

athenahealth Learning Portal Training Instructions

The athenahealth Learning Portal delivers convenient online, role-specific training for users to begin to develop an understanding of MSUHealth. This tip sheet explains how to launch the Learning Portal and send in your Certificate of Completion to gain access to the live system once the required curriculum has been completed.

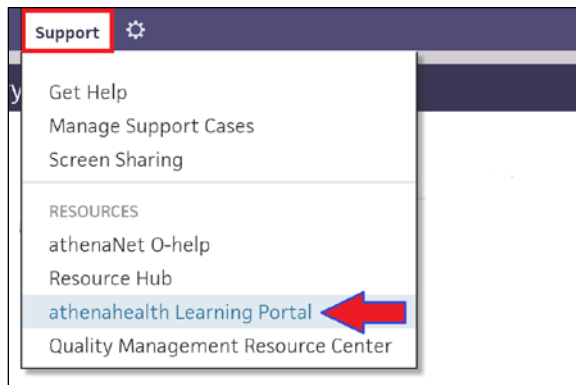
1) Log in to MSUHealth

Enter your NetID and password to log in then select 'Go' at the Department page.



2) Locate and Access the Learning Portal

To access the Learning Portal, when in MSUHealth/athenaNet, click the "Support" menu. Under the 'Resources' heading, select "athenahealth Learning Portal". The Learning Portal will open in a new window (if it does not, verify that your pop-up blockers have been disabled and try again).



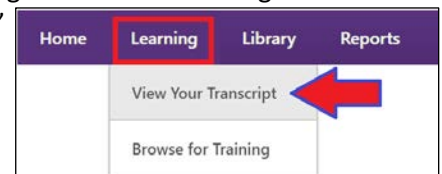
3) Locating Your Transcript

You can locate your transcript two ways:

1. Clicking the green "Complete Your Training" button



2. Clicking the "Learning" menu and selecting "View Your Transcript"



Your transcript will appear with curriculum that has been assigned to you based on your role.

4) Launching Your Training

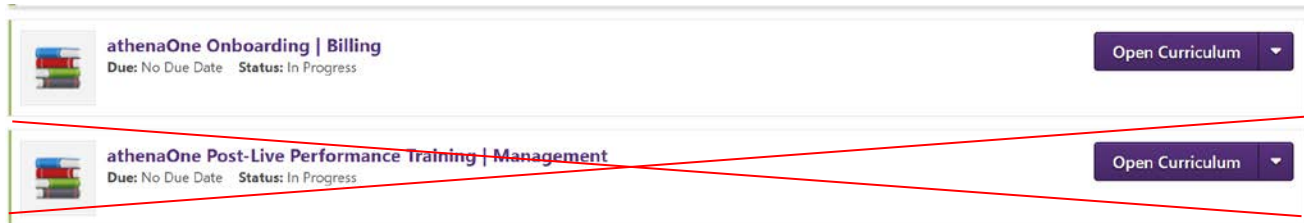
Your transcript will appear with curriculum that has been assigned to you based on your role.

You will be assigned at least two sets of curriculum:

1. athenaOne Onboarding
2. athenaOne Post-Live Performance Training

Only complete the curriculum titled athenaOne Onboarding.

Do not open or begin athenaOne Post-Live Performance Training

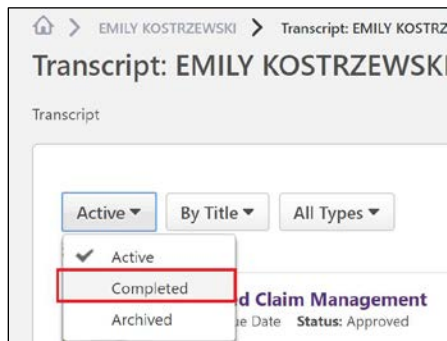


5) Finding Certificate

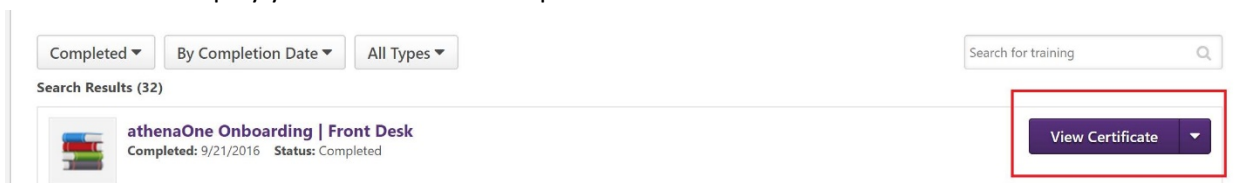
Once you have finished all of the courses from the athenaOne Onboarding, your completed curriculum will move from “Active” to your “Completed” transcript. Your “Active” transcript will only contain the athenaOne Post-Live Performance Training (**do not take**). You will need to obtain the certificate from the athenaOne Onboarding to send to MSU Access Management to be granted full access to MSUHealth/athena.

To do so:

1. Select “Active” and toggle to “Completed”

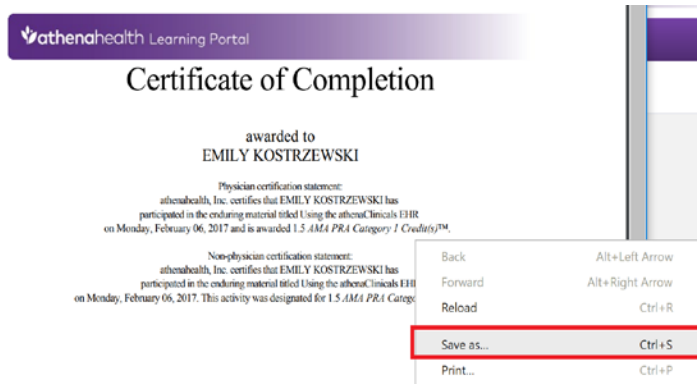


2. The page will refresh and display your completed athenaOne Onboarding curriculum, select “View Certificate” to display your certificate of completion



6) Saving Certificate

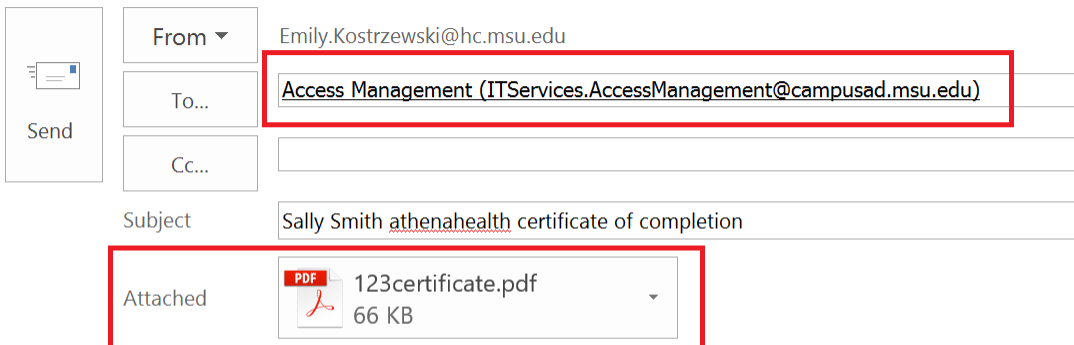
Once the certificate displays, right click and save it in a place you will remember.



7) Sending Certificate

Attach certificate and send in email to MSU Access Management at:

ITServices.AccessManagement@campusad.msu.edu



The screenshot shows an email composition window. The 'From' field is 'Emily.Kostrzewski@hc.msu.edu'. The 'To...' field is 'Access Management (ITServices.AccessManagement@campusad.msu.edu)'. The 'Cc...' field is empty. The 'Subject' field is 'Sally Smith athenahealth certificate of completion'. The 'Attachments' section shows a PDF file named '123certificate.pdf' (66 KB) attached.

Sally Smith, NetID salsmit123 athenahealth certificate of completion attached.

Access is granted 1-2 business days after email is sent.