

# Welcome to Education Solutions!

User Guide

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### Hello and welcome to Education Solutions!

This User Guide will help you to navigate your way around the Education Solutions (Moodle) platform.

If you have any questions, please reach out to:

Email:<u>tlc@amnhealthcare.com</u>

Phone: (866) 244-8667

**Hours of Operation** 

Monday – Friday

7:30 AM to 4:30 PM PST (excluding holidays)

## Let's Get Started!

Logging into Education Solutions

- 1. Learners will need the unique client URL to access the AMN Education Solutions page.
- 2. Upon clicking on the link provided to you by your agency you will land on this page.
- All green starred fields must be complete.

NOTE: Data such has birthdate and last four of Social Security number are used to create a unique identifier used for reporting purposes.

AMN' Healthcare	▲ ably subviolets): ▲ environment
WE	
	The Learning Center at AMN
New account	
- Choose your use	ername and password
* First Name	
* Last Name	
• Username 🤺	
• Email address	
• Confirm Email	alby schreider (juri huilt can zon
Password	The present much here it have it that it that it is a first of ages, at least toper care largely at least topor care largely at le
• Thone	r
• Discipilre 🤺	
• Work Settings	
Late of Birth (Month and Day	
• SSN (Last 4) 📩	
③ Security question	I rin nd stood writes
	Create my new accelure

- 3. Once you complete the form and click the Create my new account button the following page appears letting you know an email has been sent to the email address used to register the account.
- 4. You will receive a message informing you to check your email for instructions for completing your registration.

AMN* Healthcare		🔹 abby schneider@v 🔒 >
AMY LMS		
It contains easy instructions to complete your registration.	Continue	
About US And Healthcare is the leader and invocator of healthcare workforce, staffing, and revenue cycle services to healthcare facilities accoss the nation. ANN provides upuralitied access to the most comprehensive network of quality healthcare optimits that reventions to subscription and expertise. ANN helps providers optimits that reventions to successfully reduce comprehensive increase efficiency, and improve patient outcomes.	Quick Links → User Guides → Faqs	AMN Healthcate Contact US AMN Healthcare Inc. San Drogo Office 1300 High Bluff Droke San Drogo, CA 92130 ✔ Phone: Blok 921 4519 Ei Phone: Blok 921 4519 Ei Phone: Blok 921 4519 Ei Phone: Blok 921 4519 Ei Anti to S FM 951

- 5. Copy of confirmation email
  - a. Click the link provided in the email to confirm your email address.



- 6. Landing page upon confirming your email address
  - a. Click continue



- 7. You are now inside your profile. From here you can:
  - a. Set-up 2-factor authentication
    - i. Although not mandatory, it is strongly suggested you set up <u>2-Factor</u> <u>Authentication</u>.
  - b. View recently access courses
  - c. View courses that are overdue
  - d. View list of client courses to select pre-start modules you are required to complete

Т

AMN LMS My courses *	
Dashboard	Customise this page
Warning: You currently do not have two-factor authentication setup to secure your account. You must do this before your grace period expires or your account will be inaccessible. × You have 70 days left on your grace period. Please visit the Security Setup User Preferences in order to finalize security setup.	Quick Links
* Recently accessed courses	<ul> <li>My Proble</li> <li>My Badges</li> <li>Student Transcript</li> </ul>
No recent courses	Navigation  Dashboard      Site home      Site pages      Courses
Marithes May courses -	
Daribarri	Customise this page
Recently accessed courses	Quick Links     My Polia     My Polia     My Badges     Student Transcript
AMIC Courses Test course 111	Navigation Dashboard % Stehome > Stepgys: > My course > Tist course 111
Course overview	
ANN Courses Test course111	
UHS	

#### Changing your password

You should always protect the password to your Education Solutions account. If you need to change your password for any reasons, there are two ways this can be done.

Logged into Education Solutions

Changing your password when you are logged into Education Solutions is quick and easy!

- 1. From your profile page, click blue icon gear in the right upper corner of your profile page.
- 2. From the drop-down menu select Change password.

	AMN LMS	My courses 🔻					
	Dashboard 🕻	Profile			Reset pa	age to default Stop customisi	ng this page
				* Ouick Links		+ Add a block	<ul> <li>Edit profile</li> </ul>
	Abby Schneider Message		- Quick Links	1. W -		Change password	
			<ul> <li>My Profile</li> </ul>	de de .	There are no blocks that you	<ul> <li>Preferred language</li> </ul>	
			My Badges			<ul> <li>Forum preferences</li> </ul>	
		<ul> <li>Student Transcript</li> </ul>			<ul> <li>Editor preferences</li> </ul>		
							<ul> <li>Course preferences</li> </ul>
	Llear da	taile	Miscollanoous	-			<ul> <li>Calendar preferences</li> </ul>
	USEI UE	calls	Miscellaneous	Administration			<ul> <li>Message preferences</li> </ul>
		Edit profile	Blog entries		⊕ ⊕ ×		<ul> <li>Notification preferences</li> </ul>

3. When this screen appears provide the requested information and select Save changes.

AMN Healthcare	e
AMN LMS My courses 🔻	
Dashboard > Preferences > L	Jser account → Change password
Change password	
Username	abbyschneider
	The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #
* Current password	
* New password	
* New password (again)	
	Save changes Cancel
	There are required fields in this form marked * .

4. You will receive a confirmation that your password was successfully changed.



Forgotten your Username or Password?

1. From the login page click on the Forgotten username or password link in the upper right-hand corner of your screen.



2. When this page appears enter the email address you used to create your Education Solutions account.

AMN° Healthcare		abby.schneider@2 🔒 ••• Forgotten your e
AMN LMS		
Search by email addr	To reset your password, submit your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.	
Email address		
	Search	

3. You will receive the following email letting you know to check your email for instructions to confirm and change your password.



- 4. When this screen appears provide the requested information and select Save changes.
  - a. Your password must have at least 8 characters.
    - i. At least one digit
    - ii. At least one lower case letter
    - iii. At least one upper case letter
    - iv. At least on non-alphanumeric character such as \*, #, @, !.

AMN Healthcare	↓° e
AMN LMS My courses *	
Dashboard > Preferences > U	Jser account > Change password
Change password	
Username	abbyschneider
	The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as $\bullet, \circ,$ or #
<ul> <li>Current password</li> </ul>	
<ul> <li>New password</li> </ul>	
<ul> <li>New password (again)</li> </ul>	
	Save changes Cancel
	There are required fields in this form marked * .

5. Once you have successfully changed your password you will be taken to your login page.



Enrolling in required prestart education modules

Please carefully review the instructions you received from your agency. This will inform you of which of the pre-start education modules you need to complete.

- 1. How these modules are assigned is by direction of the hospital or other healthcare facility you are contracting for.
- 2. Use the unique URL provided to you by your agency
- 3. Register for an account.
- 4. Setup 2-Factor authentication
  - a. Google Authenticator Quick Start Guide
- 5. Once you have set up Google Authenticator, enter the 6-digit code into the box and select Verify Code to be taken to your profile page.

AMN' Healthcare	8	-	Broc Little -
AMN LMS My courses *			
Two-Factor Authentication         Please open your Authenticator app on your smartphone and provide the verification from "The Learning Center at AMN" application.         Note: This code with change approximately every minute. If the first attempt fails, please check your phone to make sure that the code has not changed. If you do not have your smartphone, you will have to.          Enter your 6 digit verification code			
Verify code I don't have my device			

6. From your landing page select and enroll in those modules you must complete.

AMILLMS My courses -	
Dashboard > Courses > AMN Courses > Test course111 > Enrol me in this course > Enrolment options	
Enrolment options	* Quick Links
[- Test course111	<ul> <li>My Profile</li> <li>My Badges</li> <li>Student Transcript</li> </ul>
	Administration
* Self enrolment (Student)	▼ Course administration ▲ Enrol me in this course
No enrolment to required.	A Navigation
Enrol me	Dashboard ∯ Site home ▶ Site pages ▼ Courses
AMN LMS My courses *	
Dashboard > Courses > AMN Courses > Test course111	
You are enrolled in the course.	X Quick Links
Real Announcements	<ul> <li>My Profile</li> <li>My Badges</li> <li>Student Transcript</li> </ul>
Topic 1	<b>Administration</b>
	Course administration     Linenrol me from Test course111

### Your transcript

To check your transcript:

- 1. Log into your AMN Education Solutions account.
- 2. From the Quick Links menu select Student Transcript

AMN LMS My courses *			
Dashboard > Profile		Reset page to default Customise this page	
Abbu Cobusiday	_	X Quick Links	
Abby Schneider Message		My Profile     My Badges     Student Transcript	
User details	Reports	Ravigation	
Edit profile Email address	Browser sessions Grades overview	Dashboard ∰ Ste home	
abeypicum+abeyunstestegmail.com Login activity		<ul> <li>Site pages</li> <li>Courses</li> </ul>	
Privacy and policies	First access to site		

3. Select the date range you want to view and click Get Report

AMN Healthcare	0
AMN LMS My courses -	
* From Date	19 November 🔽 2020 🗹 🖼
* To Date	19 November 2020
	Get Report

4. Your results will open on the next page

AMN° Healthcare						Abby Schneider -
AMN LMS My courses *						
Course Name	Client Name	Start Date	End Date	Score	View Certificate	Download Certificate

# Frequently Asked Questions

### Can you use Education Solutions from anywhere and on any device?

Yes, if it is on a web server attached to the internet and you have a computer, mobile device or tablet.

### Are the special System Requirements?

Yes, at this time your device must be running Windows 10 version 14316.0 or higher.

Overview System Requirements Related							
Minimum Your device must meet all minimum requirements to open this product			Recommended Your device should meet these requirements for the best experience				
OS	Windows 10 version 14316.0 or higher		OS	Windows 10 version 14316.0 or higher			
Architecture	x64		Architecture	x64			
Touch	Not specified		Touch	Integrated Touch			
Keyboard	Not specified		Keyboard	Integrated Keyboard			
Mouse	Not specified		Mouse	Integrated Mouse			
Camera	Not specified		Camera	Integrated Camera			

#### How do I log into AMN Education Solutions?

To gain access to the AMN Education Solutions you will need the unique URL provided to you by your agency.

If you do not have this link, please contact your agency and request they resend the email containing the instructions and unique URL.

#### How do I change my password?

From the login page click on the Forgotten username or password link in the upper right-hand corner of your screen.

- 1. Enter the email address you used to create your Education Solutions account.
- 2. You will receive the following email letting you know to check your email for instructions to confirm and change your password.
- 3. Provide new password and select Save changes.
  - a. Your password must have at least 8 characters.
    - i. At least one digit
    - ii. At least one lower case letter
    - iii. At least one upper case letter
    - iv. At least on non-alphanumeric character such as \*, #, @, !.
- 4. Once you have successfully changed your password you will be taken to your login page.

#### Do I have to set up 2-Factor authentication?

Yes, all users are required to set up 2-Factor authentication.

#### NOTE: You have 7 days to set up the 2-Factor authenticator.

Users who do not set up the 2-Factor authenticator within 7 days will receive a message when attempting to log into on the 8<sup>th</sup> day containing a link to request reactivation of your 2-Factor authentication.