

# From the Office of Clinical Informatics **PromisePoint** Self-Enrolling and Accessing Classes for Virtual (Online) Education August 21, 2024

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.
- <u>STEP 3</u>: 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 LEAR	ling	Modernized Vitals	×	
<u>STEP 5</u> :	When the search is complete, click on "_ result(s) found.			

COURSE CATALOG (Add a Course)

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

🚰 C	Classroom Learning	
0	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.
- If a new session needs to be selected, click Withdraw below the classroom event information NOTE: and select a different session.





1 result(s) found



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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<br/>(promisepoint.com).
- **<u>STEP 2</u>**: Login using username and password.
- <u>STEP 3</u>: My Upcoming Classes (upper right) displays your classes/sessions.
- **<u>STEP 4</u>**: To add a class/session your calendar, click <u>View details</u>.
  - Driving directions are provided here for live, in-person classes.
  - Virtual education sessions contain instructions for accessing the event.
- **<u>STEP 5</u>**: To add the event to your Outlook calendar, click **Add to Calendar** (lower left).
- <u>STEP 6</u>: Select desired calendar option. (To add to your Northern Light calendar, use **Outlook**.)
- **<u>STEP 7</u>**: The event downloads. (This may look different, depending on what operating system you are using.)
- **<u>STEP 8</u>**: Click <u>Open file</u> to open the downloaded event.
- **<u>STEP 9</u>**: 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.
- **<u>STEP 10</u>**: Click **Save and Close** to save the meeting to your calendar.

MY U	PCOMING CLASSES	
JUL 20	Transforming with TechVirtual Edu. Track 4 View details 08:00 AM - 09:30 AM	
JUL 20	Transforming with TechVirtual Edu. Track 3 <u>View details</u> 10:00 AM - 11:00 AM	
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Transfo	rming with TechVirtual Edu. Track 3	×
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#### Directions

Notes

This class will be provided using ZOOM. To add this session to your calendar, please click the ADD TO CALENDAR button below. Once downloaded the invitation will include the link to the Zoom class. Alternatively you may access the class directly by iCalendar TER MONITOR ICON displaying Google Calendar on the PromisePoint homepage. Outlook Add to Calendar Print Downloads E Q … 🔗 ent.ics  $\bigcirc$ 

Zoom Link: https://emhs.zoom.us/j/98032597216

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	Location	Northern Light Virtual	Classrooms	. CI Virtual Class	porn 1					

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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.
- Click the Session Link in the **STEP 2:** body of the event.



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#### **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.



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Transforming with Tech.-Virtual Edu. Track 3

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Calendar

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Save & Close

#### Transforming with Tech.-Virtual Edu. Track 4 20 View details 08:00 AM - 09:30 AM Transforming with Tech.-Virtual Edu. Track 3 JUL 20 View details 10:00 AM - 11:00 AM

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.

#### MY UPCOMING CLASSES

Private

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