#### **Carestream**

## eCampus Overview

A Getting Started Guide for Customers

#### **Training Objectives**



This training is intended for Customers.

At the end of this training, you will be able to:

- Access eCampus
- Navigate the eCampus Learner Homepage
- Locate assigned training
- Search for training on eCampus
- Register for a course on eCampus
- View your training transcript
- Print a course diploma (certificate of completion)
- Troubleshooting common Issues
- Contact Support when needed

#### Accessing eCampus



eCampus is Carestream Health's Learning Management System. Online training is available on eCampus for Customers.

Depending on the product(s) you are supporting, you may also have specific training programs assigned to you.

To access eCampus visit:

http://Carestream.com/PartnerTraining

### Self Registration



#### SIGN IN

PLEASE ENTER YOUR USERNAME AND PASSWORD.

Username

Password

SIGN IN

**Don't have an account?**Create Your Own Account

Forgot your password

V2016.1.2.2

When you access eCampus for the first time, you will have to self-register for an account by clicking the link to **create your own account**.

Account requests take 24 – 48 hours to process. You will receive a confirmation email when your account is activated.

#### **Self Registration Tips:**

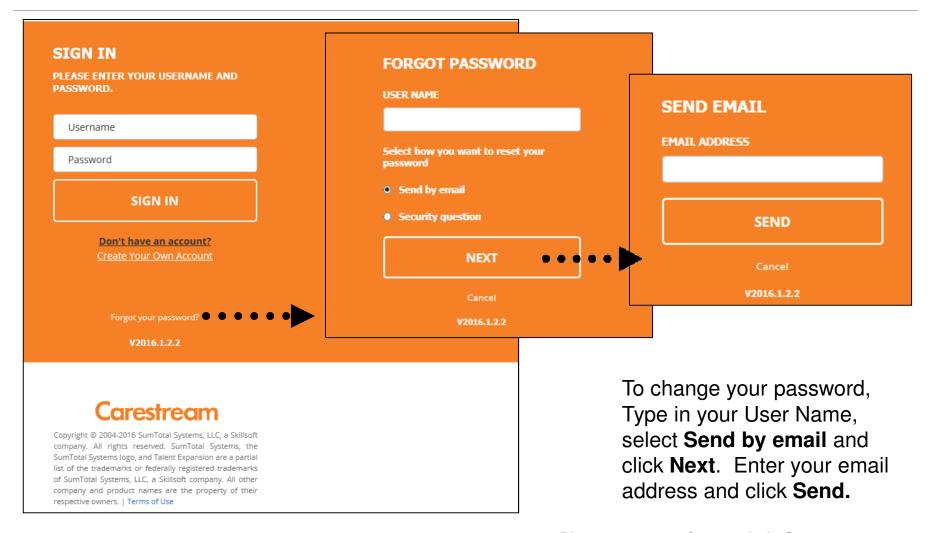
- An Access
   code/Organization
   code must be
   provided for all new
   registrations (contact
   your Carestream
   representative for
   details)
- When creating your username, we recommend using your firstname.lastname

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NOTE: The Organization Code for CME credit courses is "ultrasound"

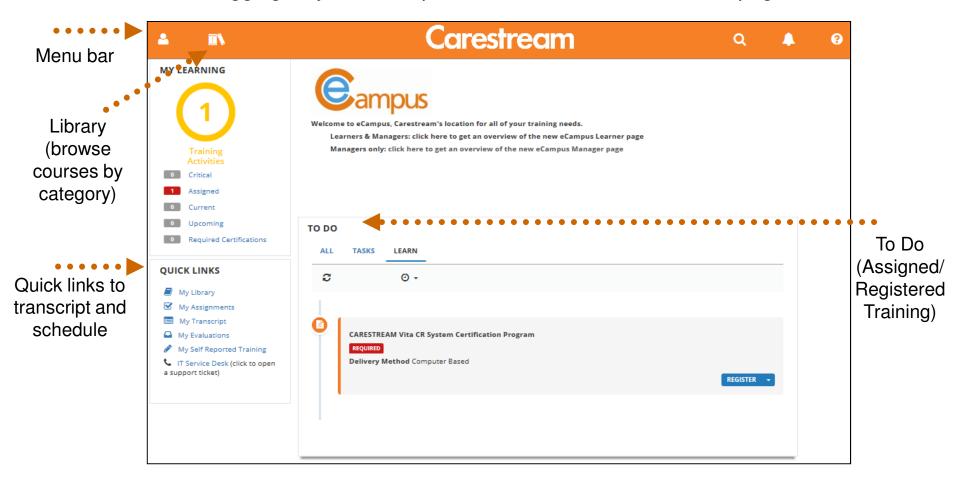
#### Password Assistance - Forgot your Password?



Public Classification © 2018, Carestream Health

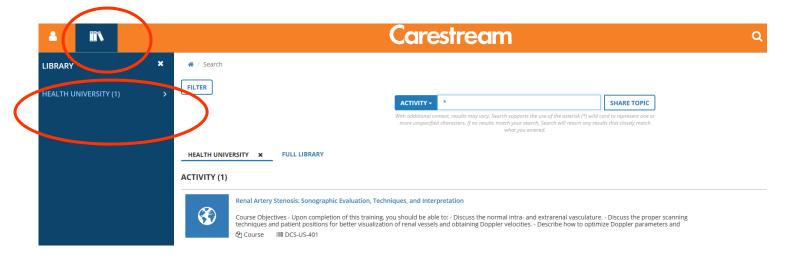
#### Learner Home Page

After logging in, you will be presented with the Learner Homepage



### How do I know what training is available?

- Library Search
  - Click on Health University in the library to browse training available by category.



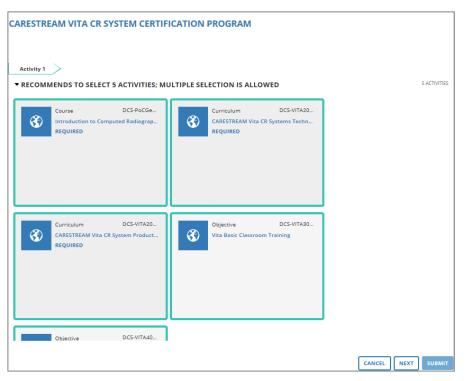
### How do I take a course on eCampus?

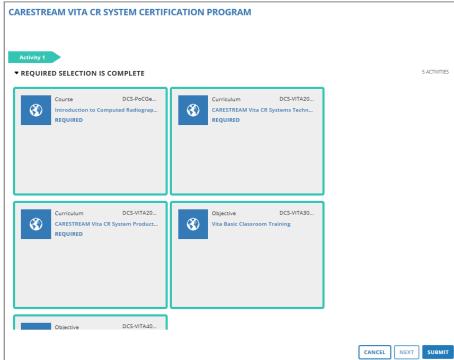
Click the course title to highlight the course and then click Register.



#### How do I take a course on eCampus?

Click **Next** then **Submit** to confirm and complete the registration.





Click Next

Click Submit

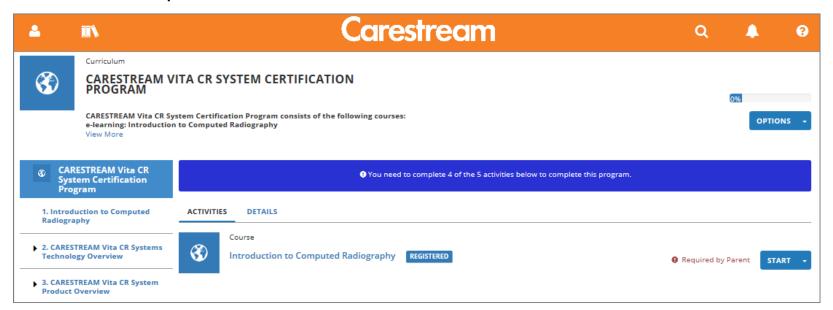
#### How do I take a course on eCampus?

After completing the registration process, you will be automatically directed to the **Activity Details** page for the training.

To launch a course click



The course will open in a new window or browser tab.



### What happens after I complete a training?



After completing and exiting a course, you will automatically be directed to the Learning Activity Progress

Detail page.

Confirm your completion status and score. Click OK to return to your Training Schedule page that displays all of your current registrations or in progress courses.

To return to the eCampus homepage at anytime, click the Carestream icon found in the top center of the screen.



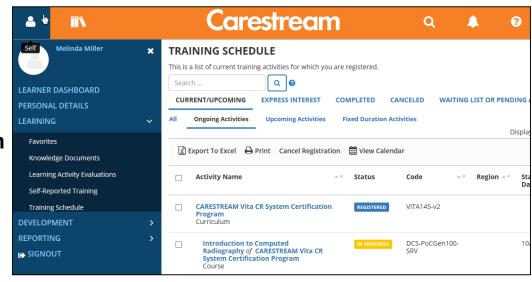
## Your Training Schedule

Your Training Schedule will keep track

of all your in progress learning activities.

To view your Training Schedule\*:

- From the Menu bar, click Self Icon
- Drop down Learning menu
- Then select Training Schedule



\*Accessing your Training Schedule is the easiest way to return to curriculums in progress each time you log back into eCampus

#### Accessing Previously Completed Training

After you have completed a course, try not to re-register. This will change your status from Completed to In Progress. To re-launch a training you previously completed, click the **My Transcript** link found on your Learner homepage.

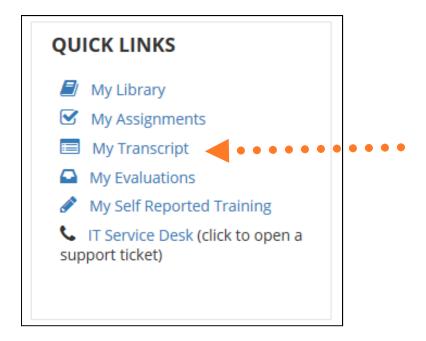


#### **Training Transcript**

Your Training Transcript will keep track of all of your completed learning activities.

To view your Training Transcript:

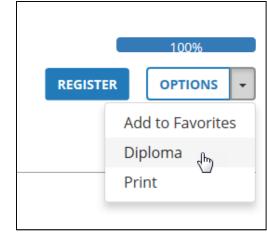
Under Quick Links click on My Transcript



# How can I print a certificate of completion?

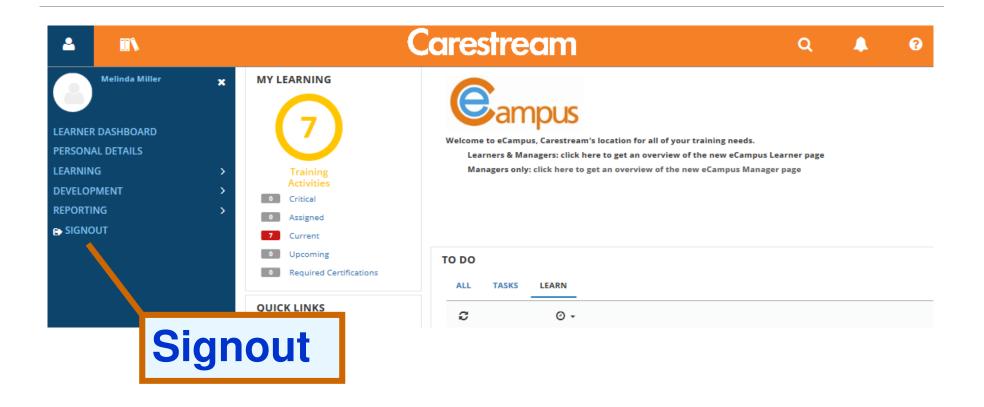
In eCampus, a certificate of completion is called a **Diploma**. A diploma is generated for each completed learning activity and can be viewed, printed or exported to PDF by accessing your **Training Transcript.** 

- From your transcript, click on a course title.
- This will bring you to the Activity Details page
- Click on the drop down for Options and select
   Diploma
- The diploma will open in a new window
- To print a copy, click Print
- To save to your computer, click Export to PDF





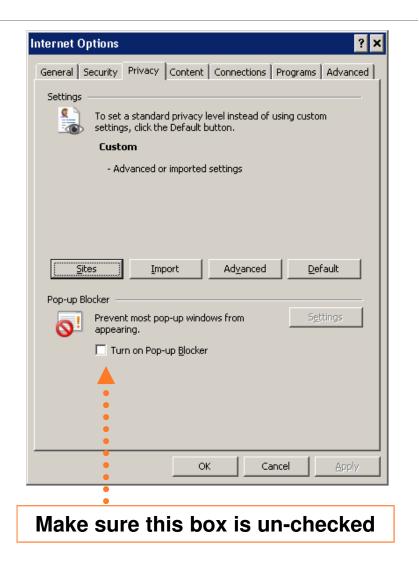
## Logging Out of eCampus



#### Tips and Troubleshooting

If you are having trouble launching a course:

- Make sure IE Browser Pop-up blockers are Disabled (Tools > Internet Options).
- Verify that toolbars such as Google, Yahoo, MSN or Adobe are disabled.
   These toolbars can cause conflicts and often have built in pop-up blockers.
- Depending on the course you are trying to access, you may need to install Flash or Java to launch the course.



### Contacting eCampus Support



For eCampus support, questions or login assistance, send an email to:

#### eCampusHelp@carestream.com

To expedite a response, be sure to include the following:

- Your name
- Company Name
- Phone number
- Description of the issue you are experiencing. If it is related to a specific course, please include that course code or title

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