

Agency Staff – How to Access Cerner Training Program

Step 1 – New staff type in <u>https://atlas.austin.org.au/auth/saml/login.php?nosso=1</u> into your browser (Chrome preferred)

Step 2 – Select the Create new account button



Step 3 - Enter personal details

Note: Your agency MUST be selected from the **Organisation name (external to Austin Health)** list, otherwise the Cerner Program will not be available to the learner

1000	You are not logged in Login
There are rec	required fields in this form marked *.

Step 4 – A confirmation email will be sent to the learner.



Note: It may take up to 30 mins for the new learner to be enrolled in the Cerner Program – a confirmation enrolment email will be sent to the email they used to sign up.

Step 5: Leaner logs back into the system using their nominated username and password



Step 6: Click on My Learning

Step 7: Click on the Nursing Agency Staff – Cerner Program link

Austin Health	1				ATLAS	
Home My Learning My Re	ports Help	_		_	You are logged in a second descent	
Dashboard / My learning Nevigation	My Learning Overview			m	Private files	
Dashboard = Site home = My learning > Site pages	Mandatory Learning High Priority Learning	arning General Learning			No files available Manage private files	
My courses Aboriginal Cultural Awareness Patient Centred Care	Learning Nursing Agency Staff - Cerner Program	Due	Completed	Progress	Latent bodges	

Step 8: Click on Launch course

Austin Health			ATLAS
Home My Learning My Reports	Неір		You are logged in an and a second
# Dashboard / Find Programs / Cerner /	Nursing Agency Staff - Cerner Program		
Nursing Agency Staff - Ce	erner Program		
You are required to complete this prog Member of audience 'Agency Staff	gram under the following criteria: 1 - Nursing'.		
Date assigned: 25 September 2 This program contains the essential Cerner	2017 Due date: No due date set r courses nursing agency staff must complete prior to their first shift.	Progress.	
Essential Cerner courses			
All courses in this set must be comple Allow at least 2 week(s) to complete this :	eted (unless this is an optional set).		
Course name		Action	s Status
Access and Navigation - Nursing		Lau	nch oourse



Step 9: Click on the enter button to launch the elearning module

	Austin Health		ATLAS
	Home My Learning My Repo	rits Help	You are logu
	Xex Nevigation Dashboard Ste home Ny learning Ste pages Current course Access and Navigation – Nivring Participants Bidges My courses	Access and Navigation - Nursing elearning This course is an interactive elearning module that will be marked as Complete once you navigate to the final page. Please select the Enter button below to launch the course.	
		Statt a new attempt	
	Administration Course administration		

Repeat Steps 8 & 9 until each of the courses have been completed

Step 10: Once the program is complete, the learner will receive a confirmation completion email – this can be forwarded to the agency as proof of completion.