Staff are able to self-enroll in virtual education and also add the session details to their Outlook calendar from the PromisePoint homepage. Virtual classrooms may also be launched directly from PromisePoint.

Self-Enrolling for Virtual (Online) Education

Staff may self-enroll for virtual online classess, usually for project education, by searching for the best date and time for their schedule.

STEP 1: Navigate to PromisePoint at [Northern Light Health Login (promisepoint.com)](#).

STEP 2: Login using username and password.

STEP 3: From the home page, select the **Learning** icon.

STEP 4: In the **My LEARNING** section, search for the class you are looking for (i.e. Modernized Vitals). Then hit **Enter**.

MY LEARNING	Modernized Vitals	✖

STEP 5: When the search is complete, click on "_ result(s) found.

COURSE CATALOG (Add a Course)	1 result(s) found	⌄

STEP 6: Click the arrow to expand results and then click **Select a Session** to view the dates/times.

👥 Classroom Learning

⊕ Modernized Vitals - Super User Education　⌄
Not Enrolled

NOTE: Dates shown in green indicate a session is available.

STEP 7: Click a date to see the time options available.

STEP 8: Choose the preferred time and click **Select**.

STEP 9: The selected session's date, time, location will display on the PromisePoint home page under **My Upcoming Classes**.

NOTE: If a new session needs to be selected, click Withdraw below the classroom event information and select a different session.

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Add a Class/Session to an Electronic Calendar

My Upcoming Classes, on the PromisePoint homepage, displays all classes/sessions in which you have been enrolled. This is also where you will find the options to save the event to your calendar and/or launch a virtual session.

STEP 1:   Navigate to PromisePoint at [Northern Light Health Login (promisepoint.com)](http://promisepoint.com).

STEP 2:   Login using username and password.

STEP 3:   **My Upcoming Classes** (upper right) displays your classes/sessions.

STEP 4:   To add a class/session your calendar, click [View details](#).

- Driving directions are provided here for live, in-person classes.
- Virtual education sessions contain instructions for accessing the event.

STEP 5:   To add the event to your Outlook calendar, click **Add to Calendar** (lower left).

STEP 6:   Select desired calendar option. (To add to your Northern Light calendar, use **Outlook**.)
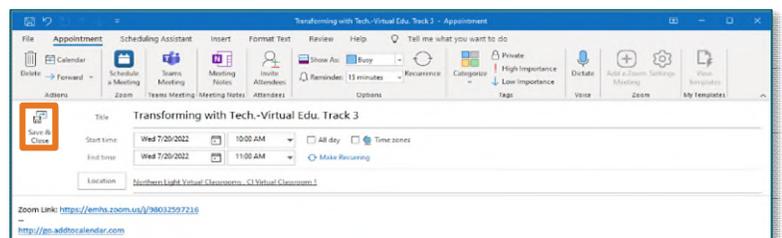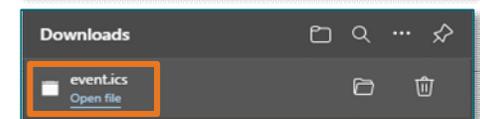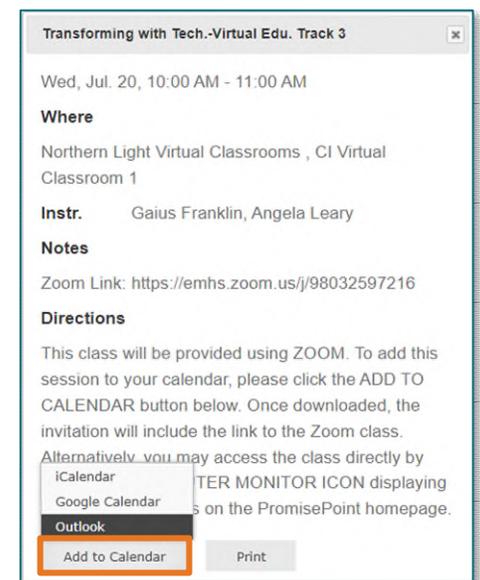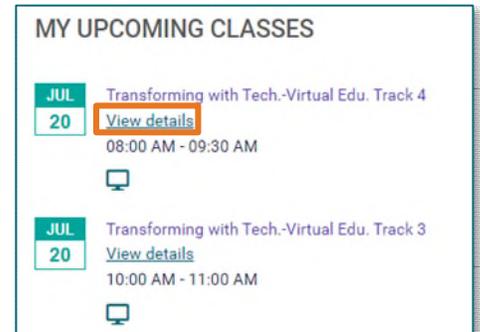
STEP 7:   The event downloads. (This may look different, depending on what operating system you are using.)

STEP 8:   Click [Open file](#) to open the downloaded event.

STEP 9:   The event opens as an **Outlook Appointment**.

- In-Person Classes: Driving Directions appear in the body of the appointment.
- Virtual Education Sessions: The link to the event appears in the body of the appointment, allowing you to access the session directly from your calendar.

STEP 10:   Click **Save and Close** to save the meeting to your calendar.

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Launch a Virtual Class (Two Options)

Option One: Electronic Calendar

If you have followed the workflow above to save a Virtual Session to your electronic calendar, on the day of class, you will be able to join it from there.

STEP 1: Double-click to open the appointment on your calendar.

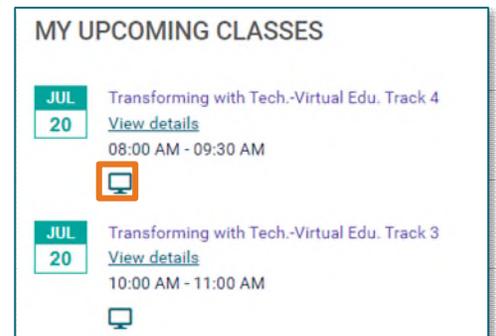**STEP 2:** Click the Session Link in the body of the event.
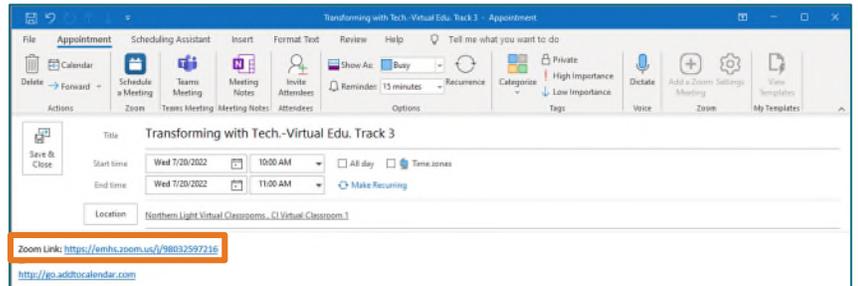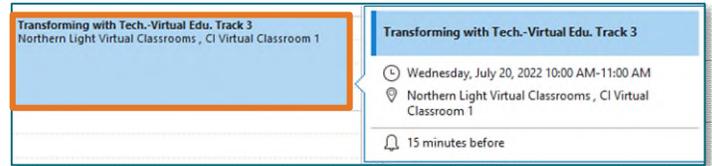
Option Two: PromisePoint Homepage

STEP 1: Login into PromisePoint.

STEP 2: Click the computer monitor icon below the event.

- If Teams is not installed on your device, you will need to join the meeting through the web browser.
  - Teams: When the web browser opens, click **Join Meeting** to be taken to the meeting.