


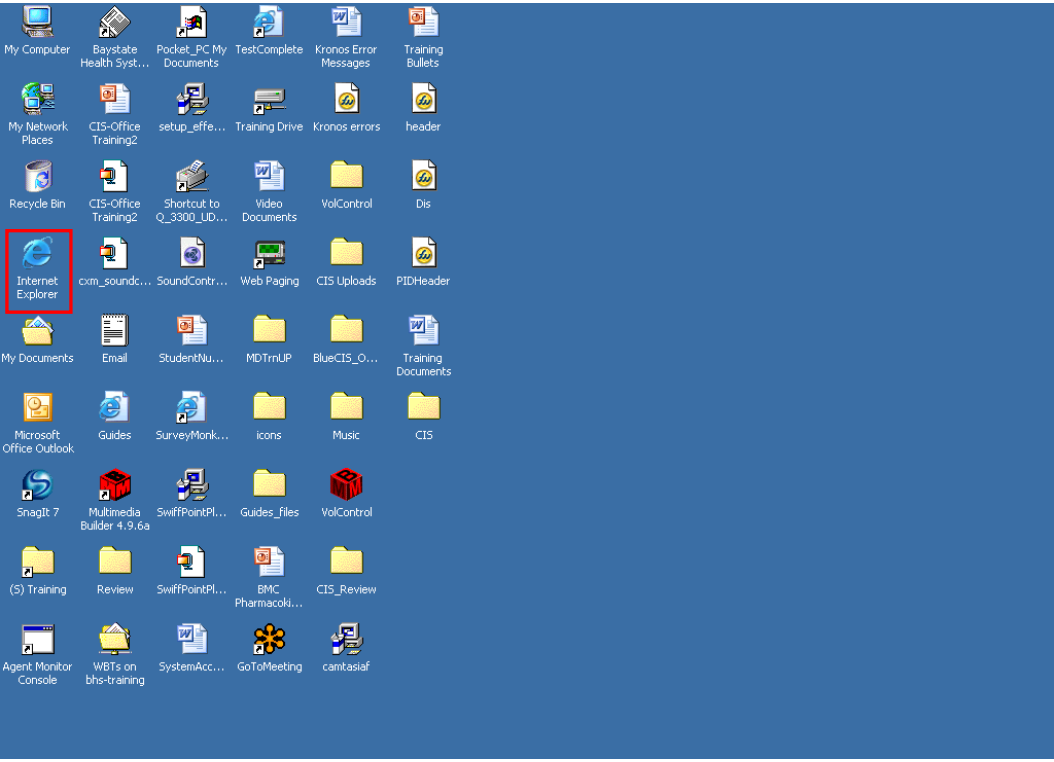
Instructions for Online Training Modules Self Registration for Medical Students

Purpose

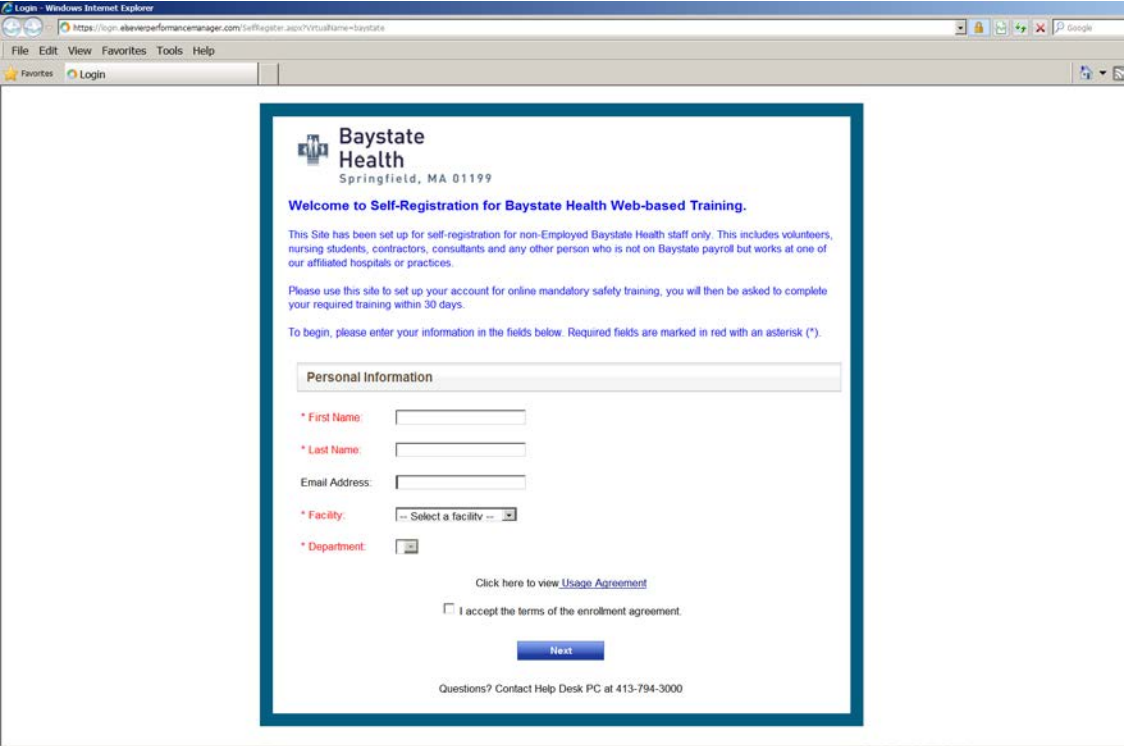
This document will demonstrate how to create our user account as well as how to log into the Baystate Health Web-based Training Site. On this site you will be able to complete all required training modules as well as send complete transcript of the training modules to the Undergraduate Medical Education Office.

**Procedure -
Creating Your
Account**

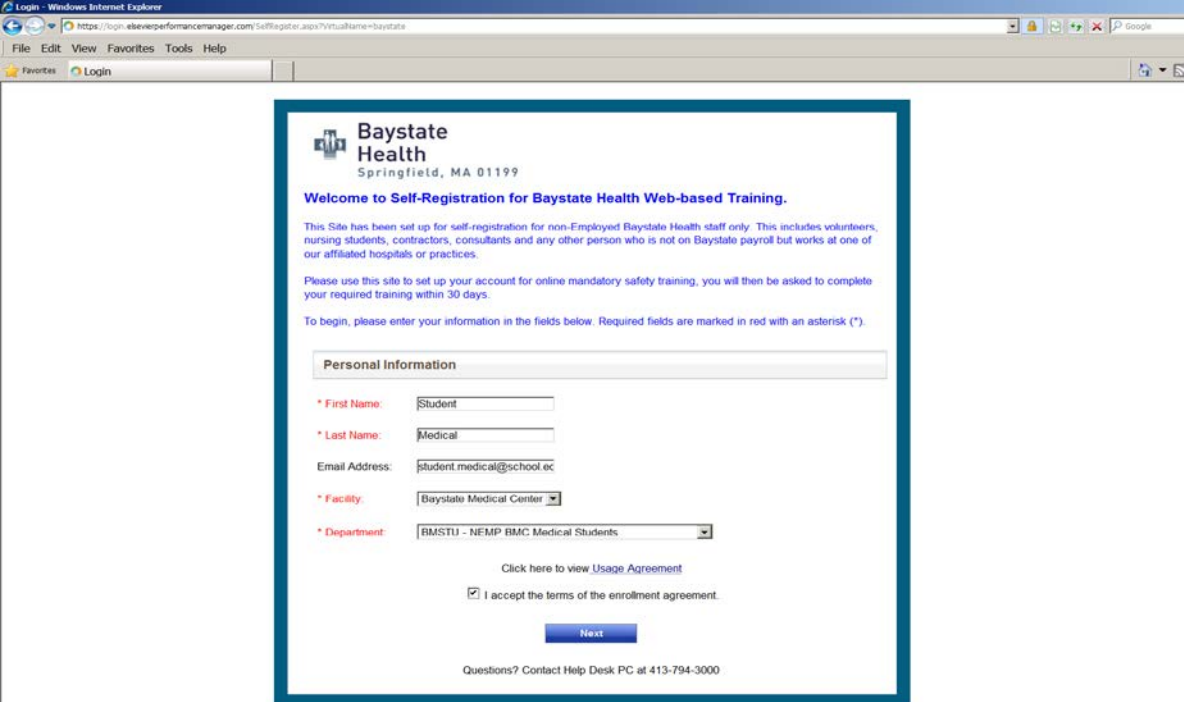
Follow these steps to access the required online training available on Baystate Health Web-based Training.

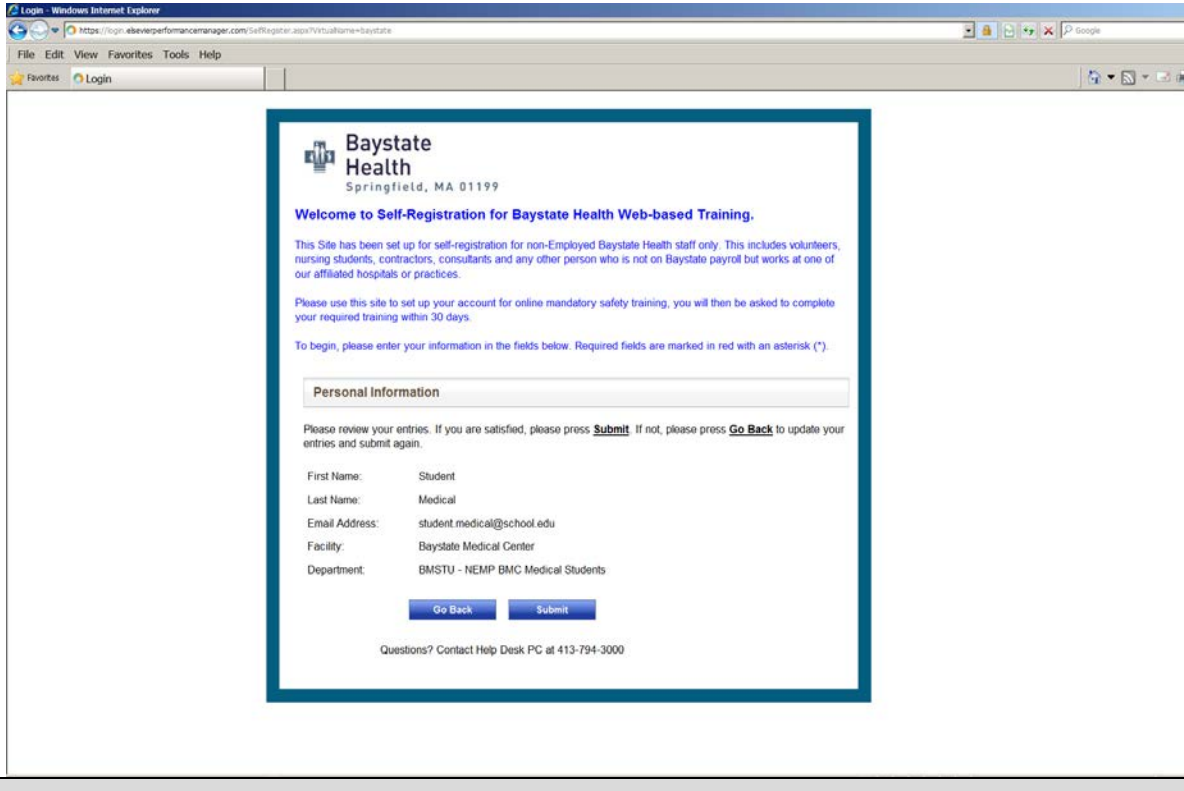
Step	Action
1	<p>To create your new training account from the window desktop, click on the  Internet Explorer icon.</p> 

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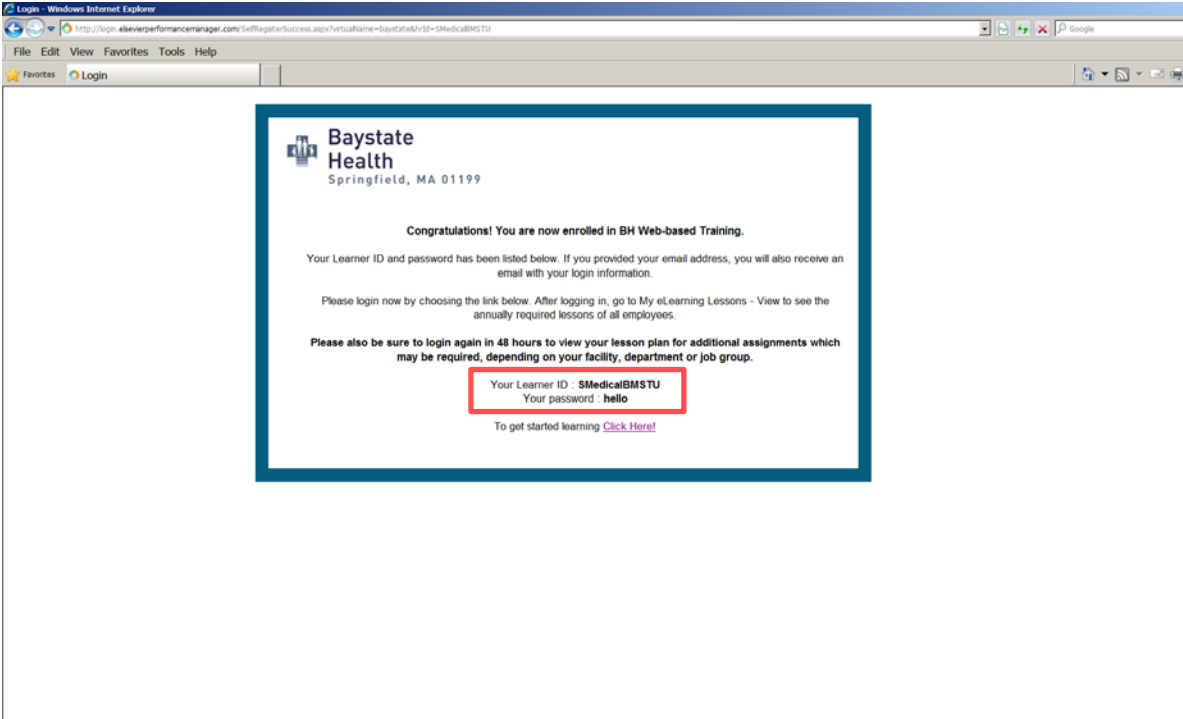
Step	Action
2	<p>Enter http://login.elsevierperformancemanager.com/SelfRegister.aspx?VirtualName=baystate in the Address line of you browser. This will bring you to the self-registration page.</p>  <p>Note: Self registration need only be completed one time! Once access is granted, all required courses are completed on the general training site, https://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=Baystate. You should not return to this site address again after enrolling. Also, an e-mail address is highly suggested as part of the account generation process.</p>

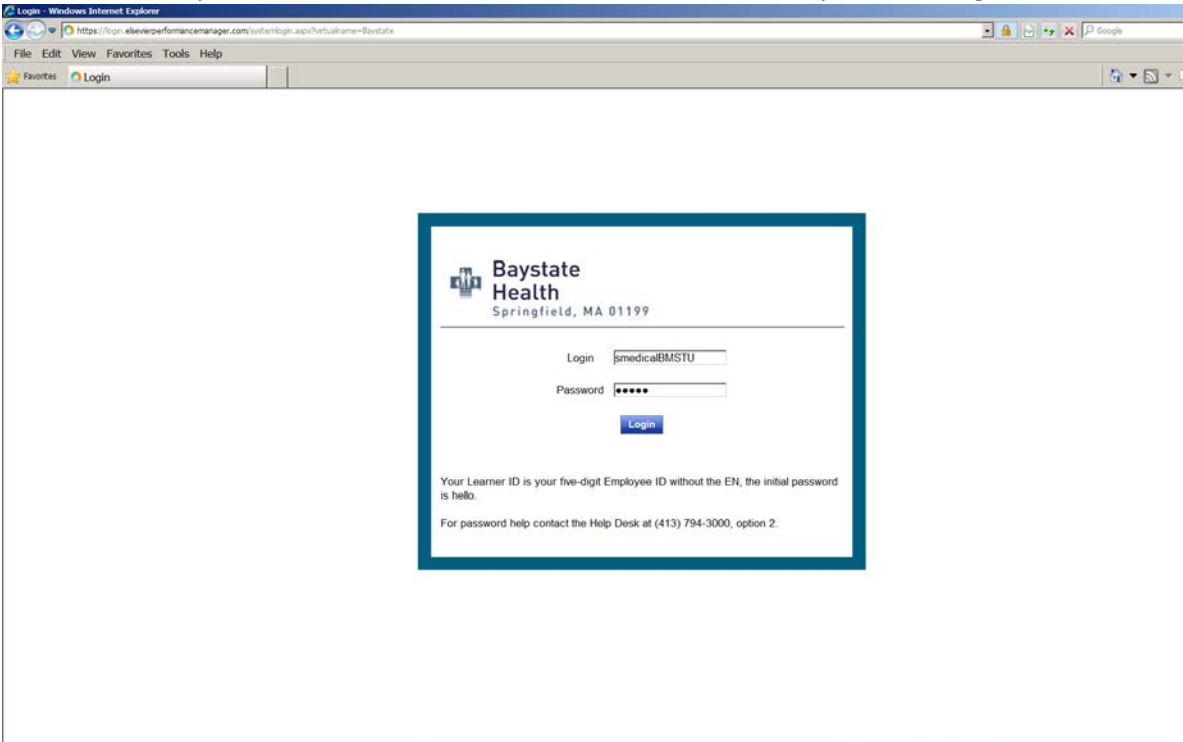
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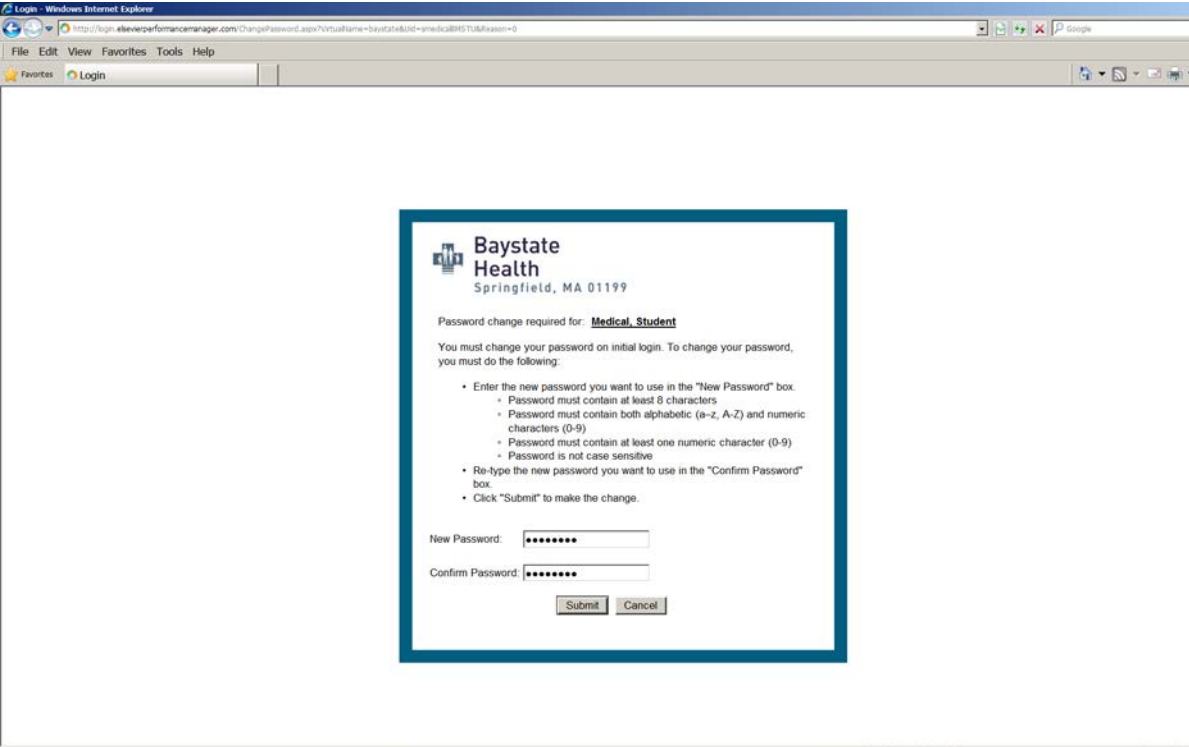
Step	Action
3	<p>Complete all fields on this form. Be sure to select the appropriate Facility (your facility will be Baystate Medical Center) and Department (your department will be BMSTU-NEMP BMC Medical Students), and then Click Next.</p> 

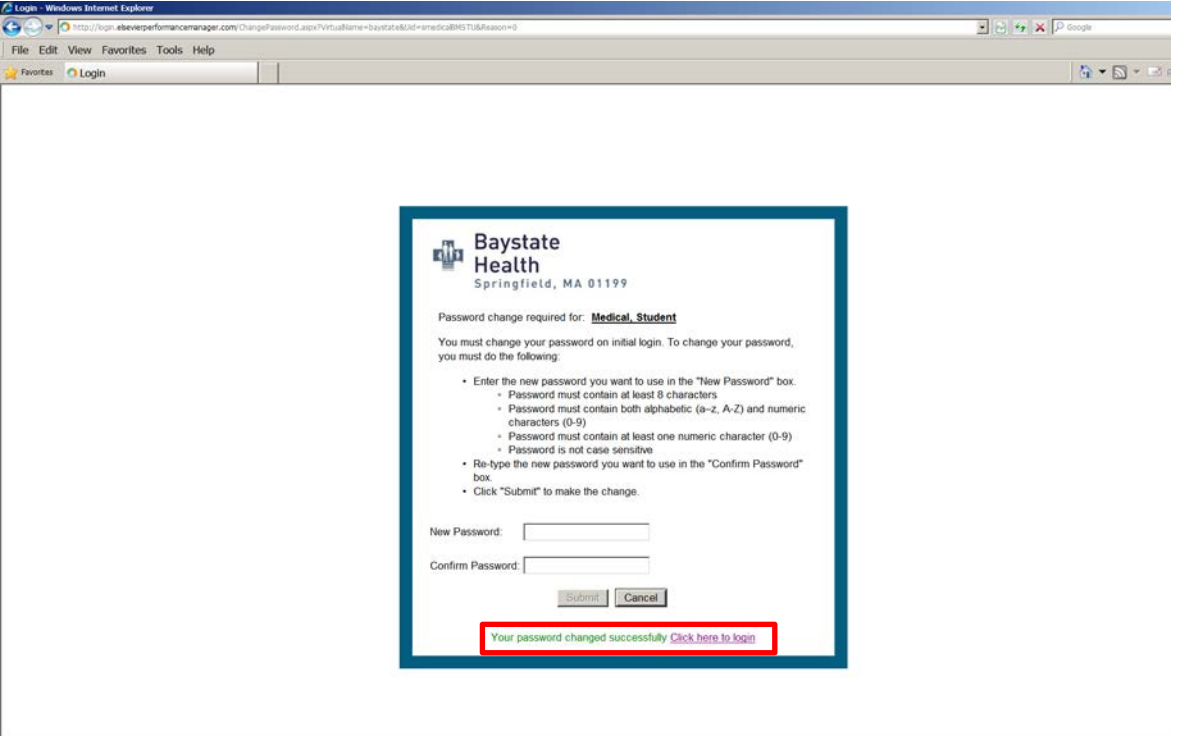
Step	Action
4	<p>You will be asked to validate your registration information prior to submitting it to create your account. Review and Click Submit.</p> 

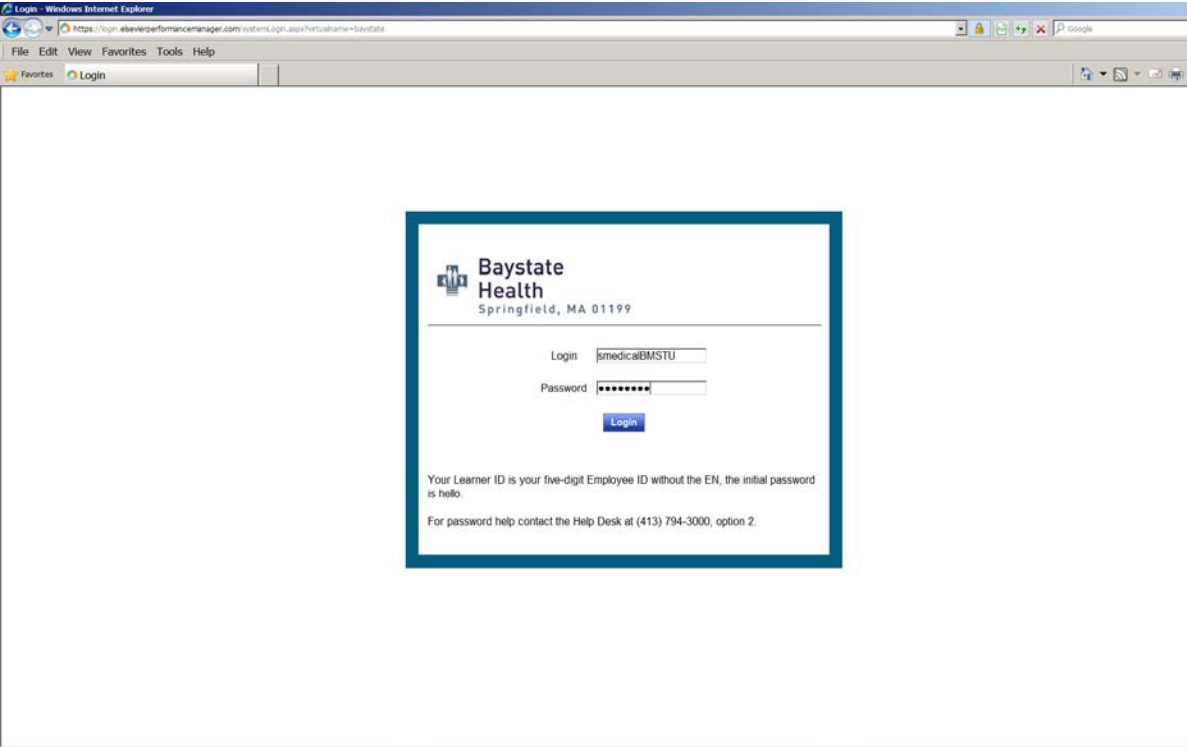
Instructions for Online Training Modules Self Registration for Medical Students (con't)

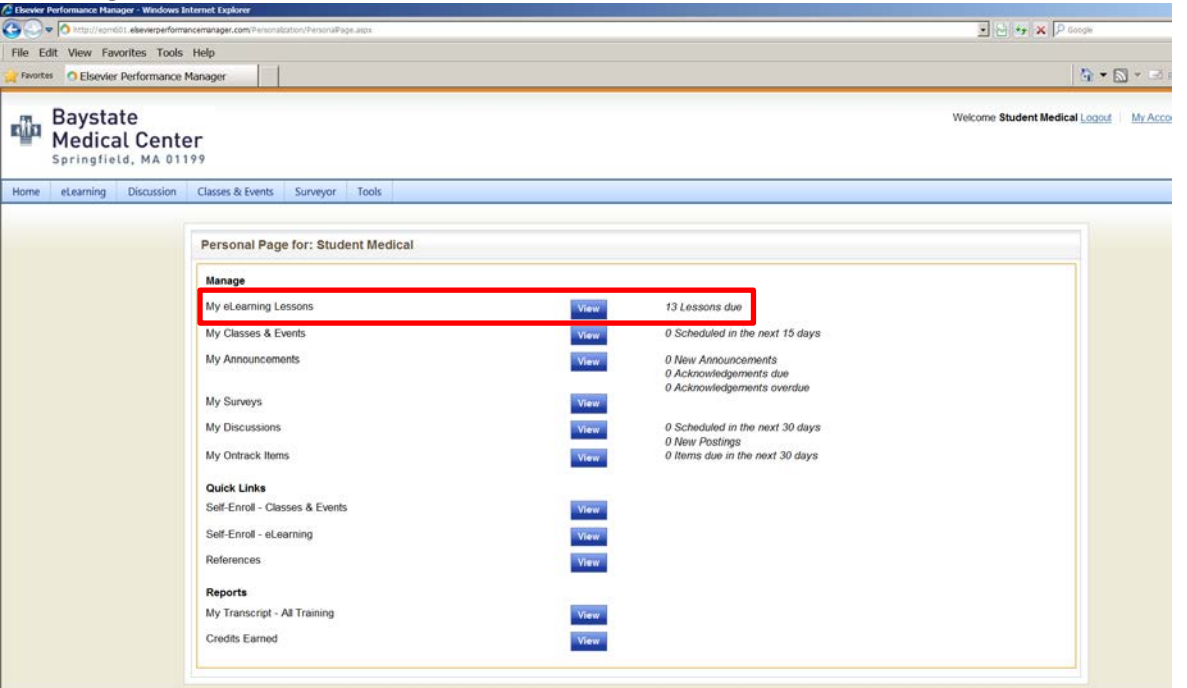
Step	Action
5	<p>Once all the required information is submitted a Learner ID and default Password are displayed. Click Click Here! to start the online training modules.</p> 

Step	Action
6	<p>Users will be presented with the screen to Baystate Health's Online training site. Here the user will enter their newly created Learner ID and Password. Once done, they will click Login.</p> 

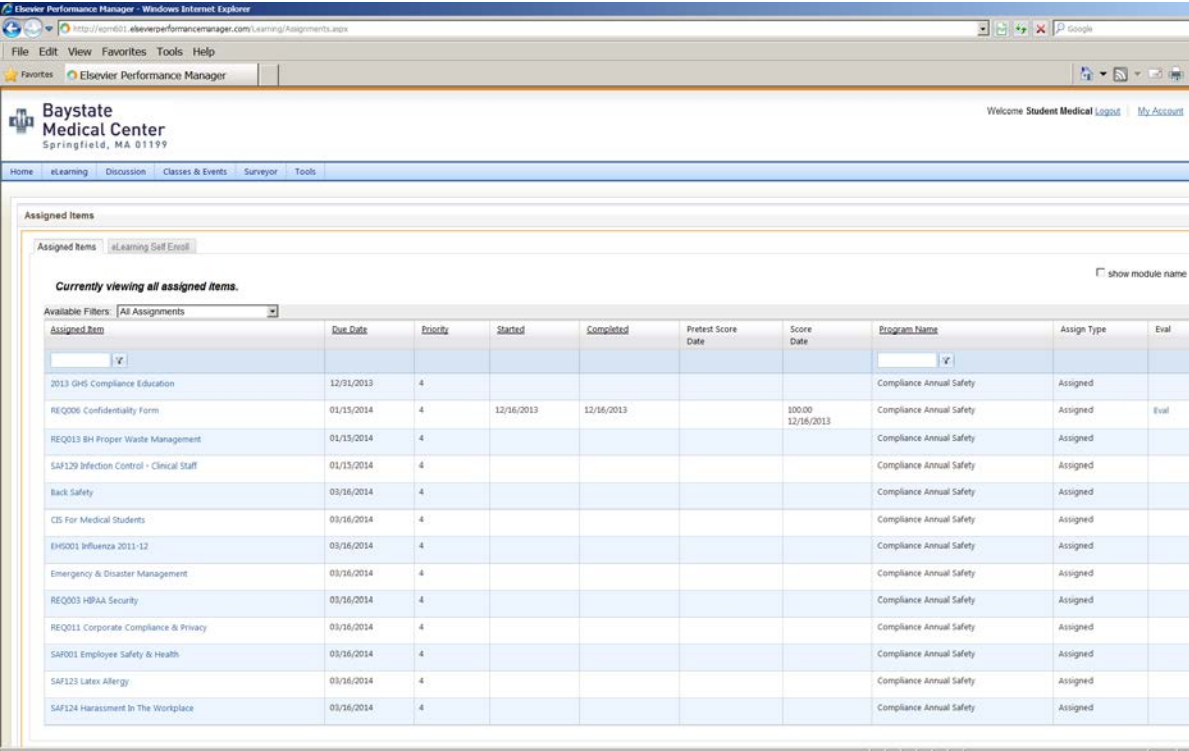
Step	Action
7	<p>At this point, a new password must be generated by the user. Following the instructions below, create a new password and Click Submit. This will create your new account!</p> 

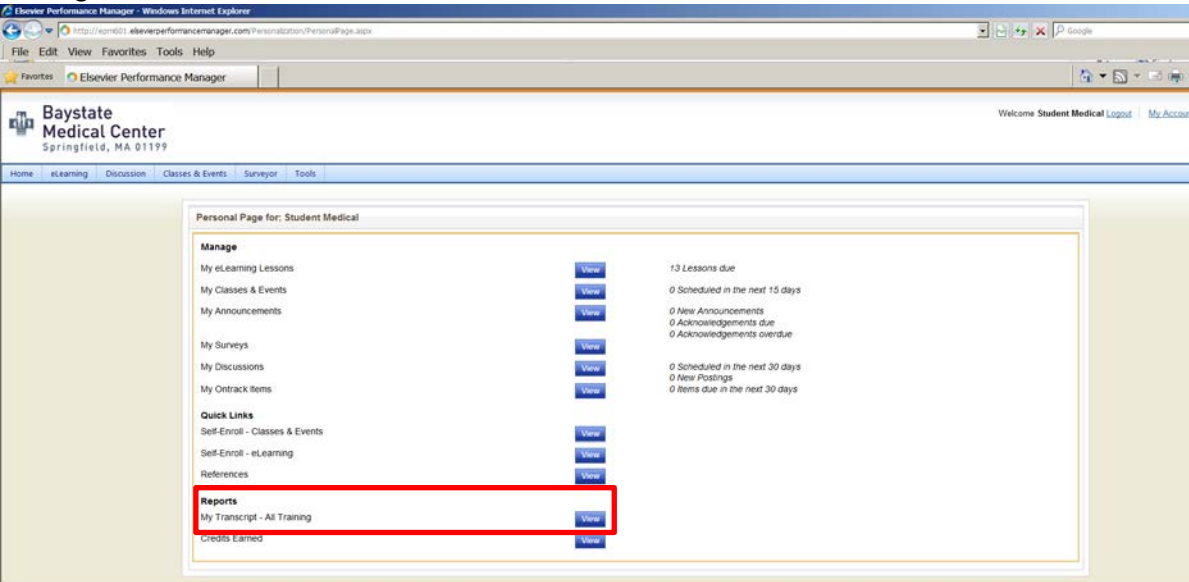
Step	Action
8	<p>Once your new password is successfully changed, you will be provided a link to login and get started on the modules.</p> 

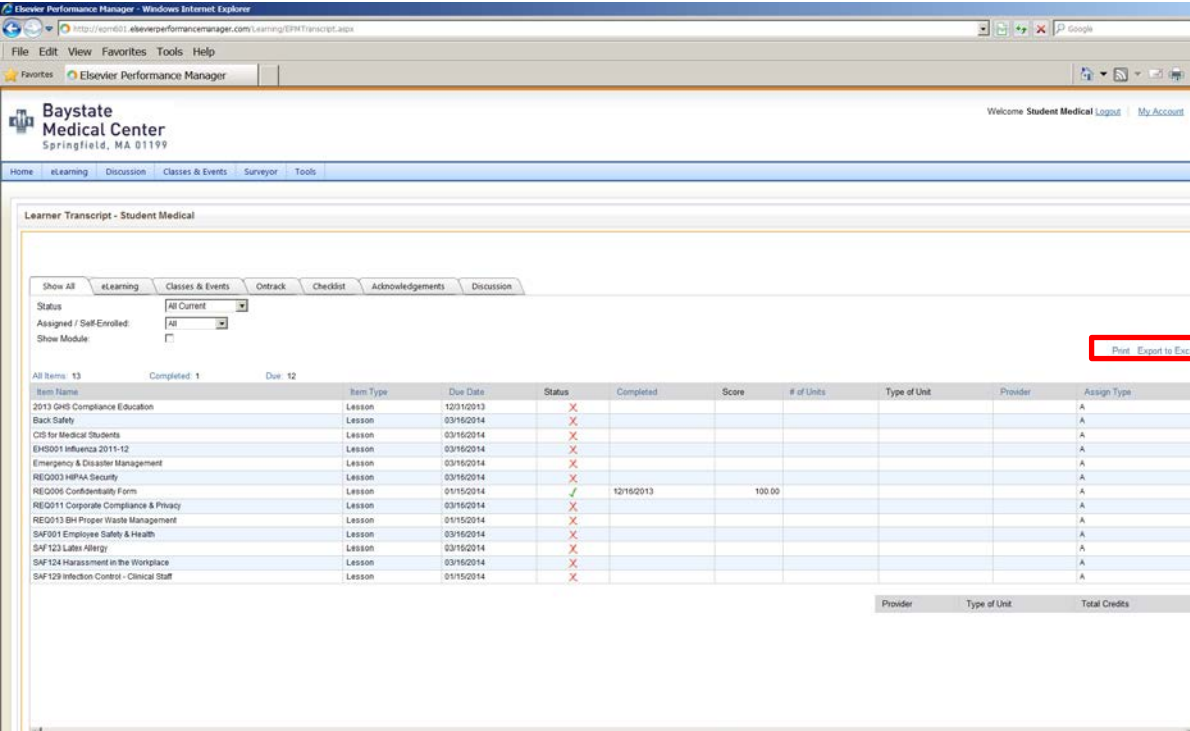
Step	Action
9	<p>You will now be asked to login again using your Learner ID that you just created and your new password that you just changed. Click Login.</p>  <p>Note: Now that the self-registration is complete you can only access the modules again by returning to this site and logging in with your Learner ID and Password: https://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=Baystate.</p>

Step	Action
10	<p>Once logged in, users can start the required modules on this home page by clicking on the My eLearning Lessons “View” button.</p> 

Instructions for Online Training Modules Self Registration for Medical Students (con't)

Step	Action
11	<p>Click on each lesson to complete. Once lesson is complete you will need to click on each lesson again to take the test.</p>  <p>Note: Completing all required lessons can take 1.5 – 2 hours. Please plan accordingly.</p>

Step	Action
12	<p>After all modules and tests are completed go back to your Online Training Home Page and click on My Transcript–All Training under Reports to view and send completed transcript to the Undergraduate Medical Education Office.</p> 

Step	Action
13	<p>If all modules and tests are completed, your transcript will reflect completion with a green check and completed date. To complete this requirement, you must Print or Export and send this completed transcript via email or fax to the Undergraduate Medical Education Office at Baystate Medical Center.</p>  <p>Note: Baystate Medical Center Undergraduate Medical Education Office FAX 413-794-0300 EMAIL ashley.foss@baystatehealth.org</p>