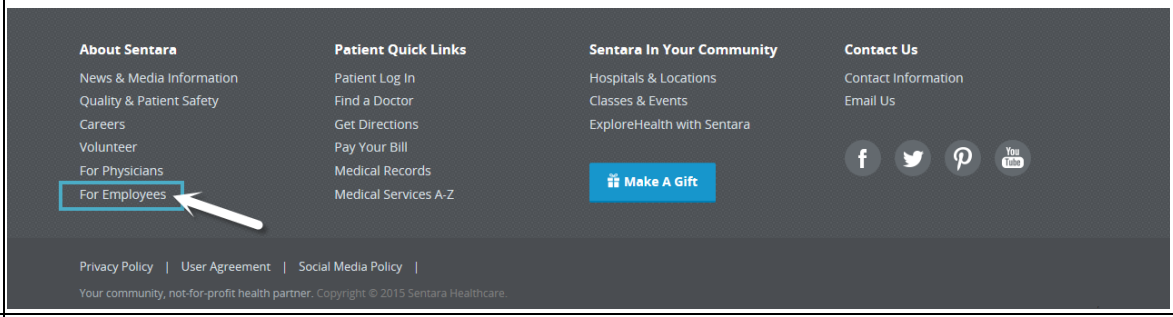
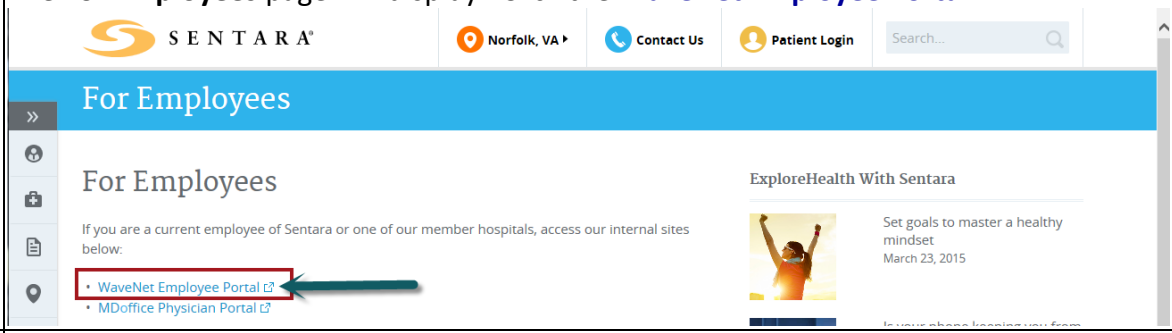
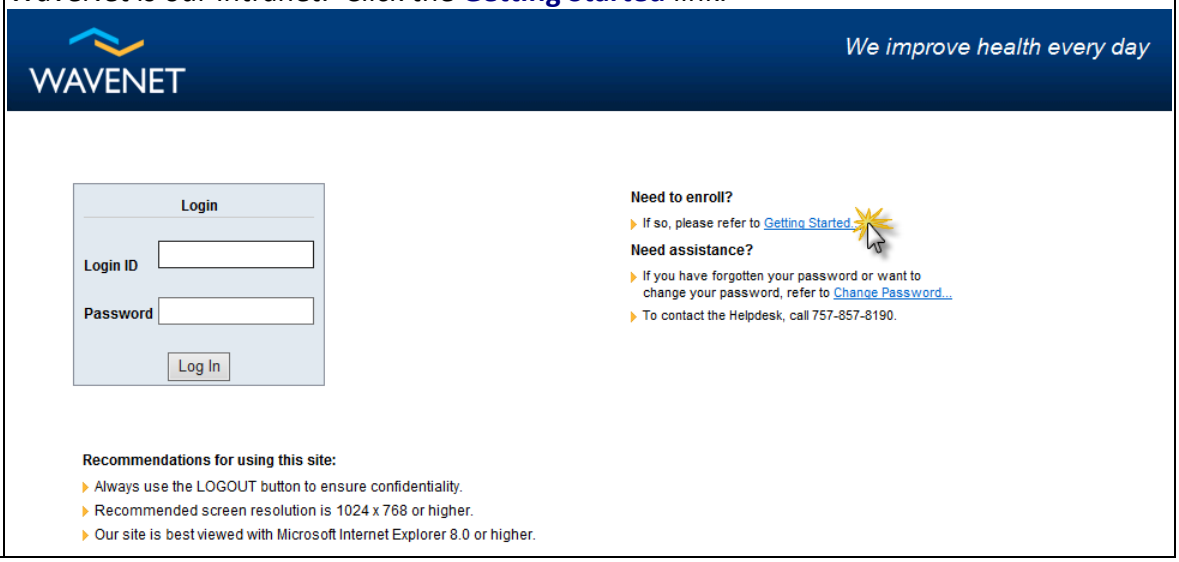
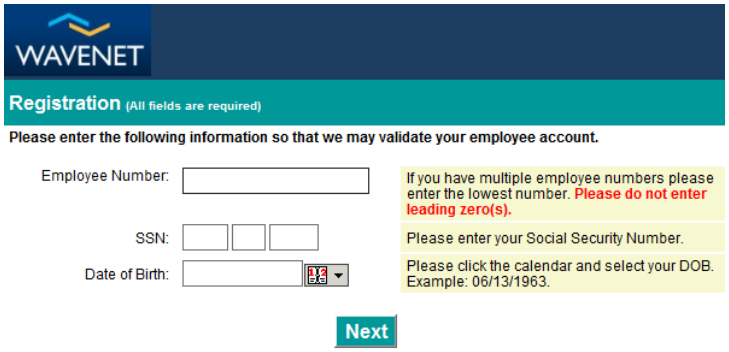
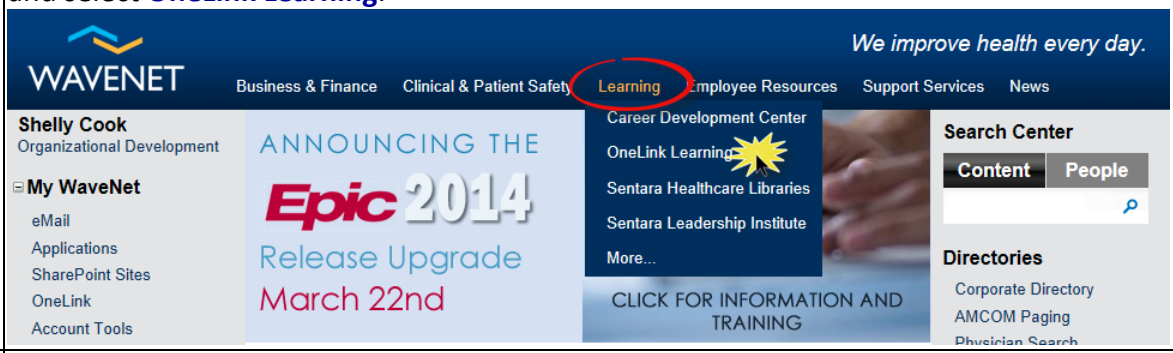
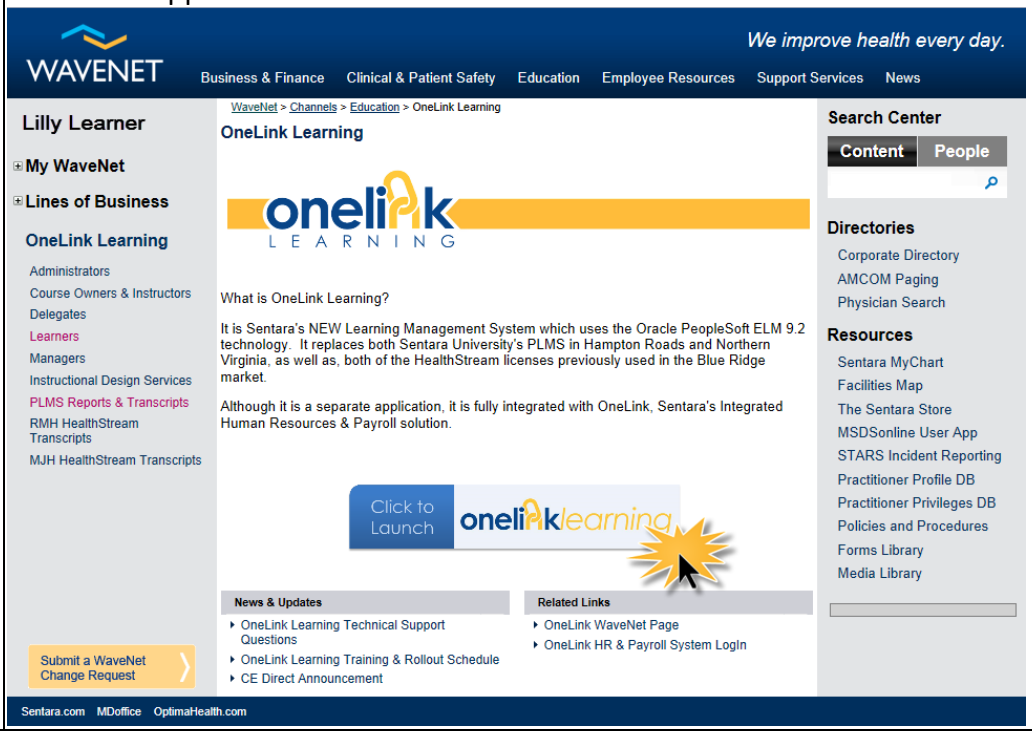
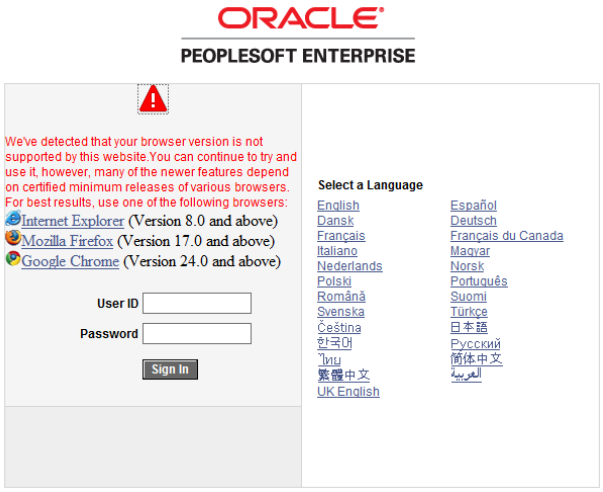
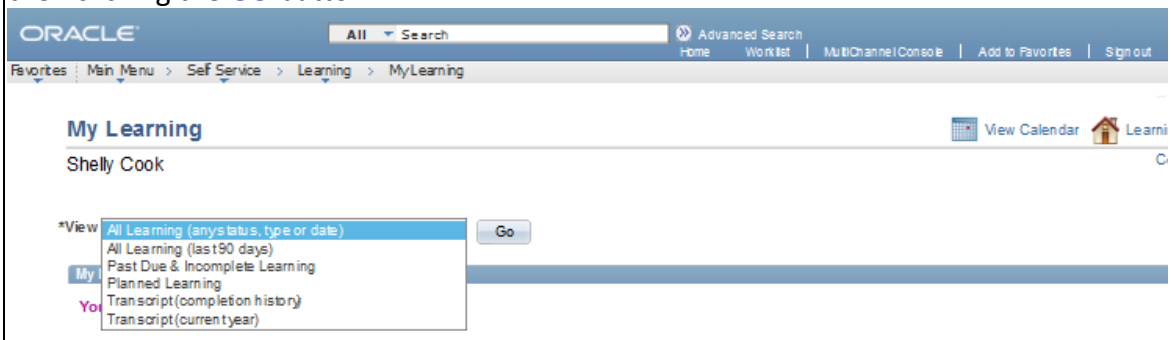
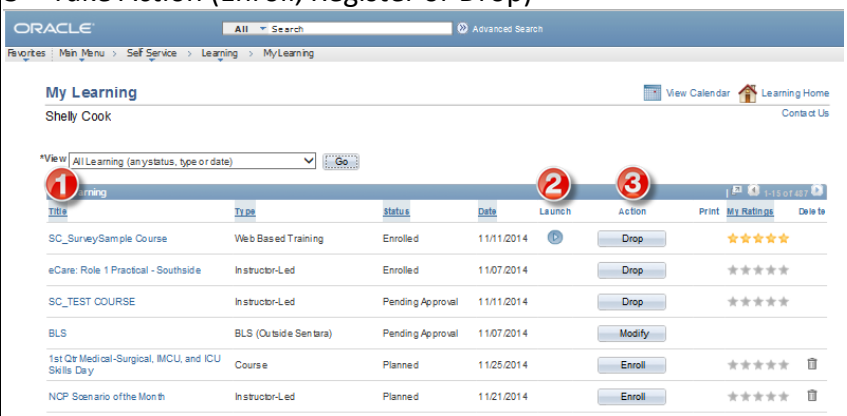
Non-Sentara Employees - Logging into OneLink Learning for the First Time

Step	Action
1.	Begin by navigating to the **Sentara Healthcare** webpage (www.sentara.com). Select your region if prompted. Scroll to the bottom of the webpage and click the **"For Employees"** link. 
2.	The **For Employees** page will display. Click the **WaveNet Employee Portal** link. 
3.	WaveNet is our Intranet. Click the **Getting Started** link. 

Step	Action
4.	Enter your Employee Number, SSN and Date of Birth as directed. Click **Next**. 
5.	To access the OneLink Learning application, hover mouse over the **Learning** Channel title and select **OneLink Learning**. 
6.	One you arrive at the OneLink Learning WaveNet page, click the OneLink Learning log to launch the applications. 

Step	Action
7.	You will be prompted to log in to OneLink Learning using your User ID and Password. (This is the same as the WaveNet log in credentials.) Enter User ID and Password, and click the **Sign In** button. 
8.	Welcome to OneLink Learning. To access your learning assignments, click the **My Learning** link found in the left navigation pane.

Step	Action
9.	Select the **All Learning (any status, type or date)** view by using the drop down menu and then clicking the **GO** button. 
10.	The My Learning is a consolidated view of your learning assignments, current enrollments and completion history. You may: 1 – Review Course/Program details 2 – Launch 1st Component (if web-based training module) 3 – Take Action (Enroll, Register or Drop) 
11.	The first course you should complete is the **Introduction to OneLink Learning**. Once you have reviewed the introduction, you may proceed with completing the courses assigned to you.

NOTE: It is recommended that you log in as described above; however, after your first time logging into OneLink Learning, you may use the link found on the OneLink Learning WaveNet page (https://wavenet.sentara.com/channels/education/onelinklearn/Pages/default.aspx) for future log ins.

If you have any questions regarding OneLink Learning, please contact the OneLink Learning Team by emailing onelink_learning@sentara.com or calling 1(800) 237-4822 ext 36629 or (757) 363-6229.