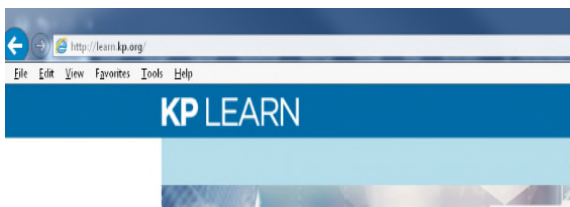


Healthcare Admin / KP Learn Online Training Modules Access Log-in

- IMPORTANT:** A new security process for logging into KP Learn. First, you must call our IT Help Desk at (1-888-457-4872) and put in a direct service ticket for a PingID number. It takes 48-hours to receive a temporary PingID number. Students must call back after 48-hours to receive that number. Once you received it, then you can access KP Learn.
- You cannot access KP Learn if using a MAC computer, HP Chromebook, or any Mobile Device. Follow the instructions as noted below to access KP Learn and complete the modules:

Class ID #	Healthcare Administration - Description of Required KP Learn Online Modules
0000871248	COVID-19 Training 2021
0000859923	COVID-19 Symptom Self-Check and Badge Attestation
0000869568	2021 Ethics and Compliance Training for Contingent Workers
0000843871	Annual OSHA Office Safety Training for California (includes Waste and PWV) 2020
0000873631	2021 Preventing Healthcare Associated Infections (HAI) includes Hand Hygiene (HH) Training
0000856933	Prevention of Workplace Violence
0000871666	Protecting PHI at Kaiser Permanente 2021
0000869567	2021 Contingent Worker Onboarding and Attestations

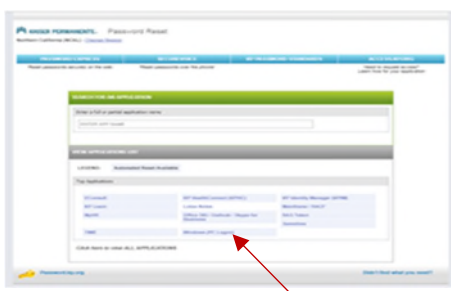
- Open Internet Explorer and type in <https://learn.kp.org>



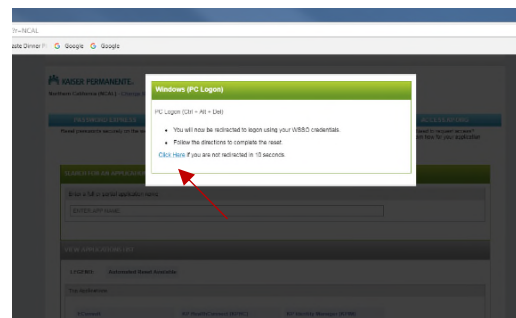
- Click on the **Green Button**: Log on to KP Learn



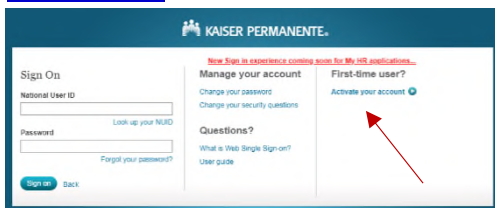
- Open Internet Explorer – if not working you can use Google. Type in password.kp.org



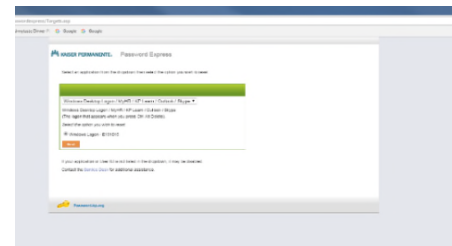
- Then next screen pop-up **Click Here**



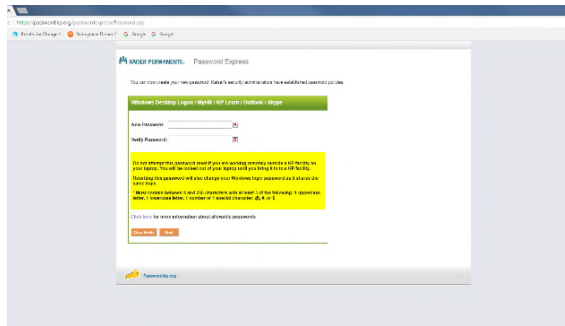
- You will be redirected to a Single Sign-On. If it's your first time logging in, please **Activate Your Account**.



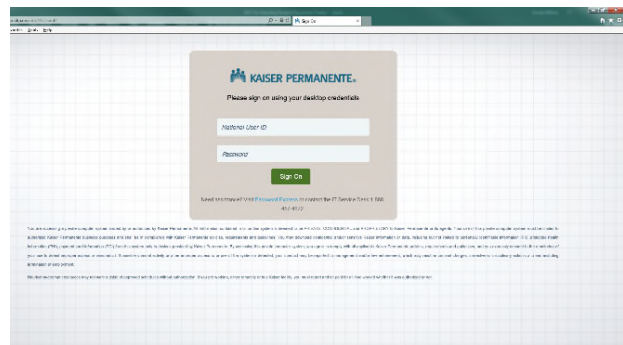
- Click on the Drop-down menu, select **Windows Desktop Logon/ MyHR /KP Learn/ Outlook / Skype**. Then select your NUID number.



7. Under Password Express, please re-enter your password.

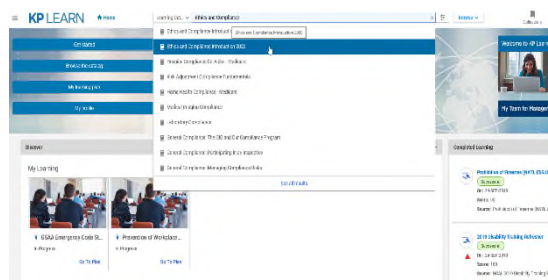


8. New Sign-In Page for KP Learn



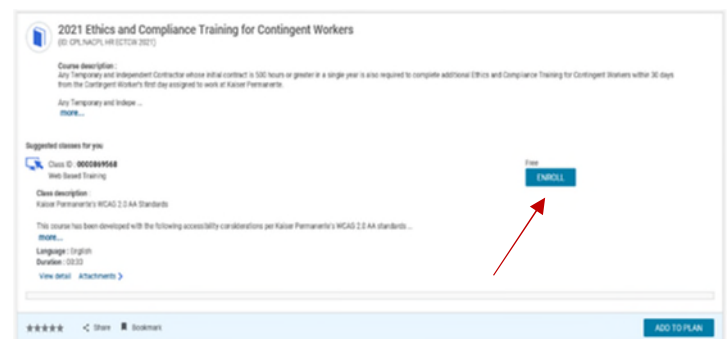
9. Search the Learning Catalog for the Course, type in **0000869568, (or) 2021 Ethics and Compliance Training for Contingent Workers**, in the search field box and select.

10. Allow **approximately 90-minutes to complete each module**. If you need to interrupt your training, see Steps



11. When you find the Course **“2021 Ethics and Compliance Training for Contingent Workers”** click **Enroll**.

*Note: The **“Offered As:”** section must say **“Web Based Training”** in order for the training to properly work.



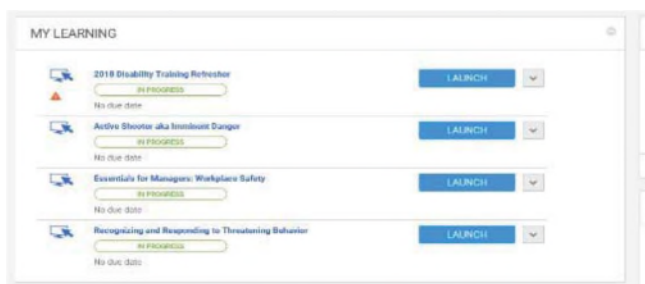
12. To properly exit the Web-based training module, use the course navigation buttons.

- If you need to leave the course website before you finish the course, click on the **EXIT** button at the top right of the screen.
- **DO:** Use the course navigation exit buttons to receive credit for the course completion.
- **DON'T:** Use the browser window close button as this may result in no completion credit.

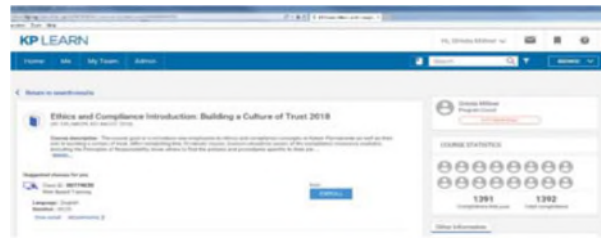


13. Then log in again at **Learn.kp.org** when you are ready to resume.

14. Under **My Learning** click on **“Launch”** for **2021 Ethics and Compliance Training for Contingent Workers**. You will be returned to your last completed section.



15. Remember to print out your Certificate of Completion for all the Modules completed. That is your proof of completion and a required item to include in your packet.



If you are still having difficulty accessing or using KP Learn, please call the **IT Help Desk at 1-888-457-4872**.

Please understand that the Student Placement Coordinator does not have the capabilities to assist you with troubleshooting issues.

If you are unable to print out your Certificate of Completion, notify the Student Placement Coordinator, during your orientation.

