

KnowledgeNet is an easy-to-use, accessible from anywhere learning management system. Memorial Health System (MHS) employees use the system to enroll/register for classes, complete computer based learning (CBL) modules and track developmental progress.

The CBL modules to which you have been assigned as an MHS new employee include information related to fire safety, corporate compliance, workplace harassment, proper body mechanics, infection control, etc. You must pass the test associated with each assigned module in order to satisfy the new employee educational requirements. Tests are not timed and you may take the test as many times as necessary to pass.

Problems/Questions regarding KnowledgeNet?

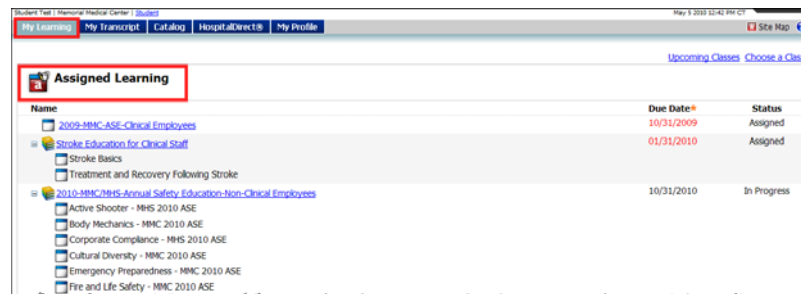
Contact the **KnowledgeNet Help Line** via phone at **217-788-4984** or via e-mail at knowledgenet@mhsil.com.


1. **To access KnowledgeNet**, visit www.healthstream.com/hlc/mhsil and enter your assigned username and password.

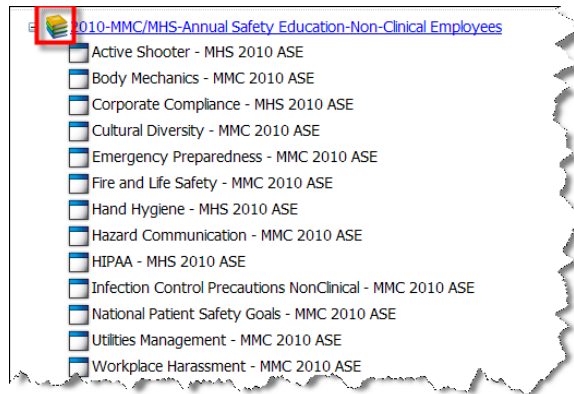
This will be your first initial of first name, first initial of last name and, last four numbers of your social security number ***Please note:** the username and password are case sensitive (alpha characters should be capitalized).

Example: John Doe, 123-45-6789 User ID and Password: JD6789

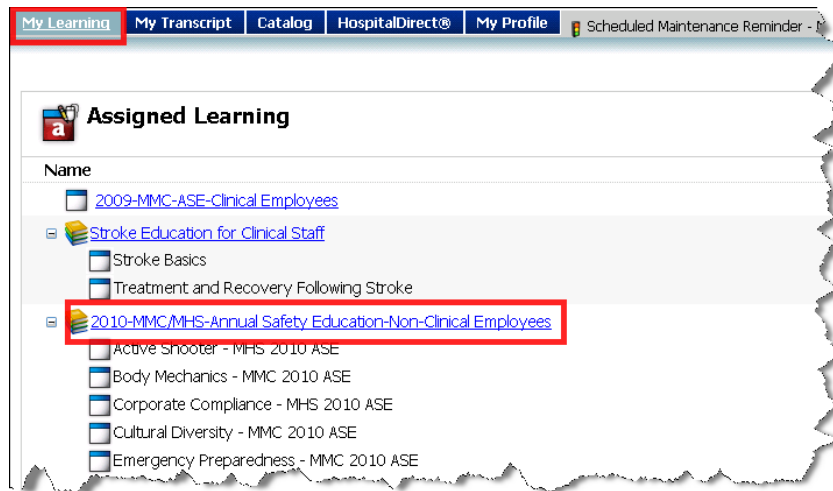
Any **assigned** (mandatory) CBL modules will appear under **Assigned Learning** on the **My Learning** tab. **You must complete all education listed in Assigned Learning.**



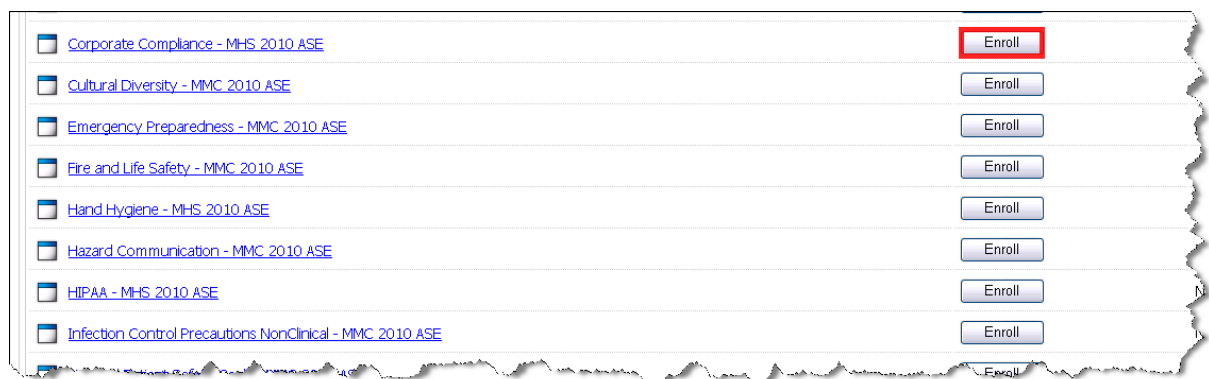
Some CBL's will appear as "stand alone" modules, while others are contained within a curriculum. "Stand alone" modules appear with a  icon, while curriculums appear with a **book icon** and the courses contained within appear below the curriculum name, as shown in the screenshot below.



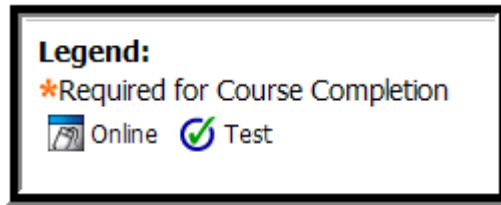
- To access a CBL course or curriculum, first select the link that appears on the **My Learning** page.



- If working to complete courses within a **curriculum**, each course will appear with an **Enroll** button next to it. **Click the Enroll** button located on the right side of the desired course name to access it. If accessing a **“stand alone”** module **proceed to Step 4**.




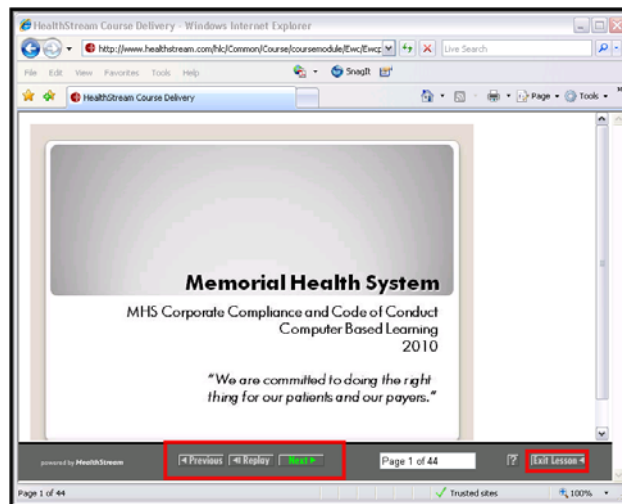
- The **Course Details** screen with the learning activities required for course completion. The legend below describes the different types of activities that may be displayed. An orange asterisk (*) indicates whether a particular activity is required for course completion.




- a. **Online** learning activities include the CBL learning module (i.e. content to be reviewed). Reviewing this content may/may not be required for course completion.
- b. The **test** associated with the course is **always** required for course completion.

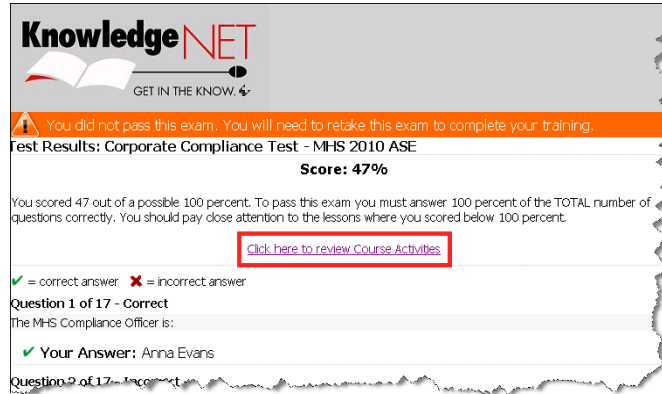



5. To access the **online** learning activity, select the link next to which the  icon appears.
6. A new window will display in which the CBL content can be reviewed.
 - a. Navigation **buttons** are located near the bottom of the window to allow the user to move forward/backward as needed.
 - b. Once all content has been reviewed and the user is ready to take the test to satisfy the course completion requirements, click **Exit Lesson** to return to the **Course Details** page and access the test.



7. To access the **test**, select the link next to which the  icon appears.
8. The test window will display, providing general information about the test to include: number of questions, minimum passing score and general instructions for completing the test. Select **Begin** when ready to proceed.
9. To complete the test:
 - a. Select the appropriate answer then choose **Next** to proceed to the next question.
 - b. When all questions have been answered, choose **Submit** to submit the test for grading.

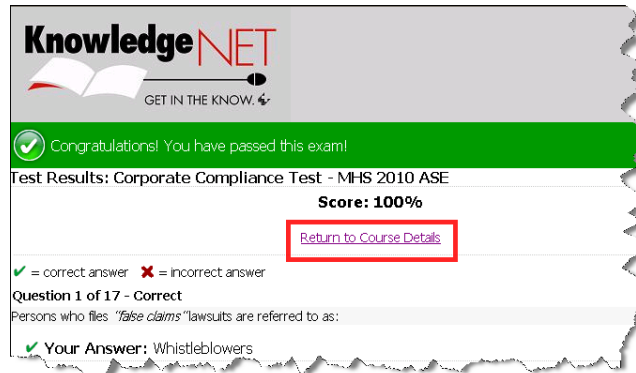
10. If the minimum passing score is not achieved, an orange banner will appear near the top of the window indicating as such. Also, each question, along with the **provided answer** and **the correct answer** is displayed.
- a. To retake the test, select **Click here to review Course Activities**.



11. The **Course Details** screen will display. To access the **test**, select the link next to which the  icon appears.

12. Once the test is passed, a green banner will display near the top of the window, along with the obtained score and the completion will be indicated on the transcript. Also, each question, along with the provided answer and the correct answer will be displayed.

- a. Select **Return to Course Details** to exit the test.



13. Repeat the steps outlined above to complete the remaining required education.