

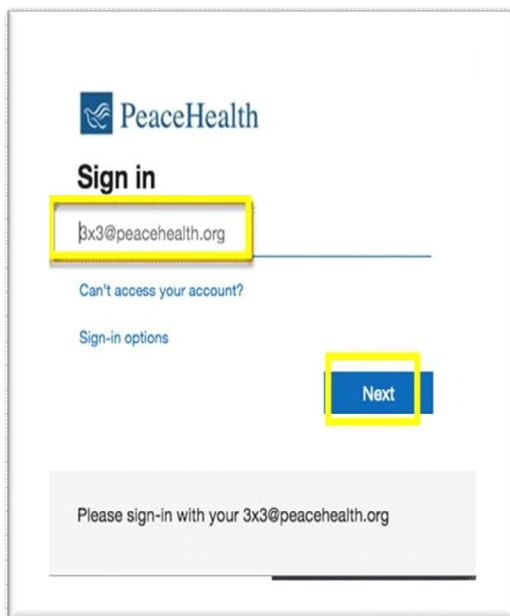
Accessing PeaceHealth Online Learning Remotely

(Via a home office computer, tablet, etc.)

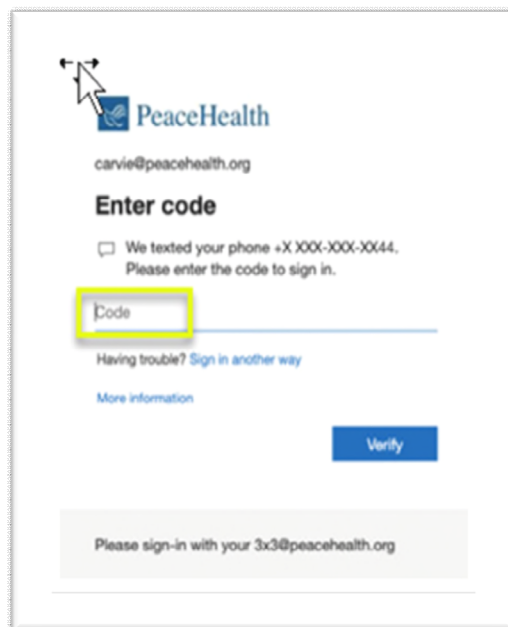
Online learning and classroom registration at PeaceHealth is hosted on My Learning, which is the name for our learning management system. To access My Learning, you'll need PeaceHealth network access and login credentials, including: 1) a username (provided by your supervisor/manager or education program coordinator), and 2) a password you create. You will also need to have enabled [Multi-Factor Authentication](#). This job aid walks you through the whole process step-by-step from your home computer.

Logging into My Learning – PeaceHealth’s Learning Management System

1. In your web browser, type: mylearning.peacehealth.org
2. Enter your 3x3@peacehealth.org; then click **Next**. Your 3x3@peacehealth.org will display in the first field
3. Enter your **PeaceHealth Password**. Then click **Sign in**
4. Enter the security code texted to your mobile device into the “**Code**” field, then click “**Verify**.”



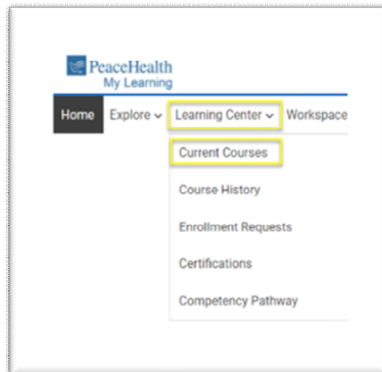
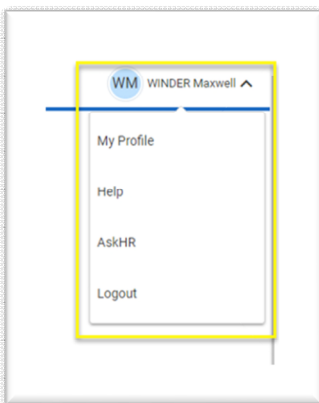
The screenshot shows the PeaceHealth sign-in page. At the top left is the PeaceHealth logo. Below it is the heading "Sign in". A text input field contains the email address "3x3@peacehealth.org". Below the field are links for "Can't access your account?" and "Sign-in options". A blue "Next" button is highlighted with a yellow box. At the bottom, a grey box contains the text "Please sign-in with your 3x3@peacehealth.org".



The screenshot shows the "Enter code" page. At the top left is the PeaceHealth logo. Below it is the email address "carvie@peacehealth.org". The heading "Enter code" is followed by a checkbox and the text "We texted your phone +X XXX-XXX-XXXX. Please enter the code to sign in." A text input field labeled "Code" is highlighted with a yellow box. Below the field are links for "Having trouble? Sign in another way" and "More information". A blue "Verify" button is at the bottom right. At the bottom, a grey box contains the text "Please sign-in with your 3x3@peacehealth.org".

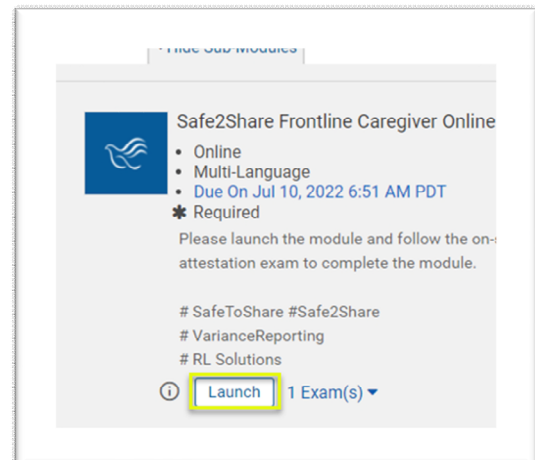
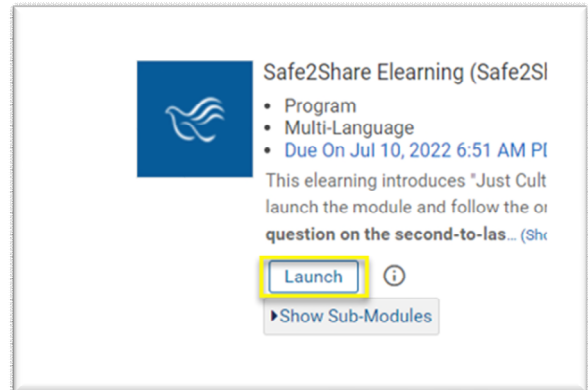
Navigating My Learning

1. By selecting your name in the upper right, you can access several options from the dropdown menu.
 - **My Profile** gives you a profile summary and a variety of employment information and contact details.
 - **AskHR** enables you to get help from a live support person.
 - **Logout** will log you out of your My Learning Profile.
2. Under **Learning Center**, select **Current Courses** to be taken to your Current Learning Modules.



3. From the **Current Learning Modules** page, read the module description for instructions, then click **Launch**.
4. If there is more than one learning module in a program, then click **Show Sub-Modules** to display every module included in the program.

5. Launch and finish each sub-module to complete the overall program.



Support

If you are unable to successfully log into the PeaceHealth network or My Learning

Contact: **PeaceHealth Service Desk at 1-800-452-1425**

If you have questions about any course or your transcript in My Learning contact:

[Ask HR Online](#) or **1-855-333-MyHR-(6947)**