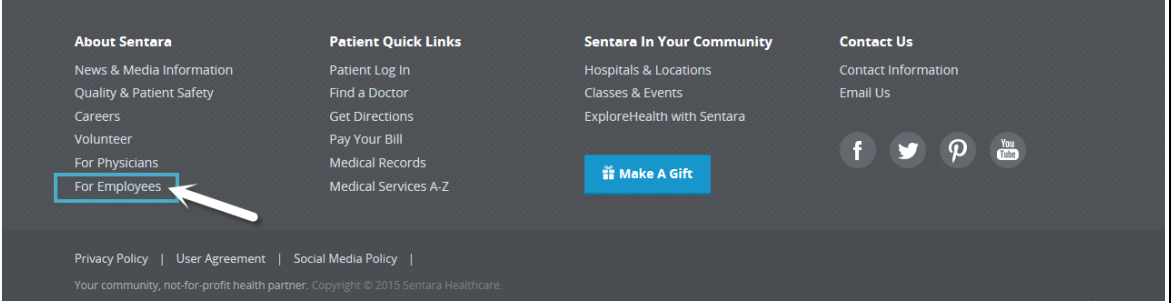
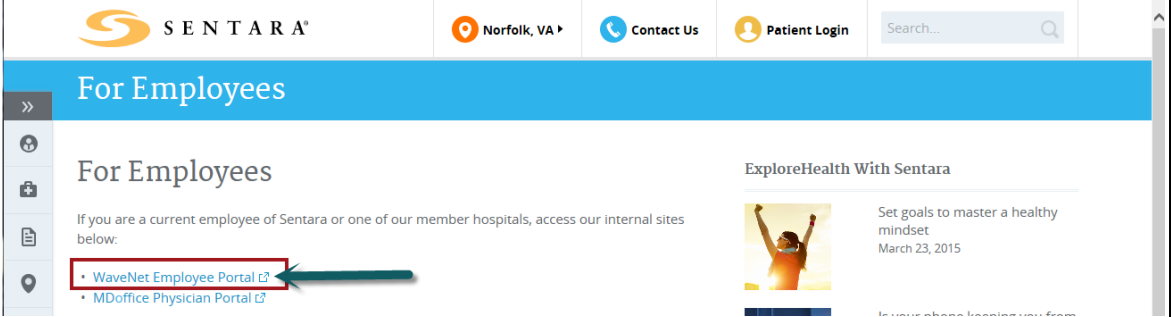
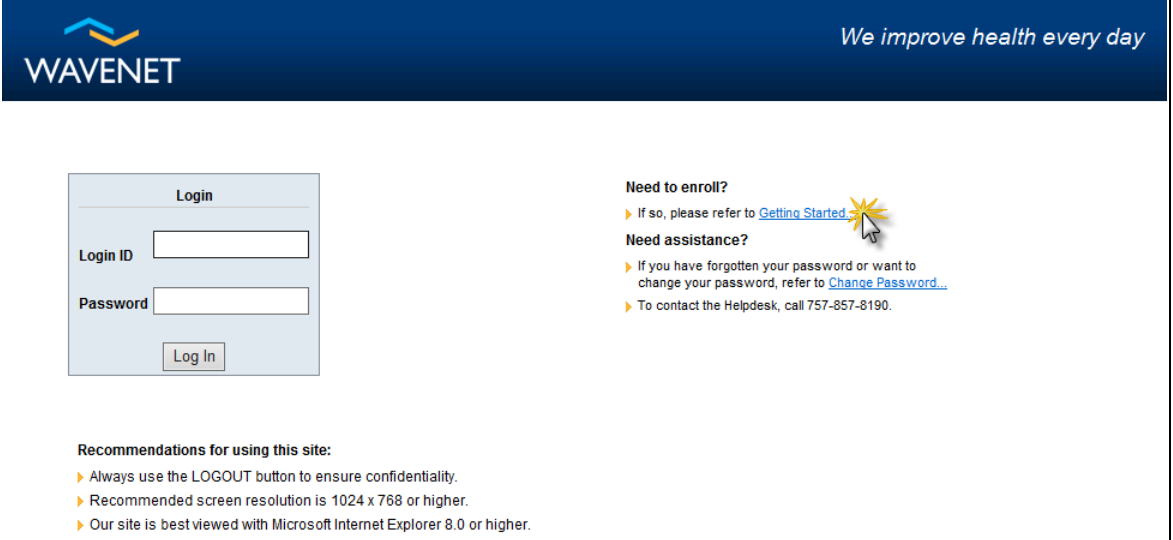
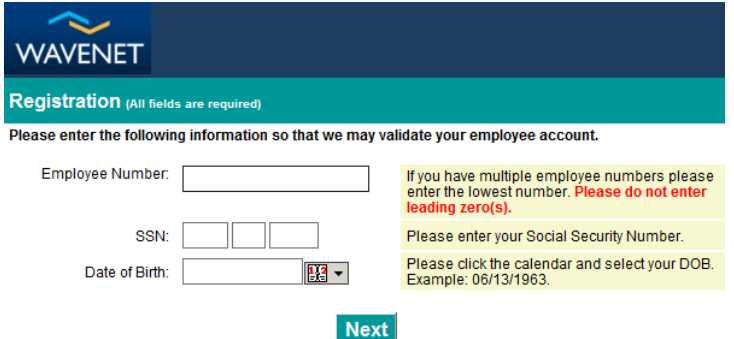
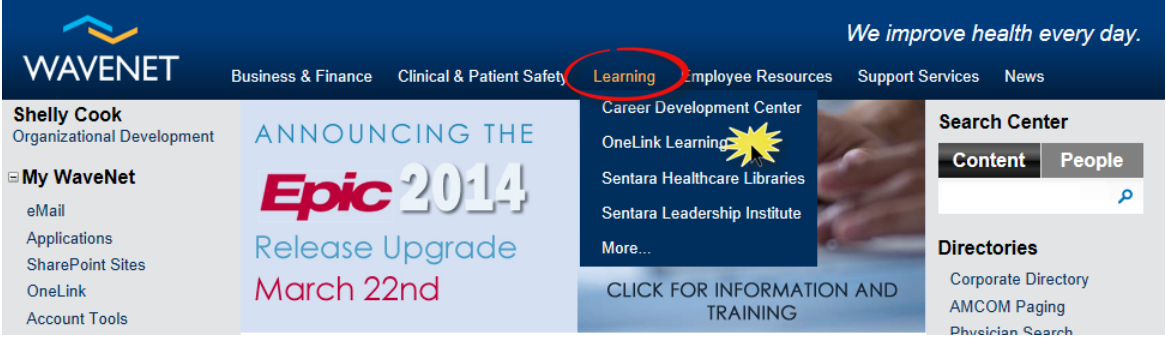
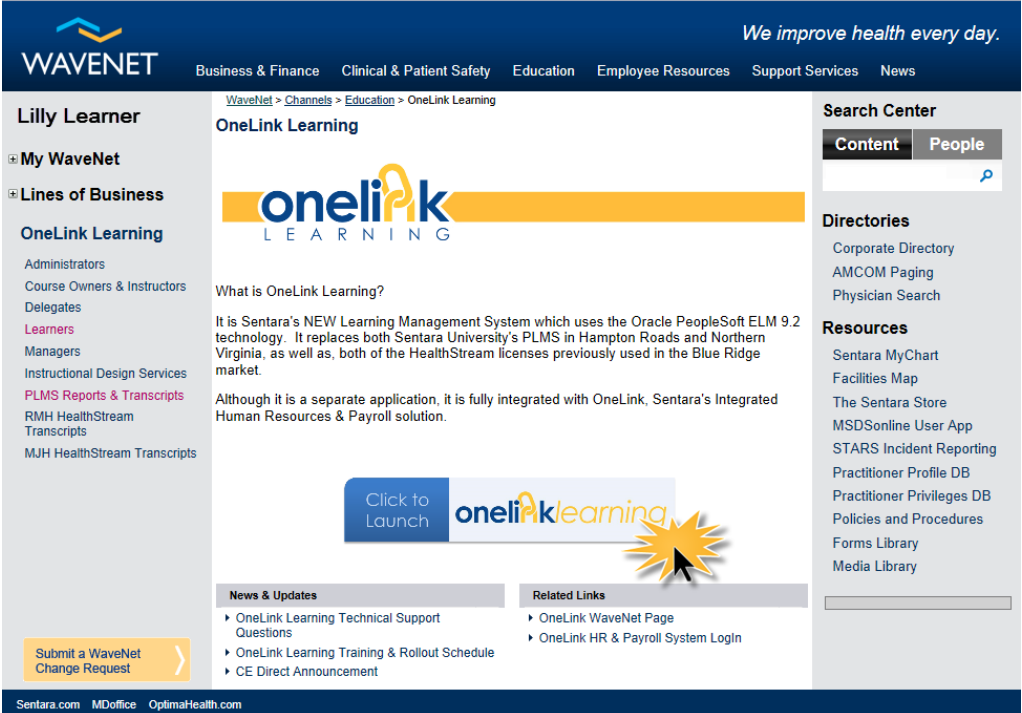

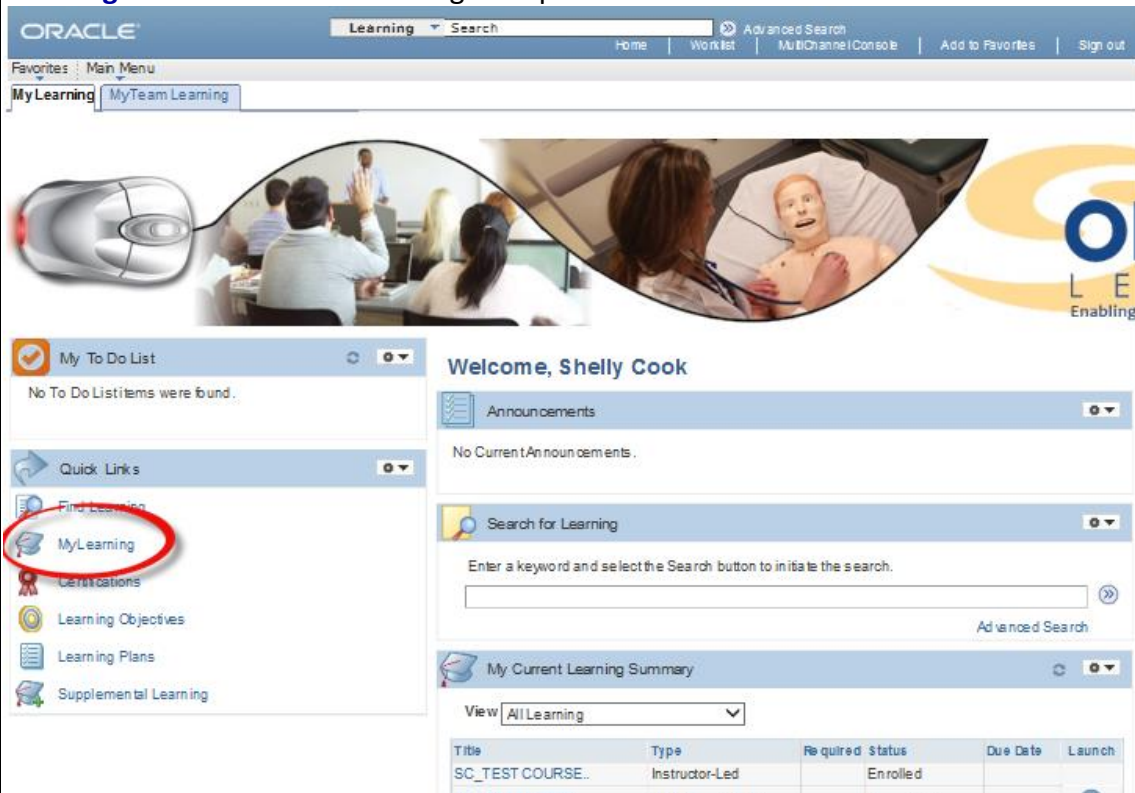
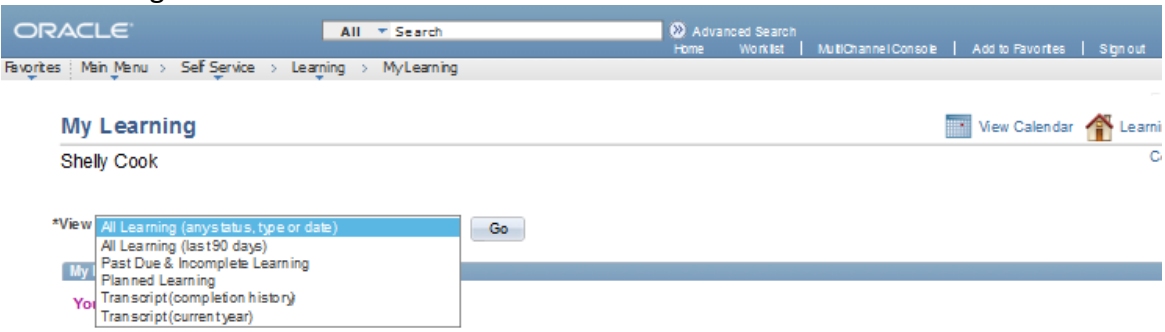
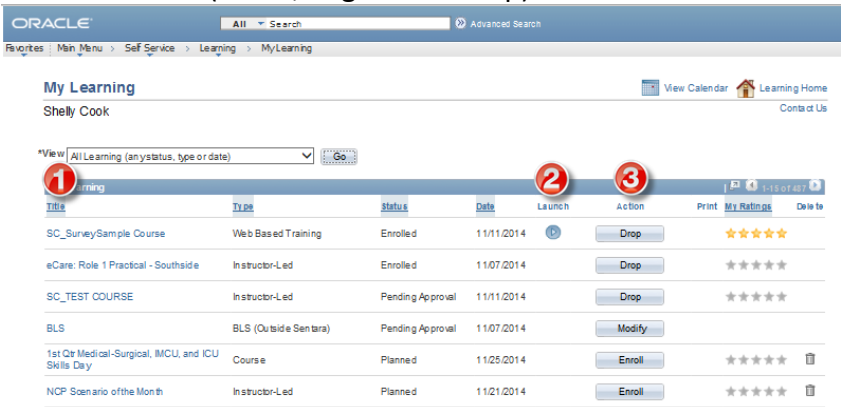


Non-Sentara Employees - Logging into OneLink Learning for the First Time

Step	Action
1.	<p>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.</p> 
2.	<p>The For Employees page will display. Click the WaveNet Employee Portal link.</p> 
3.	<p>WaveNet is our Intranet. Click the Getting Started link.</p> 

Step	Action
4.	<p>Enter your Employee Number, SSN and Date of Birth as directed. Click Next.</p>  <p>The screenshot shows the WAVENET Registration page. It has a title bar with the WAVENET logo and a 'Registration (All fields are required)' header. Below the header, it says 'Please enter the following information so that we may validate your employee account.' There are three input fields: 'Employee Number:', 'SSN:', and 'Date of Birth:'. The SSN field has three separate boxes for each digit. The Date of Birth field has a calendar icon. To the right of the fields, there are three yellow callout boxes: 'If you have multiple employee numbers please enter the lowest number. Please do not enter leading zero(s).', 'Please enter your Social Security Number.', and 'Please click the calendar and select your DOB. Example: 06/13/1963.' At the bottom right is a green 'Next' button.</p>
5.	<p>To access the OneLink Learning application, hover mouse over the Learning Channel title and select OneLink Learning.</p>  <p>The screenshot shows the WAVENET main navigation bar. The 'Learning' link is circled in red. Below the navigation bar, there is a 'Career Development Center' dropdown menu with options: 'OneLink Learning' (highlighted with a yellow star), 'Sentara Healthcare Libraries', 'Sentara Leadership Institute', and 'More...'. Below this menu is a button that says 'CLICK FOR INFORMATION AND TRAINING'. To the right of the menu is a 'Search Center' with 'Content' and 'People' tabs and a search icon. Below the search center is a 'Directories' section with links for 'Corporate Directory', 'AMCOM Paging', and 'Physician Search'.</p>
6.	<p>One you arrive at the OneLink Learning WaveNet page, click the OneLink Learning log to launch the applications.</p>  <p>The screenshot shows the OneLink Learning WaveNet page. The 'OneLink Learning' link in the navigation bar is highlighted. Below the navigation bar, there is a 'Lilly Learner' section with a 'My WaveNet' link. To the right of the 'My WaveNet' link is a 'Lines of Business' section with a 'OneLink Learning' link. Below the 'OneLink Learning' link is a 'What is OneLink Learning?' section. It contains text about the system and a 'Click to Launch' button with the OneLink Learning logo. To the right of the 'Click to Launch' button is a 'Search Center' with 'Content' and 'People' tabs and a search icon. Below the search center is a 'Directories' section with links for 'Corporate Directory', 'AMCOM Paging', and 'Physician Search'. Below the directories is a 'Resources' section with links for 'Sentara MyChart', 'Facilities Map', 'The Sentara Store', 'MSDOnline User App', 'STARS Incident Reporting', 'Practitioner Profile DB', 'Practitioner Privileges DB', 'Policies and Procedures', 'Forms Library', and 'Media Library'. At the bottom of the page is a 'News & Updates' section with links for 'OneLink Learning Technical Support Questions', 'OneLink Learning Training & Rollout Schedule', and 'CE Direct Announcement'. Below the news section is a 'Related Links' section with links for 'OneLink WaveNet Page' and 'OneLink HR & Payroll System Login'. At the bottom of the page is a footer with links for 'Sentara.com', 'MDOOffice', and 'OptimaHealth.com'.</p>

Step	Action
7.	<p>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.</p> 
8.	<p>Welcome to OneLink Learning. To access your learning assignments, click the My Learning link found in the left navigation pane.</p> 

Step	Action
9.	<p>Select the All Learning (any status, type or date) view by using the drop down menu and then clicking the GO button.</p> 
10.	<p>The My Learning is a consolidated view of your learning assignments, current enrollments and completion history. You may:</p> <ol style="list-style-type: none"> 1 – Review Course/Program details 2 – Launch 1st Component (if web-based training module) 3 – Take Action (Enroll, Register or Drop) 
11.	<p>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.</p>

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.