Using the LMS for Credentialed Providers

Accessing the Learning Management System

From a Fairview computer:
1. In the Start menu, click on **All Programs** and select the **Training** folder.
2. Click the **LMS** icon.

From a HealthEast computer:
1. Access the LMS from Infonet by going to **Education** > **Learning Management System (LMS).**

From a non-Fairview computer:
1. Open a web browser (**Note**: all browsers are supported, but if you experience issues, please reference the troubleshooting section below).
2. Go to http://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=fairviewhealth-mnminneapolis&forcelogin=true

Logging into the Learning Management System

1. Enter your Active Directory user ID (the ID you use to log into the computer). If you do not know your user ID or you do not have access, call the Technology Service Center at 612-672-6805, or the LMS team during business hours at 612-365-0420.
2. Enter your LMS password. Your default password is: **hello**

Enrolling in eLearning:

1. Click **Self-Enroll: eLearning** under *Quick Links*
2. Click the **Enroll** button for the course you would like to take
3. Select the **All Lessons** checkbox
4. Click the **Add Lessons** button

Viewing eLearning lessons:

1. Click **eLearning Lessons** under *Overdue Assignments* or *Current Assignments*
2. Click on the lesson you would like to take
3. Click the **Click Here to Start** button

Enrolling in classes:

1. Click **Self-Enroll: Classes & Events** under *Quick Links*
2. Enter a course name and date range
3. Click **List Events**
4. Click the **Enroll Now** button for the course you would like to take

Printing Transcript

1. Click the **Home** button in the menu
2. Click **Transcript** under *Click to View*
3. Click the **Print** link above the column "Assign Type"
4. Select your preferred options
5. Click the **Print** button

Troubleshooting

1. If you are experiencing lesson issues, check your Operating System and Browser. If you are using a Mac, or a browser other than Internet Explorer (IE), this may be the source of your issues. It is recommended you use Internet Explorer to see if this helps.
2. Turn off popups on your computer (click here for instructions).
3. **Call the LMS Team at 612-365-0420.**

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