

# 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.

The screenshot shows the ECU logo at the top left. Below it is the navigation bar with 'Information Technology and Computing Services' and links for 'Logins', 'Services', 'Find a...', 'News', and 'Year In Review'. The breadcrumb trail reads 'Services / Training / Cornerstone Employee Training Portal'. The main heading is 'Cornerstone Employee Training Portal'. Below this is a brief description of the system. To the right, a vertical menu contains several buttons: 'CORNERSTONE LOGIN' (circled in red with an arrow), 'SECURITY AND PERMISSION SUPPORT', 'USER SUPPORT', 'CORNERSTONE COURSE PACKAGING', and 'TUTORIALS'. Below the menu are sections for 'Category' (Training) and 'Audience' (Faculty & Staff, Students). A 'Students Please Note' section is at the bottom left.

3. Type in your **Pirate ID** and **Password**. Then, select the **Sign In** button.



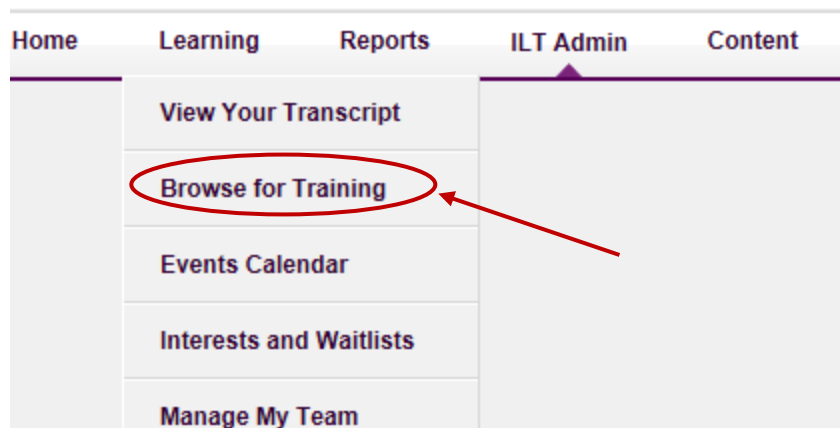
## ECU Single Sign On

Pirate ID:

Password:

Three red arrows point to the 'Pirate ID' input field, the 'Password' input field, and 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

The screenshot shows the 'Browse for Training' interface with 8125 results. On the left sidebar, the 'Subject' and 'Type' filters are circled in red. The 'Subject' filter includes options like Academic Affairs, Admin and Finance, Health Sciences, Research and Graduate Studies, and Student Affairs. The 'Type' filter includes icons for Online Class, Event, Curriculum, Test, Materials, and Videos. The main results area shows a list of training items, each with a title, source, and a brief description. A red arrow points from the 'Type' filter to the first result, '\*Talent Management Conference Welcome Session'.

### Browse for Training 8125 Results

By Title ▾

- \*Talent Management Conference Welcome Session**  
Event - ECU Internal  
Welcome session for the 2019 HR Talent Management ConferenceDay 1 - 8:30 - 9:00Day 2 - 8:00 - 9:00
- 100 Courses and Counting: David Rivers on Elearning**  
Online Class - Lynda.com  
David Rivers has been recording elearning courses for lynda.com for over a decade. He's one of our star authors! In this interview (conducted from his home recording studio in Canada), he offers lessons from his 100-course journey with lynda.com. David shares his process for creating and recording... [read more](#)
- 11 Things Every Beginner Needs to Learn to Love Illustrator**  
Online Class - Lynda.com  
In this workshop Adobe Certified Instructor Russell Viers distills his vast knowledge of Adobe Illustrator into 11 simple things that open up a whole world of possibilities. Before you know it you'll be playing around with art and logos and creating intricate designs by combining paths with the... [read more](#)
- 11 Things Every Newspaper Should Know About PDFs**  
Online Class - Lynda.com  
After years of watching colleagues and clients struggle with PDFs, Russell Viers was inspired to create this course, which takes a practical, nuts-and-bolts look at working with PDFs in a production environment. In a series of quick lessons, Russell shows how to look at a PDF and understand what's... [read more](#)
- 12 Principles of Animation for CG Animators**  
Online Class - Lynda.com  
The 12 principles of animation underlie everything animators do, from making movies to video games. These principles are the same regardless of the software you use—2D or 3D, open source or advanced suite. In this course, award-winning animator David Andrade takes traditional student assignments (a... [read more](#)
- 1MTD (The One Minute To-Do List) Methodology**  
Event - ECU Internal  
1MTD (The One Minute To-Do List) Methodology - Come learn about The One Minute To-Do List (1MTD) methodology, using Outlook task management. This method integrates seamlessly with mobile devices and virtual assistants. • 1MTD can

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.

### Training Details

The screenshot shows the details for the 'Talent Sourcing' training. It is an online class from Lynda.com, lasting 1 hour and 12 minutes, and is free of charge (\$0.00). A red circle highlights the 'Request' button. Below the button is a paragraph of text describing the course content. At the bottom, there are sections for 'Price' (\$0.00), 'Available Languages' (English (US)), and 'Subjects' (Lynda.com).

#### Talent Sourcing

Online Class - Lynda.com - 1 hour, 12 minutes - \$0.00

**Request**

In the war for talent, it's important to create an effective recruiting strategy. It begins with knowing where to find or "source" the best possible candidates. You need to proactively identify and attract top talent, so that when a position becomes available, you have developed a pipeline of qualified candidates. Learn the meaning of talent sourcing and how to create and implement a winning sourcing strategy. Award-winning recruiter and trainer Barbara Bruno introduces basic and higher-level candidate sourcing techniques, explains how to identify resources with the best ROI, and explains how to use big data, social media, and tools like LinkedIn Recruiter in your sourcing efforts.

**Price**  
\$0.00

**Available Languages**  
English (US)

**Subjects**  
Lynda.com

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**.

The screenshot shows a user interface for a transcript titled "Transcript: Alana Brewer". At the top, there is a header with the name and a menu icon. Below the header, a instruction reads: "View completed training by clicking the Active button and selecting Completed." The main content area features a search bar and filter buttons for "Active", "By Date Added", and "All Types". Below this, a section titled "Search Results (17)" lists several training items. Each item includes an icon, a title, a due date, and a status. Action buttons are provided for each item, and several of these buttons are circled in red with arrows pointing to them:

- 100 Courses and Counting: David Rivers on Elearning** (Status: Approved) has a "Register" button circled in red.
- \*Talent Management Conference Welcome Session (Starts 3/26/2019)** (Status: Withdrawn) has a "Select Session" button circled in red.
- Financial Services Workshop (Starts 3/20/2019)** (Status: Registered) has a "View Training D..." button.
- Supervisor Workers' Compensation Training 2019** (Status: In Progress) has a "Launch" button circled in red.
- REDCap Intermediate User Training (Starts 1/28/2019)** (Status: Registered) has a "View Training D..." button.
- Facilities Services Quarterly Make-up Training October 2018** (Status: In Progress) has an "Open Curriculum" button circled in red.

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.