



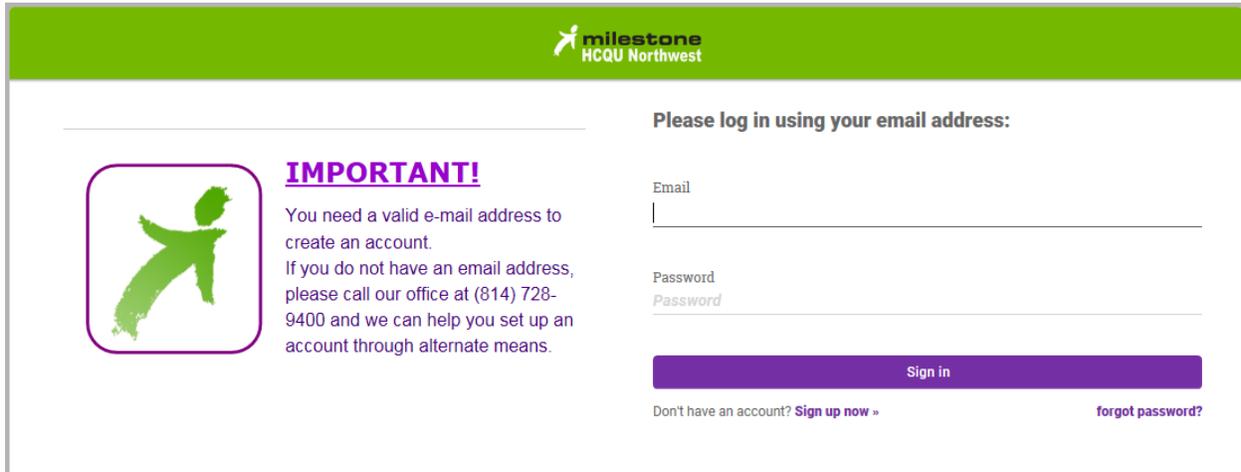
Training Portal User Instructions

<http://northwesthcqu.learnupon.com>

Open your preferred web browser, such as Internet Explorer or Google Chrome and type northwesthcqu.learnupon.com into the address bar.



This will take you to our main screen:



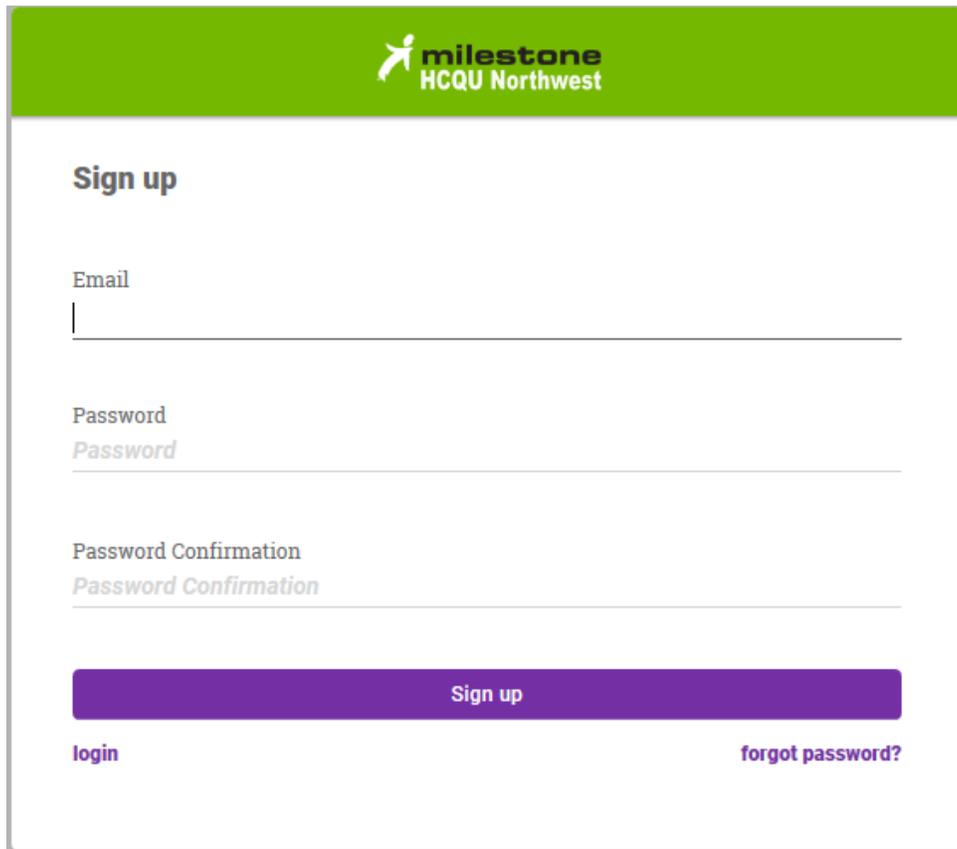
If you have already registered with us, enter your user name and password on their respective lines and click on Sign in.

If you have forgotten your password, click on the “forgot password?” link to reset it.



If you have not yet registered on our site, click the “Sign up now >>” link.

This will take you to our registration screen.



milestone
HCQU Northwest

Sign up

Email
|

Password
Password

Password Confirmation
Password Confirmation

Sign up

[login](#) [forgot password?](#)

Enter your email address (must be a valid address) and choose a password. Once you have created and confirmed your password, click “Sign up”. You should receive an email similar to this:

From: Milestone HCQU Northwest Training Team <notifications@learnupon.com>
Date: June 8, 2017 at 10:56:50 AM EDT
To: janedoe123@myemail.com
Subject: LearnUpon Confirmation instructions

Welcome janedoe123@myemail.com

You can confirm your account through the link below:

https://northwesthcqu.learnupon.com/users/confirmation?confirmation_token=-qvzi7...

Regards,
Milestone HCQU Northwest Training Team.
--

You might also consider adding notifications@learnupon.com to your safe-senders/contacts list so as to prevent our emails going to your spam folder.

Click on the link to confirm your email address and complete the registration process.

You should receive an email similar to this:

From: Milestone HCQU Northwest Training Team <notifications@learnupon.com>
Date: June 8, 2017 at 10:58:27 AM EDT
To: janedoe123@myemail.com
Subject: Milestone HCQU Northwest Account Confirmed

Welcome janedoe123@myemail.com

You have successfully confirmed your account.

If you need to login to your account at any time you can do so by accessing the link below.

http://northwesthcqu.learnupon.com/users/sign_in

Regards,
Milestone HCQU Northwest Training Team.
--

You might also consider adding notifications@learnupon.com to your safe-senders/contacts list so as to prevent our emails going to your spam folder.

Click the link to reach our login screen.



IMPORTANT!

You need a valid e-mail address to create an account. If you do not have an email address, please call our office at (814) 728-9400 and we can help you set up an account through alternate means.



Please log in using your email address:

Email

Password

Don't have an account? [Sign up now »](#) [forgot password?](#)

Enter your Email address and Password to reach our Welcome screen.

Welcome!

You have reached the Milestone HCQU NW Training Portal. For questions or technical assistance with this site, please call 814.728.9400.

Total Number of Courses

0 Enrolled Courses 0 Completed Courses

Currently you have not been enrolled in any courses. Why not **browse the catalog** to find some courses you would like to take.

LearnUpon
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Visit Milestone HCQU Northwest's website

Click “browse the catalog” to see what courses we currently have available.

Milestone HCQU Northwest

Search catalog

Catalog Courses Sessions

Filter Catalog

Type of Course
All Type of Courses

About
Browse & Search the course catalog. Feel free to enroll in courses you are interested in.

Course Name (A-Z)

Home-Study Balance
The human balancing system is complex and delicate. In this training, we look at the mechanisms involved in maintaining balance, identify some of the more common health issues that may adversely imp... [Read More](#)
Content 3 [Enroll](#)

Home-Study Bipolar & Mania
An overview of Bipolar Disorder, including risk factors and causes, symptoms, and treatment options.
Rating ★★★★★ Content 3 [Enroll](#)

Home Study Bloodborne Pathogens

Click on a title to get more information about a course, or click the Enroll button to enroll for a course.

If you are enrolling in a class that is offered more than once, you will be asked to choose the session you would like to attend.

Sessions

Urinary System AM Webinar	Starting July 27th 2017 @ 10:00 am	Ending July 27th 2017 @ 11:00 am	Location Online Meeting	Choose
Urinary System PM Webinar	Starting July 27th 2017 @ 2:00 pm	Ending July 27th 2017 @ 3:00 pm	Location Online Meeting	Choose

Once you choose the correct session, you will need to click the Enroll button at the bottom of the screen.

Sessions

Urinary System AM Webinar	Starting July 27th 2017 @ 10:00 am	Ending July 27th 2017 @ 11:00 am	Location Online Meeting	Choose
Urinary System PM Webinar	Starting July 27th 2017 @ 2:00 pm	Ending July 27th 2017 @ 3:00 pm	Location Online Meeting	Choose

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(1 sessions chosen) **Enroll**

Confirm you want to enroll in this session by clicking Yes. You should then be directed to your home screen, which will look something like this:

milestone
HCQU Northwest

Search for enrolled courses

Dashboard My Courses My Live Sessions

Welcome!

You have reached the Milestone HCQU NW Training Portal.
For questions or technical assistance with this site, please call 814.728.9400.

Total Number of Courses

1 Enrolled Courses	8 Completed Courses
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Urinary Tract

Learn how the urinary system works, causes and treatments for urinary incontinence, infections, and other disorders of the urinary system. We will identify risk factors, causes, treatment ... [Read More](#)

My Progress **0%**

Status	Content	Last Entered	Enrolled	
Not Started	3 Modules	-	14 Jul 2017	Start

LearnUpon

Click on the Start button in the lower right to enter the training. If the training is an instructor-led or webinar training, clicking Start will allow you to print out any handouts prior to the training.

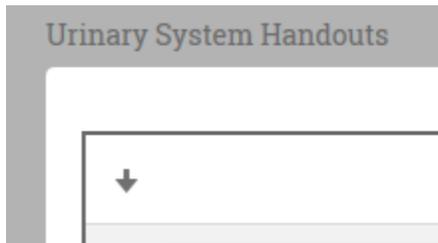
Urinary Tract

Learn how the urinary system works, causes and treatments for urinary incontinence, infections, and other disorders of the urinary system. We will identify risk factors, causes, treatment ... [Read More](#)

My Progress 0%

Status	Content	Last Entered	Enrolled	
Not Started	3 Modules	-	14 Jul 2017	Start

If you would like to print out any handouts, click the down arrow in the upper left of the window.



This should bring up the download/save dialog box, allowing you to open the file for viewing and printing, or saving it for retrieval later.



If the training is a webinar, clicking Next Module in the upper right [Next Module →](#) will give you the option of joining the webinar from LearnUpon.

Urinary System AM Webinar

Status	Instructor	Starting	Ending
Not Started	Jane Doe	Thursday, July 27th 2017, @ 10:00 am	Thursday, July 27th 2017

[Join Webinar](#)
[Click here to join your webinar](#)

* If an email address is requested when you join your webinar, please login with your email address, 'profile email address'

You can also join the webinar from the link emailed to you when you enrolled.

When you complete a Milestone HCQU Northwest training, we would appreciate your feedback so we know where to make improvements in our trainings.

If you complete an online or home-study training, you will be directed to our evaluation after you submit your test and before you can access your certificate. While filling out the certificate is not mandatory, we appreciate any feedback you would like to provide.

If you attended an instructor-led training or watched a pre-recorded webinar, we encourage you to visit our Training Portal to complete an evaluation. You will be emailed a link to your certificate once we have confirmation that you attended the training.

If you have any questions or issues that were not covered in this manual, please contact Lynn at LCarnahan@MilestonePA.org.