

Lippincott Learning, Advisor Procedure and Blended Learning Tip Sheet

Any Lippincott Learning, Lippincott Procedure, Lippincott Advisor or Lippincott Blended Learning module that is part of the **required** learning on the Competency tools **must** be completed through MyHR|Workday Learning to receive credit in Workday for completing them.

Lippincott Learning, Procedure, Advisor or Blended Learning modules that are part of the **remediation** column on the Competency tools have not been uploaded into MyHR|Workday and will need to be completed from the Lippincott Learning, Procedure, Advisor or Blended learning platform.

Lippincott Login information:

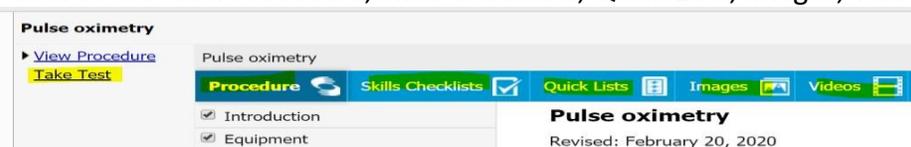
- **Lippincott Procedure, Lippincott Advisor and Lippincott Blended Learning**
 - **Username:** Banner email address
 - **Password:** Welcome1!
- **Lippincott Learning (Initial set-up):**
 - Log into the MyHR|Workday
 - Complete a Lippincott Learning module that is assigned to the learner OR search for and complete the **Lippincott Learning: Lippincott Registration** MyHR|Workday module.
 - Once the learner completes the module and passes the test, they must click on the **Get CE Certificate** link.



- The learner will be presented with a registration screen which they must complete to properly record their activities.
 - The learner creates their own username and password
 - Username will default to Learner.Workday.####
 - **MUST change username to Banner email address and whichever password they choose for the other Lippincott platforms**
 - **MUST update First Name and Last Name fields as this generates in the CE Certificate & Workday Transcript**
- Once the registration is completed the learner will be able to download the CE Certificate, if needed, and will be able to log into the Lippincott Learning platform using their **newly created** Username and password.

To view/complete the Lippincott modules:

- Click on the title of the module or click on the  button.
- A new window should open with the contents of the module. You may need to make sure the screen is Full screen to see all the content.
- Click on each of the titles at the top of the page and review **ALL** the information
 - **For Lippincott Procedures:**
 - Click on each of the tabs: Procedure, Skills Checklists, Quick Lists, Images, Videos



- Once you have read/reviewed all the content click Take Test on the upper left-hand corner of the screen.
- Once you have completed/passed the test you can click the Exit Course button in the upper right-hand corner of the page.



- Click the “x” in the upper right-hand corner of the window

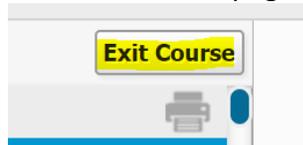


- **For Lippincott Blended Learning:**

- Click on each of the Tabs: Overview, Powerpoint Presentation, Guided Lecture notes, Checklist, Case Studies



- Once you have read/reviewed all the content click Take Test on the upper left-hand corner of the screen.
- Once you have completed/passed the test you can click the Exit Course button in the upper right-hand corner of the page.



- Click the “x” in the upper right-hand corner of the window



- **For Lippincott Advisor:** Review the information and click to **Take test**



- Once you have read/reviewed all the content click Take Test on the upper left-hand corner of the screen.
- Once you have completed/passed the test you can click the Exit Course button in the upper right-hand corner of the page.



- Click the “x” in the upper right-hand corner of the window



- **For Lippincott Learning:**

- Click the down arrow to the right of Activity and click on the title to open the content
- Click the Start button on the bottom of the page and navigate through the module
- Click to Take Posttest (When done with the Posttest click Submit to grade the test)

Activity Steps



OR

Acute Compartment Syndrome: An Orthopedic Emergency



- Once you have read/reviewed all the content click Take Test on the upper left-hand corner of the screen.
- Once you have completed/passed the test you can click the Exit Course button in the upper right-hand corner of the page.



- Click the “x” in the upper right-hand corner of the window

