



**Welcome to Education Solutions!**

**User Guide**

## Contents

Logging into Education Solutions .....	3
Changing your password .....	6
Enrolling in required prestart education modules.....	9
Your transcript.....	10
Frequently Asked Questions.....	11
<b>Can you use Education Solutions from anywhere and on any device? .....</b>	<b>11</b>
<b>Are the special System Requirements? .....</b>	<b>11</b>
<b>How do I log into AMN Education Solutions?.....</b>	<b>11</b>
<b>How do I change my password?.....</b>	<b>11</b>
<b>Do I have to set up 2-Factor authentication? .....</b>	<b>11</b>

# 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:** [tlc@amnhealthcare.com](mailto:tlc@amnhealthcare.com)

**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 as birthdate and last four of Social Security number are used to create a unique identifier used for reporting purposes.

The Learning Center at AMN

**New account**  
Choose your username and password

• First Name \*

• Last Name \*

• Username \*

• Email address \*

• Confirm email \*

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 !, ~, or #

• Password \*

Client

• Phone \*

• Discipline \*

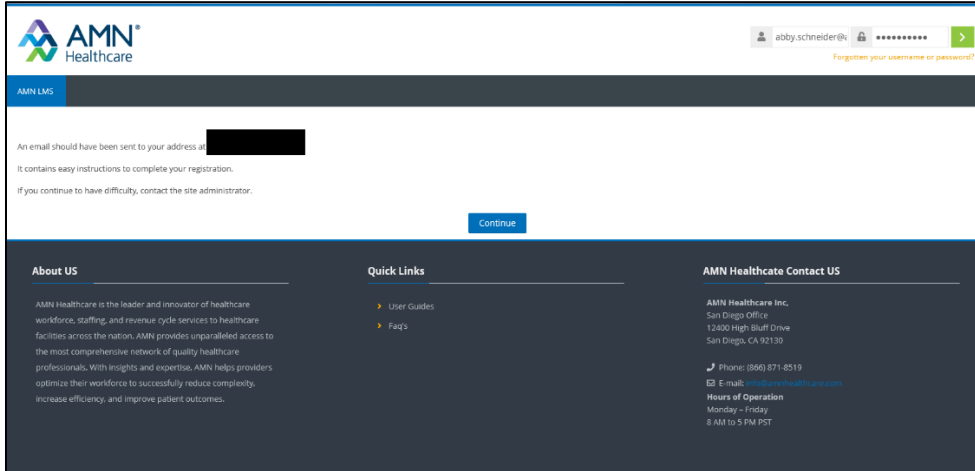
• Work Settings \*

• Date of Birth (Month and Day) \*

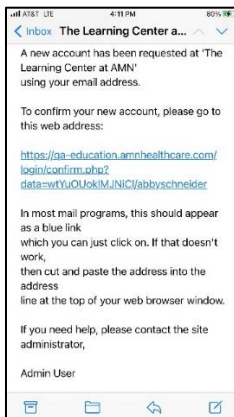
• SSN (Last 4) \*

Security question  I'm not a robot

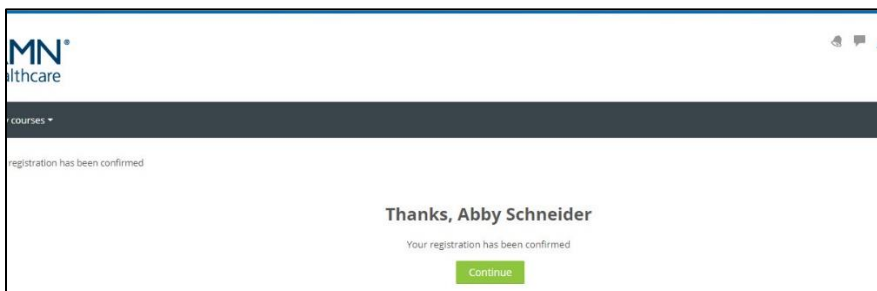
3. Once you complete the form and click the Create my new account button the following page appears letting you know an email has been sent to the email address used to register the account.
4. You will receive a message informing you to check your email for instructions for completing your registration.



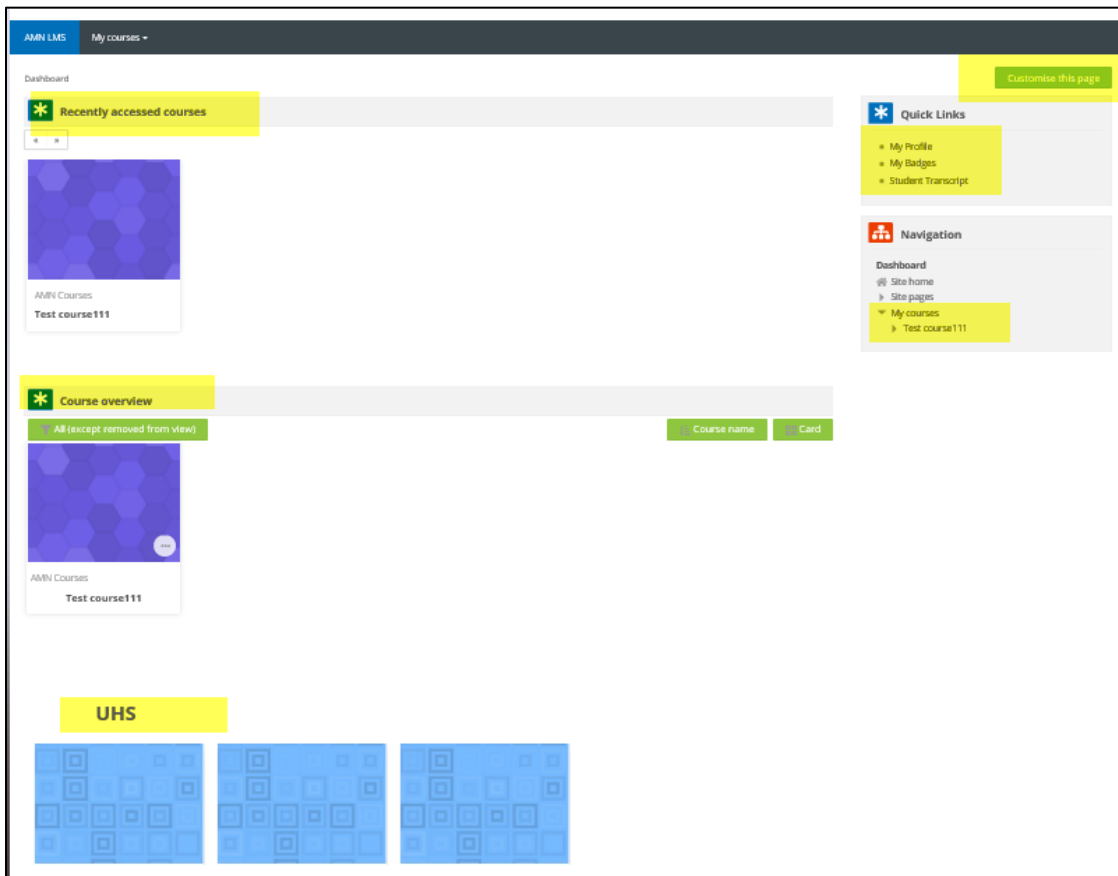
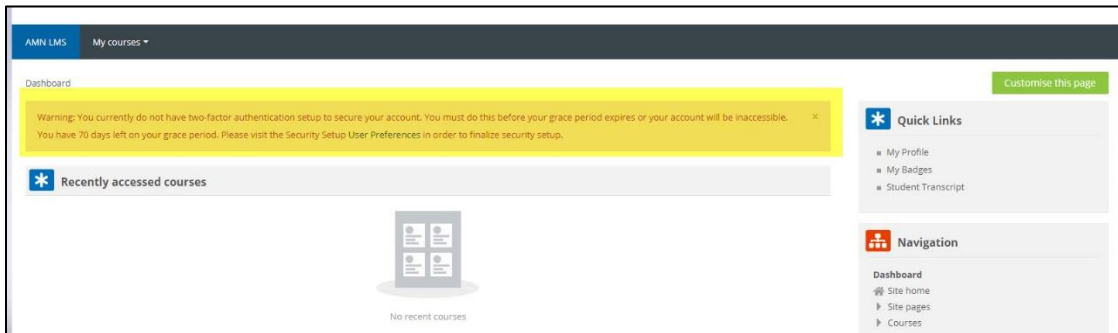
5. Copy of confirmation email
  - a. Click the link provided in the email to confirm your email address.



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 [2-Factor Authentication](#).
  - 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



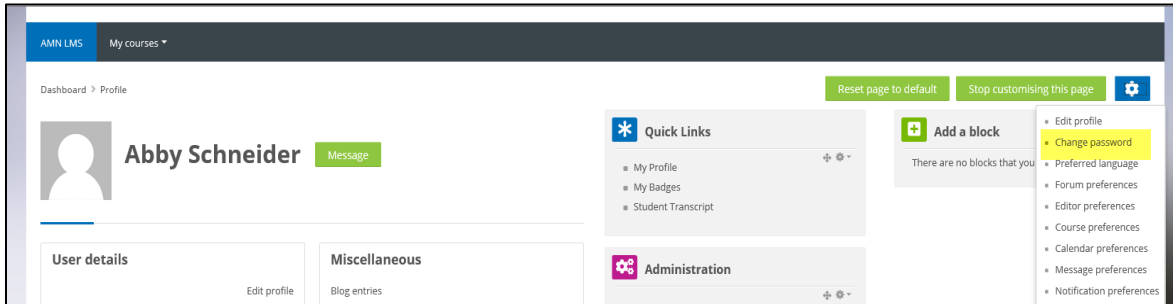
## Changing your password

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.

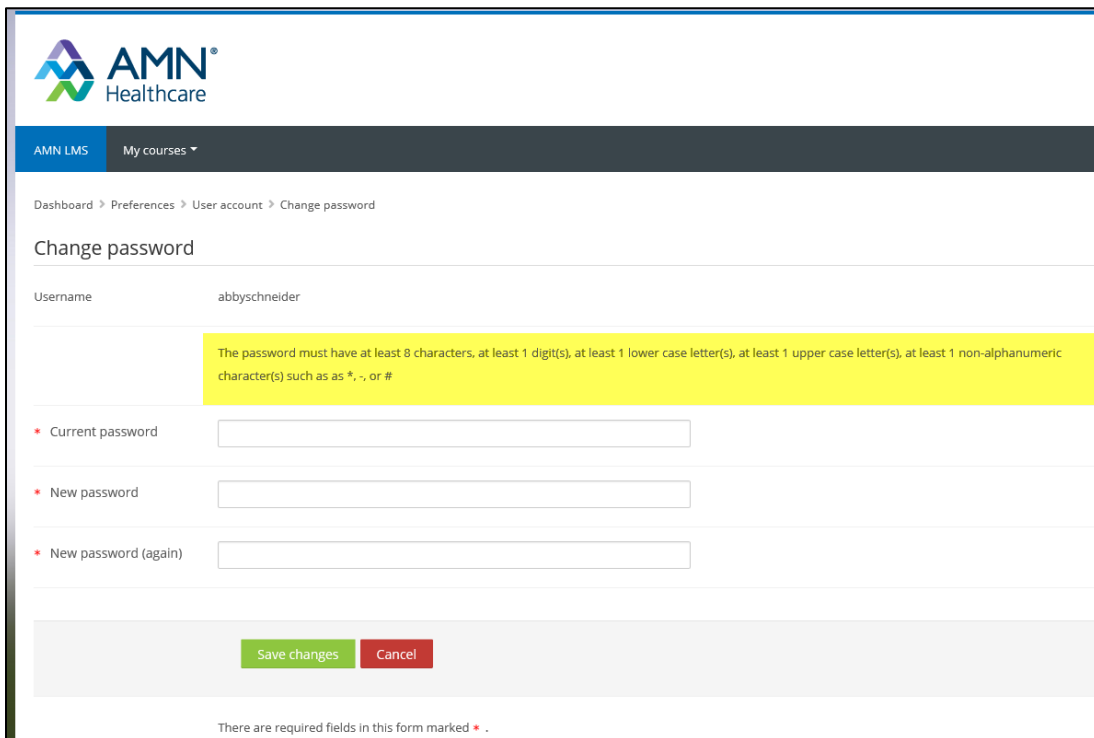
### Logged into Education Solutions

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

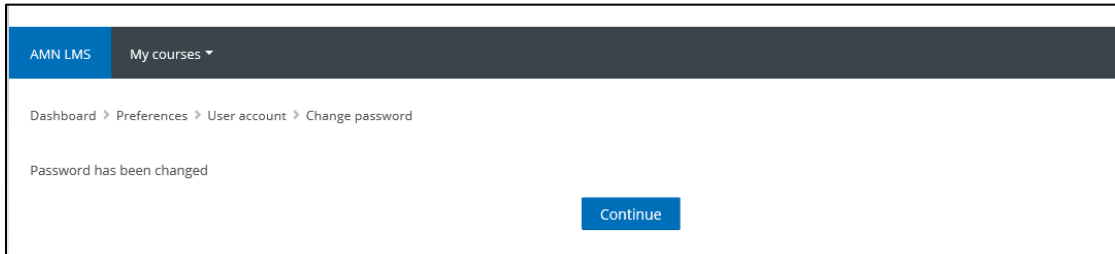
1. From your profile page, click blue icon gear in the right upper corner of your profile page.
2. From the drop-down menu select Change password.



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

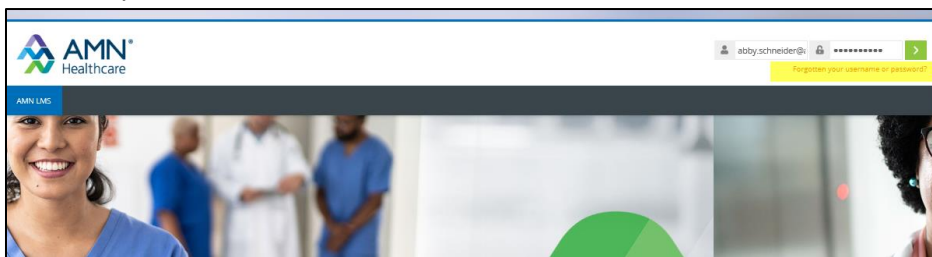
A screenshot of the 'Change password' form in the AMN LMS system. The form includes fields for 'Current password', 'New password', and 'New password (again)'. A yellow banner displays password requirements: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #'. The 'Save changes' button is highlighted.

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

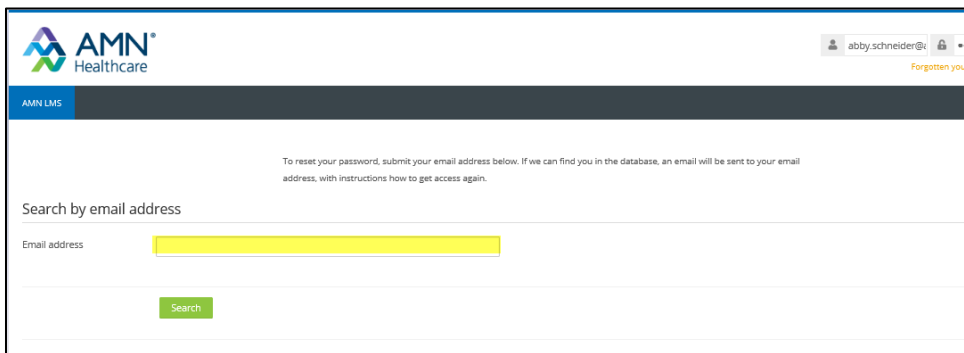


### Forgotten your Username or Password?

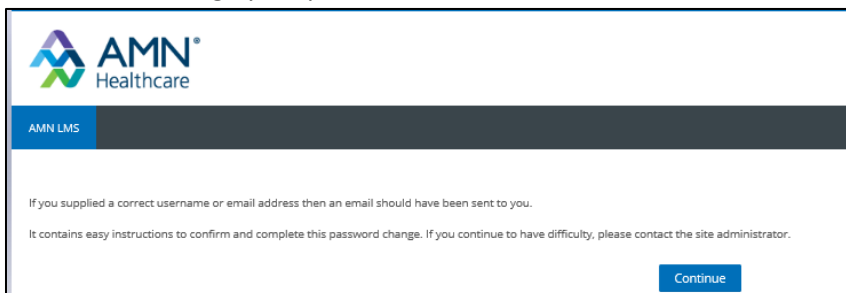
1. From the login page click on the Forgotten username or password link in the upper right-hand corner of your screen.



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



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

AMN LMS My courses ▾

Dashboard > Preferences > User account > Change password

### Change password

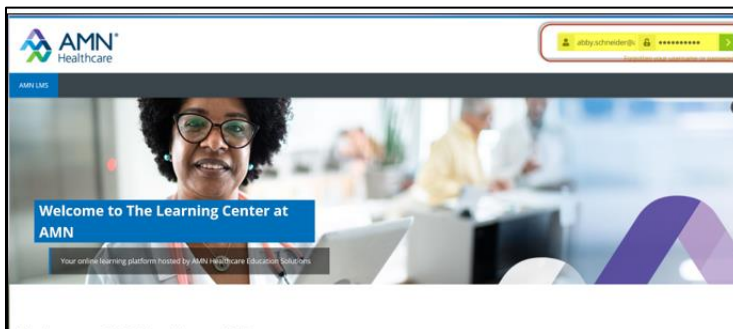
Username abbyschneider

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 \*, -, or #

- Current password
- New password
- New password (again)

There are required fields in this form marked \*

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

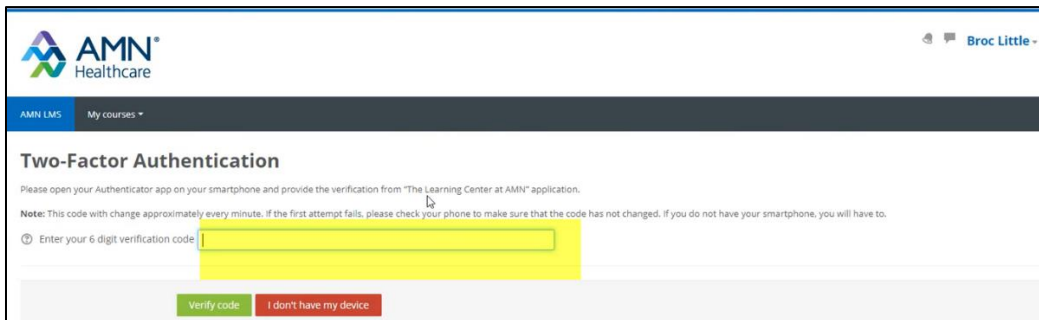




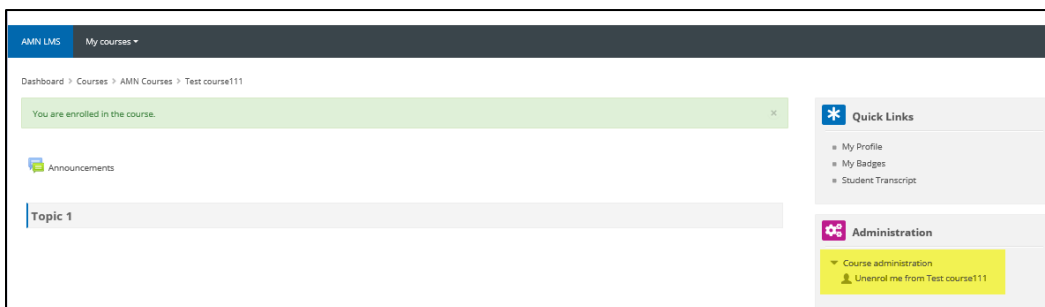
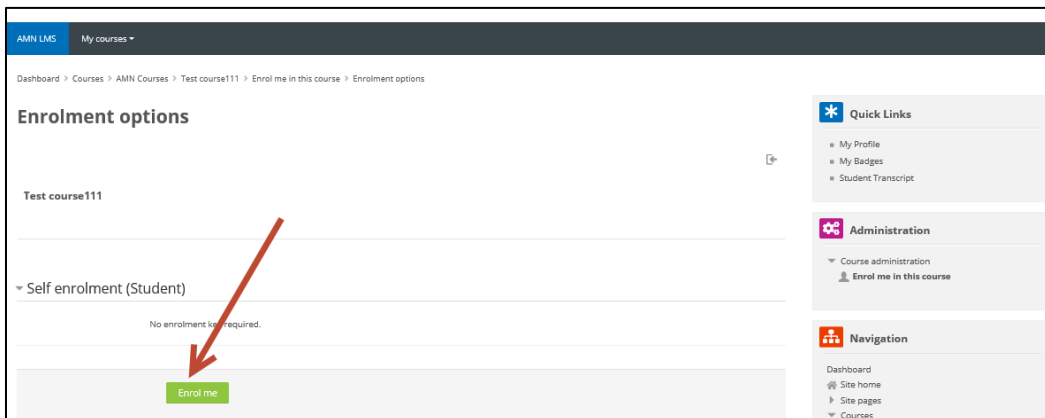
## Enrolling in required prestart education modules

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.



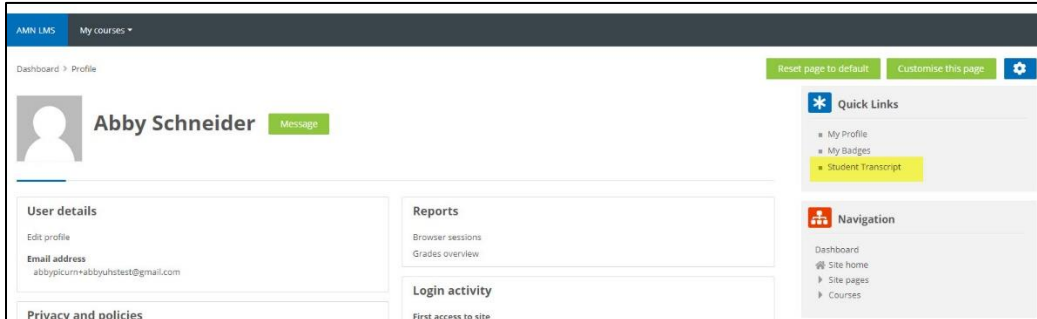
6. From your landing page select and enroll in those modules you must complete.



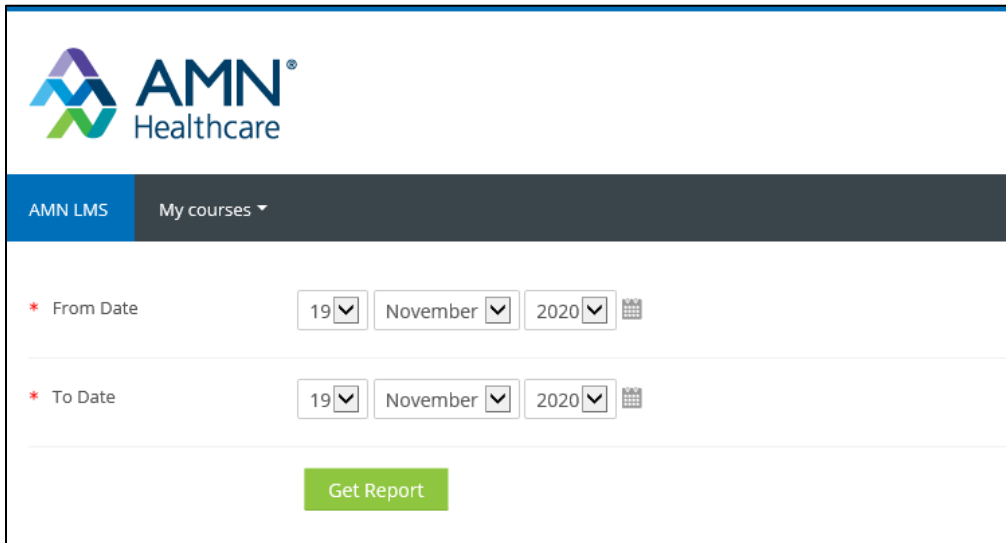
Your transcript

To check your transcript:

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



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



4. Your results will open on the next page



## 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 there special System Requirements?

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

Overview		System Requirements		Related	
<b>Minimum</b> Your device must meet all minimum requirements to open this product		<b>Recommended</b> 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.