Instructions to Register for the Revenue Cycle Electronic Health Record New Employee Curriculum

1. Access http://www.ecu.edu/itcs/cornerstone/

2. Select the Faculty/Staff Login button.

3. Type in your Pirate ID and Password. Then, select the Sign In button.
4. Once logged in, the homepage will be displayed. Move your mouse cursor over the Learning tab (top row, left side) and select **Browse for Training**, or use the **Search Bar** in the top right corner.

4a. If you know the title of your training, it is advised to use the **Search Bar**.
5. On the **Browse for Training** page, there are multiple ways to search. You can select the **Subject** area or select the **Type** of training you are searching for (if you’re not sure don’t select anything) – Online Course, Instructor Led Training (ILT), Curriculum, and Test, Materials, or Videos.

6. After searching, click on the training you would like to register for from the results.

7. Select the **Request** button to register for any training type.
8. After you select Request, you will be directed to the Transcript screen. For online courses you should click Register, then Launch. If the training is instructor-led, Select Session. If a Curriculum, click Open Curriculum.

8a. You will receive an email stating you were registered for the course.

9. Once you have passed the quiz, you have completed the online training.