

## Open Google Chrome or Microsoft Edge

1. Open **Microsoft Edge**.



---

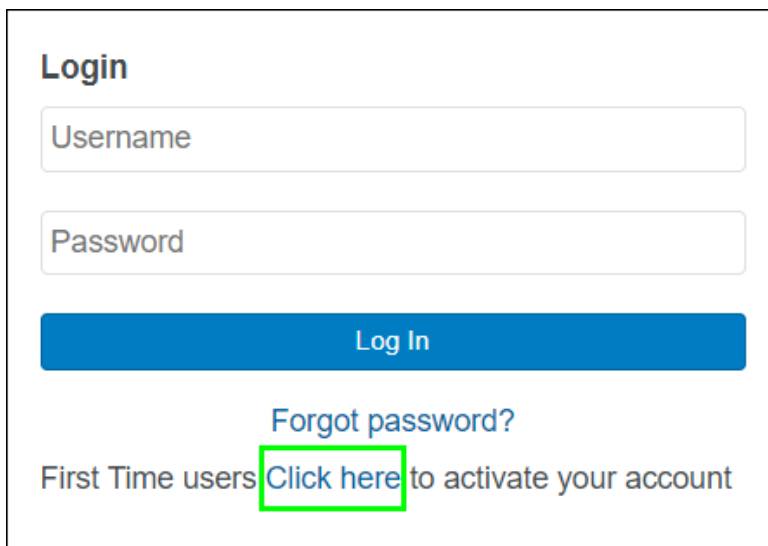
**Important:** Do not use Internet Explorer!

---

2. In the address bar in **Microsoft Edge** type [lhsclearn.cerner.com](https://lhsclearn.cerner.com)  
*The login screen of the learning portal opens.*

## First time login

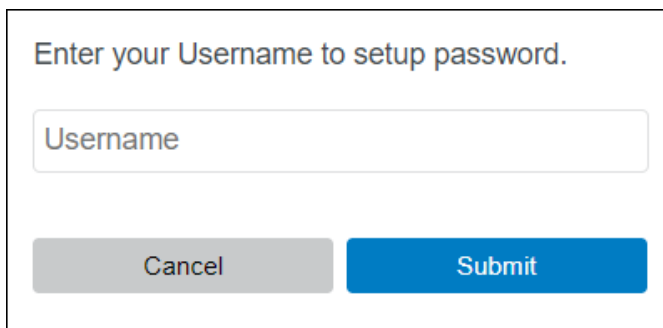
1. You must create a new password the first time you login. Click **Click here**.



The screenshot shows a login form with the following elements:

- Login** header
- Username input field
- Password input field
- Log In button
- Forgot password? link
- Text: "First Time users [Click here](#) to activate your account" (the "Click here" link is highlighted with a green box)

2. Type your corporate username (the same one you use for PowerChart), then click **Submit**.



The screenshot shows a screen for setting up a password with the following elements:

- Text: "Enter your Username to setup password."
- Username input field
- Cancel button
- Submit button

---

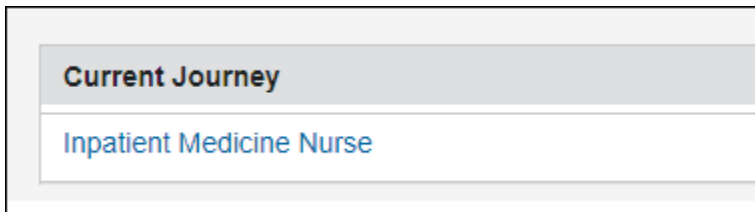
**Important:** If you are unable to login at this point please let your clinical lead or a clinical educator know ASAP.

---

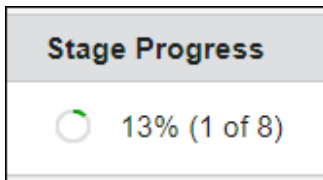
3. Follow the prompt to change your password
4. The next time you login, use your new password.

## Portal dashboard and launching the journey

After login, the portal dashboard opens and you will see the journey that you have been assigned.



If you've been in the journey before, the dashboard gives a status of journey's progress.

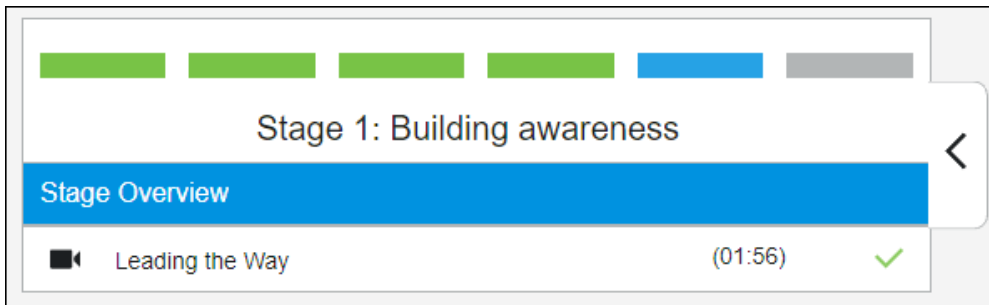


1. Click the name of the journey to open the journey, which is organized in stages.

## Working through the learning journey stages

You must complete the stages in sequence.

As you complete an activity in a stage, a green check mark (✓) appears to the right of that activity.



You must complete all activities in a stage before the portal moves you to the next stage in your journey.

On the last slide of each simulation, you must click the **Exit** button to exit the simulation successfully and return to your activities.



If you just click the **X** in the browser window, you will not be marked successful and will have to repeat the activity.

## Access portal from home

If you are working on your learning journey at home, ensure you are not using Internet Explorer as your browser.

## Access portal from a thin client device in the hospital

If you are working on your learning journey here at the hospital, follow these directions to access and complete journey and avoid technical issues. If you need you can call Helpdesk @ 4HELP.

### How do I know I'm using a thin client?

In the bottom right-hand corner of your screen in the **System Tray** you will see a small green padlock icon if your computer is a thin client.



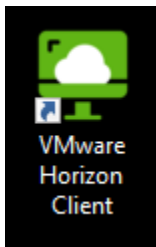
WOWs are thin clients.

---

**Important:** Do NOT access a web browser directly from the thin client desktop.

---

1. Navigate to **VMware Horizon Client**.



2. Click the **Login** icon.



*The login window opens.*

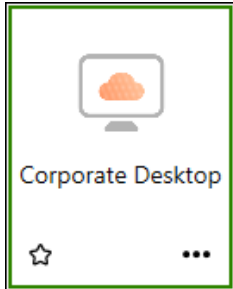
3. Enter your corporate username and password and click **Login**



4. Enter the passcode from the Duo application on your phone.

*The storefront window opens.*

5. Click the **Corporate Desktop** icon.



*The Corporate Desktop opens.*

6. Open **Microsoft Edge** as your browser.