Getting Started with myLearningPointe

SIGNING - IN

To access your myLearningPointe account:

1. Go to www.mylearningpointe.com.
2. Enter your User Name and Password in the fields provided to the upper right.

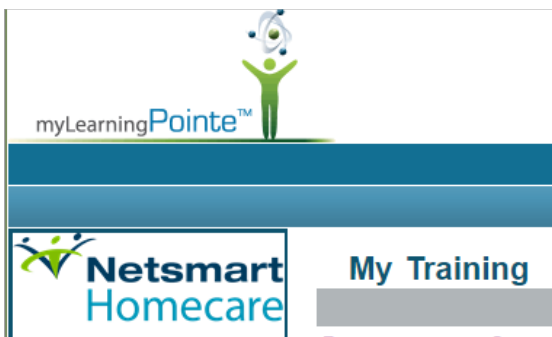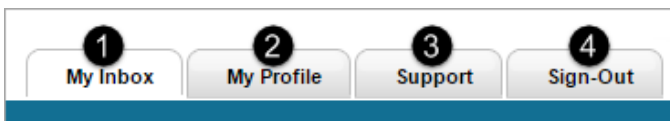*Note:* If you did not receive this information via email, please check your Junk folder. If you do not find it there, click here for instructions on contacting mLP support. Do not attempt to create an account.

NAVIGATING THE MLP INBOX

When you have successfully signed in, you are taken to your myLearningPointe inbox. You will see the Netsmart Homcare logo to the left of the screen.

There will be some tabs to the right of the screen.

1. Click or tap anytime to return to your Inbox view.
2. Click or tap to view your User Profile information. You can also change your Sign-In password here.
3. Click or tap to see information on support for the Netsmart Homecare courses and myLearningPointe. Links to the available Curriculum Guides can also be found here.

Note: Do not use this information to submit questions about the Netsmart Homecare solution.

4. Click to close your myLearningPointe account.

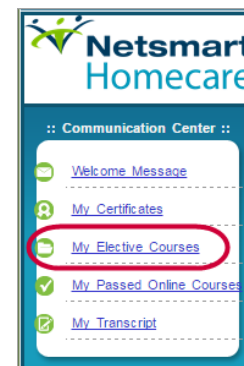## LAUNCHING A HOMECARE COURSE

Courses are available to you in two areas of the Inbox. Any that were assigned to you in the Allscripts Learning Center will display under **My Training**. Click or tap the Start button to the left of a title to launch a course that will open in a separate window.
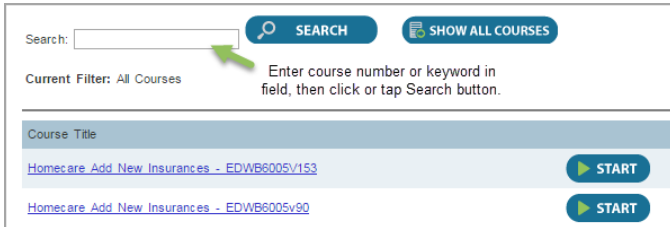

Icons appear to the right of each title to indicate if the course has audio, video, and/or is mobile ready. Note: The only courses who's title starts with "Homecare Mobile Tablet:…" can currently be completed on a mobile device. All others must be completed on a PC or laptop. A due date will also show for all courses assigned to you.
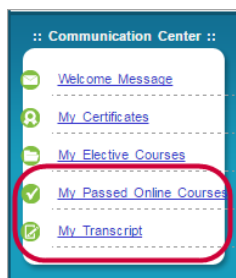

If no courses are showing under **My Training,** or the course you're looking for is not displaying there, you have access to all other Netsmart Homecare titles by clicking the **My Electives** link in the *Communication Center*.

All courses in the **My Electives** section appear in alphabetical order. There are search tools at the top of the list that you can use to filter and locate the specific course number you're looking for.
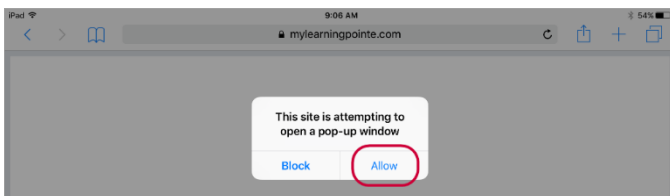
When a course has been successfully completed, it will no longer appear in the area it was launched from. You can still launch and review this content by clicking the **My Passed Online Courses** link in the *Communication Center*. You can also view a transcript of all completed courses by clicking the **My Transcript** link.

MOBILE TABLET COURSES

To launch a course that is mobile ready, you will access it from your tablet through a browser app (Google, Safari, etc.) at www.mylearningpointe.com. When you tap the start button for a course, you may be notified the site is attempting to open a pop-up window. You will need to allow this for the course to play.
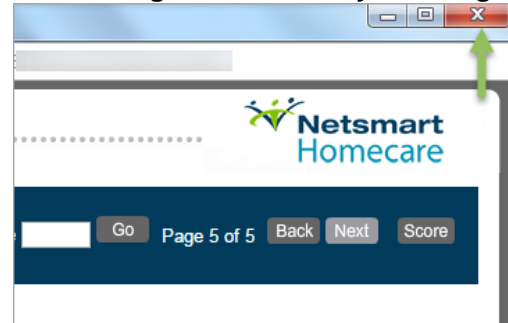

CLOSING A COURSE

For courses taken on a PC or Laptop:

When you reach the results screen of the course assessment, you can close the course window that opened when the course launched. Some courses will have a **Close** button, but for those that don't you can simply exit the window by clicking the "x" in the upper right corner of the window.

You will be returned to your mLP Inbox.

Note: Sometimes a delay may occur while the test results are being saved. Do not close the window until you are returned to your mLP Inbox.

For Mobile Tablet Courses:

When you reach the last question on the course quiz you will not see a Continue button. At that time, close the course tab (not the mLP tab which remains open). The myLearningPointe tab will return to the Inbox view.

COMPLETING A STARTED COURSE

If you close a course window prior to passing it's assessment the course will display in the My Training section of your inbox. You can resume the course by clicking or tapping the **Start** button.

Note: Even if you started a course from the My Electives section, if it is not passed it moves to the My Training section. This makes it easier to locate when you're ready to resume.

SUPPORT

The myLearningPointe team will be happy to assist you. They can be reached by calling 844-377-3113. Please do not log a support case for myLearningPointe in Salesforce. Doing so may delay your resolution.