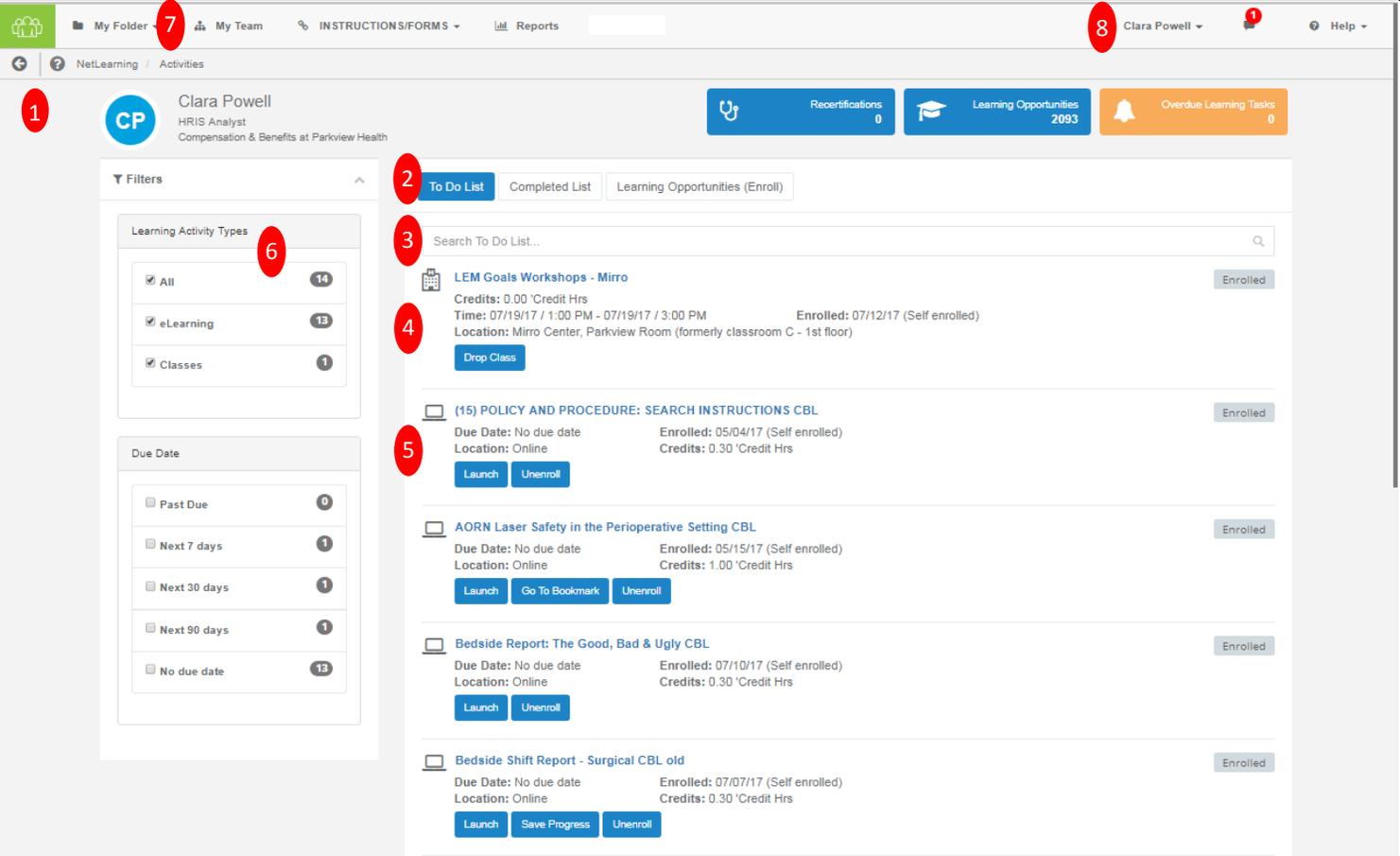


NetLearning User Interface Instructions

<p>Open Parkview Pulse</p>  <p>Click NetLearning link</p>	
<p>UserID: your parkview ID# <u>without</u> the leading E, A, B, S, etc Pswd: parkview (unless you have already changed it to something else)</p>	
<p style="text-align: center;">KEY</p> <ol style="list-style-type: none"> 1. Home page (your To Do list) with your name at top 2. Tabs: To Do list (your requirements), Completions list (transcript) and Learning Opportunities (all other classes and CBLs) 3. Search for a specific CBL/class by word anywhere in title 4. Class is indicated by icon  (details show below title) 5. CBL is indicated by "CBL" at end of title and icon  (details show below title) 6. You can filter here to see ONLY CBLs or Classes 7. myTeam (if applicable), Instructions and Forms, Reports (your transcript) 8. Sign out (do Not just X out) 	

- For further assistance with NetLearning, contact the Parkview NetLearning Administrator at 260-266-7252 or email at clara.powell@parkview.com. Please include your employee ID#.

If you have difficulties signing in to the Parkview computer system, please contact the IS Service Center at 260-266-8500.