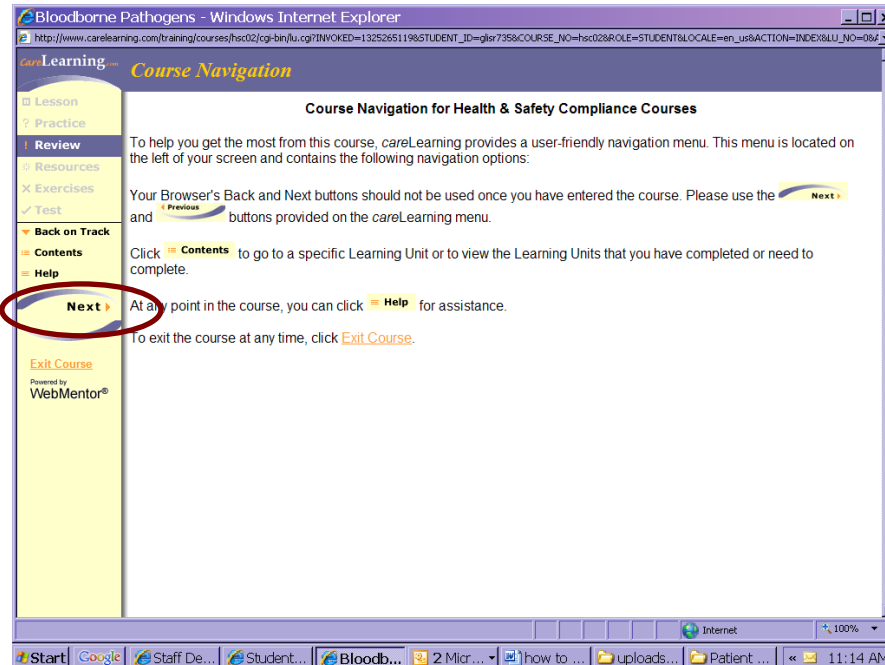


6. This is the screen shown for Blood borne Pathogens Course. Click on “At the Beginning” if you are just starting. If you are returning from a previous session, then click “Where you left off”.

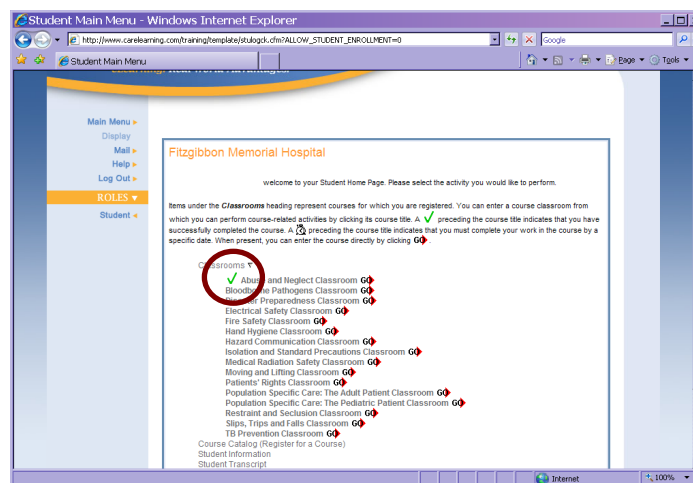


Instructions for Accessing *careLearning* from the Fitzgibbon Website Employee Portal

7. This screen tells you how to navigate through the course. To begin, click the next button on left side of the screen (see red circle).



8. You will be given an opportunity to take a pretest. If you score 100% on the pretest, you will be given credit for the course and considered completed.
9. Once you have completed the course, a ✓ checkmark should appear next to the completed course. If the ✓ checkmark does not appear, hit the refresh button.



Questions??? Contact Gina Glisson (gglisson@fitzgibbon.org or 831-3217)
or Jessica Galle (jhenderson@fitzgibbon.org or 831-3281)