

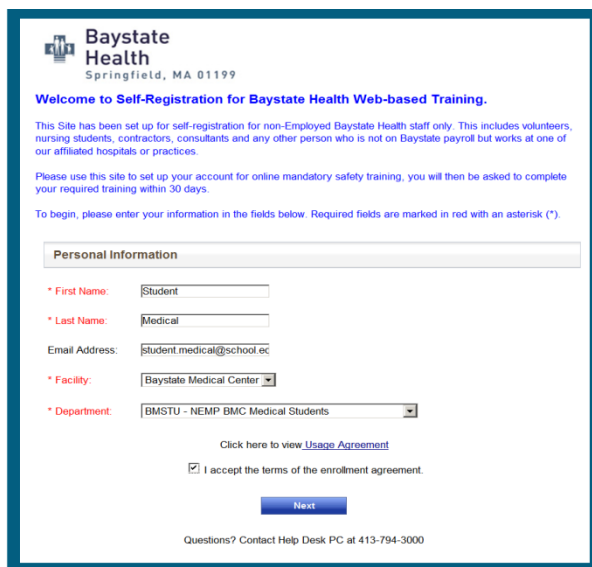
Self-Registration Instructions for Online Training Modules for Medical and Advanced Practitioner Students

Step 1: Self-registration

<http://login.elsevierperformancemanager.com/SelfRegister.aspx?VirtualName=baystate>

Complete all fields on this form. Be sure to select the appropriate Facility (**Baystate Medical Center**) and Department (**BMSTU-NEMP BMC Medical Students**). Check box to accept the terms and conditions then **Click Next**.

If message is received that an account already exists and you have not registered for an account previously, please add numbers to your last name to bypass (the system defaults to first initial of first name followed by last name)



The screenshot shows the Baystate Health self-registration form. At the top, it says "Baystate Health Springfield, MA 01199". Below that is a welcome message: "Welcome to Self-Registration for Baystate Health Web-based Training." It explains that the site is for non-employed staff and provides instructions on how to use it. The form fields are as follows:

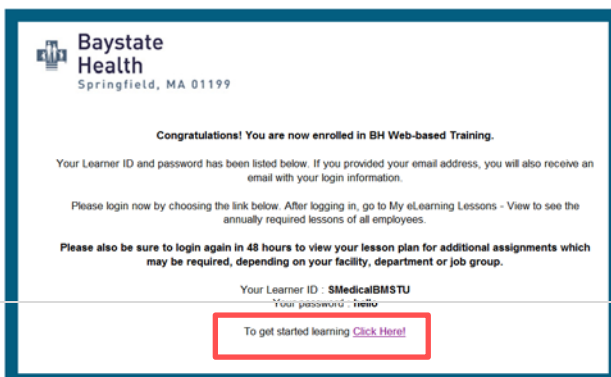
- Personal Information**
- * First Name: Student
- * Last Name: Medical
- Email Address: student.medical@school.ec
- * Facility: Baystate Medical Center (dropdown menu)
- * Department: BMSTU - NEMP BMC Medical Students (dropdown menu)

There is a link to view the Usage Agreement and a checkbox for "I accept the terms of the enrollment agreement." A "Next" button is at the bottom. A footer note says "Questions? Contact Help Desk PC at 413-794-3000".

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.

Step 2 – Account Validation

You will be asked to validate your registration information prior to submitting it to create your account. Review and **Click Submit**. Once all the required information is submitted a **Learner ID** and default **Password** are displayed. To get started learning [Click Here!](#)



The screenshot shows the confirmation page after registration. It says "Congratulations! You are now enrolled in BH Web-based Training." It provides the Learner ID and password: "Your Learner ID : SMedicalBMSTU" and "Your password : netiv". A red box highlights the "To get started learning Click Here!" link at the bottom.

Self-Registration Instructions for Online Training Modules for Medical and Advanced Practitioner Students

Step 3 – First Time Login

Enter **Learner ID** and **temporary password** (hello)

You will be prompted to **select a new password** must be generated by the user. Create a new password and Click Submit.

Once your new password is successfully changed, you will be provided a link to login and get started on the modules.

Your password changed successfully [Click here to login](#)

Click here to login'." data-bbox="560 187 882 437"/>

<https://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=Baystate>

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**.

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:

Upon login you will be asked to review the User Agreement and I have read and understand the Registered User Agreement and agree to be bound by all of its terms. **Click Send My Response**

Terms and Conditions, [Privacy Policy](#), and any guidelines, rules or disclaimers that may be posted and updated on specific webpages, or on notices that are sent to you.', 'Please carefully review this Agreement before ticking the relevant check box on the registration form. If you do not wish to accept this Agreement, do not proceed with the registration.', 'Changes to Terms', 'Elsevier may change the terms of this Agreement from time to time. Any changes to this Agreement will be posted on this webpage. Registered users may view the most current version of the Registered User Agreement at any time.' At the bottom, there is a checkbox: 'I have read and understand the Registered User Agreement and agree to be bound by all of its terms.' and a blue button labeled 'Send My Response'." data-bbox="145 655 815 871"/>

Self-Registration Instructions for Online Training Modules for Medical and Advanced Practitioner Students

Step 4 – Module Completion

Once logged in, users can begin the required modules on this home page by clicking **eLearning Lessons**

Click on each lesson to complete. Once lesson is complete you will need to click on each lesson again to take the test. The minimum passing score is: 100%

My Activities Overview

Current Assignments (12)

[eLearning Lessons \(12\) >](#)

[All Current Assignments >](#)

Note: Completing all required lessons can take 1 – 2 hours. Please plan accordingly.


You Are Viewing Current eLearning Lessons.

Available Filters:

Assigned Item	Due Date	Priority	Started	Completed	Pretest Score Date	Score Date	Program Name	Assign Type	Eval
<input type="text" value="SAF129 Infection Control - Clinical Staff"/>	07/04/2018	4					Compliance Annual Safety	Assigned	
<input type="text" value="REQ013 BH Proper Waste Management"/>	07/04/2018	4					Compliance Annual Safety	Assigned	
<input type="text" value="CIS for Medical Students"/>	09/02/2018	4					Compliance Annual Safety	Assigned	

Step 5 – View/Print Transcript

After all modules and tests are completed go back to your Home Page and **Click to view: Transcript**

 [Click to view:](#)

[Transcript](#)

If all modules and tests are satisfactorily completed, your transcript will reflect completion with a green check and completed date for each item name. To complete this requirement, you must **screenshot, Print or Export to Excel** and send this completed transcript via email or fax (413-794-0300) to the **Healthcare Education Office.**

Show All

Status:

Assigned / Self-Enrolled:

Show Module:

[Export to Excel](#) [Print](#)

All Items: 12 Completed: 1 Due: 11

Item Name	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
CIS for Medical Students	Lesson	09/02/2018	X							A
REQ003 HIPAA Security	Lesson	09/02/2018	X							A
REQ006 Confidentiality Form	Lesson	07/04/2018	✓	06/04/2018	100.00					A