

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.

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|------------------------------|--|
| WE | |
| | The Learning Center at AMN |
| New account | |
| - Choose your use | ername and password |
| * First Name | |
| * Last Name | |
| • Username 🤺 | |
| • Email address | |
| • Confirm Email | alby schreiden gann haibt can son |
| Fassword | The presend much hear is the of shares is, all least 1 dignts, all least 1 how constituting is price constraining, arliest 1 reconfigurations characteristic (such as a 1 , or all excesses) |
| • Thone | |
| • Discipilre 📩 | |
| • Work Settings | |
| Late of Birth (Month and Day | 9 NY Kounter X 2007 |
| • SSN (Last 4) | |
| ③ Security question | in rid is toot |
| | Create my new accounce Creat |

- 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 🔒 > |
|---|--|--|
| AMN 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 unparalleled access to the most comprehensive network of quality healthcare optimits that revolfercies to successfully reduce complexity, increase efficiency, and improve patient outcomes. | Quick Links → User Guides → Faqs | AMN Healthcate Contact US AMN Healthcare Inc. Sin Drogo Office 1300 High Bluff Drive Sin Drogo, CA 92130 ✔ Phone: (800) 871 4519 Bit Phone: (800) 871 4519 Bit Phone: (800) 871 4519 Bit Phone: Sin Drogo. |

- 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 My Profile |
| * Recently accessed courses | My Badges Student Transcript |
| No recent courses | Navigation Dashboard Site home Site pages Courses |
| AMAILING May courses - | |
| Daahboard | Customise this page |
| * Recently accessed courses | * Quick Links |
| | May Profile May Endiges Student Transcript |
| | Aavigation Dashboard Ste hame |
| ANV Courses Test course111 | Site pages My courses Test course111 |
| * Course overview | |
| All (except removed from view) Course name All (except removed from view) Courses Test course111 Course name | |
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| 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 | ge to default Stop customisi | ng this page |
| | | | | * Quick Links | | + Add a block | Edit profile |
| | Abby Schneider Message | | | 中 寺 - | | Change password | |
| | | | My Profile | do 26 . | There are no blocks that you | 0 0 | |
| | | | My Badges | | | Forum preferences | |
| | | | Student Transcript | | | Editor preferences | |
| | | | | | | | Course preferences |
| | User de | tails | Miscellaneous | | | | Calendar preferences |
| | oser ue | cuito | macentineous | Administration | | | Message preferences |
| | | Edit profile | Blog entries | | фф~ | | Notification preferences |

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 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 # |
| Current password | |
| New password | |
| New password (again) | |
| | |
| | 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 | 4 | = | 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 | My Profile My Badges Student Transcript |
| | 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 | My Profile My Badges Student Transcript |
| Topic 1 | Administration |
| | Course administration |

Your transcript

To check your transcript:

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

| MN LMS My courses * | | |
|---|---|---|
| ashboard > Profile | | Reset page to default Customise this page |
| Abby Schneider | sage | Quick Links My Profile My Badges Student Transcript |
| User details Edit profile Email address | Reports Brower sessions Grades overview | Navigation Dashboard # Stehone |
| abbypicurn+abbyuhstest@gmail.com | Login activity | Site pages Courses |

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 8th day containing a link to request reactivation of your 2-Factor authentication.