

How to Log-on to www.sunhealthcareu.com

1. Type in the URL: **www.sunhealthcareu.com**
2. Once you reach the Sunhealthcare University web page you need to **“Log-in”**
3. As a first time user, you will enter in the following:
 - a. **LAST NAME:** **Your Last Name**
 - b. **CLOCK NUMBER:** **Also known as “Your Employee ID #” (six digits)**
4. If you are an LPN, LVN, RN, Nursing Assistant, LNHA,OT, PT, ST, RDT or RD you will need to enter your license into the system immediately so that you can get credit for the courses. On the left hand tool bar click on **“My Learning Path”**, then **“My Licenses.”** Select your licenses and follow the screens to enter your license number, and state of licensure before you begin. **Failure to do this will disqualify you for CEU’s.**
5. **Directions for taking scheduled courses:**

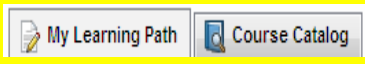
- All of your **mandatories**, or scheduled courses, appear in the **“My Learning Path”** area of the site, under **“My Courses”**.
- To take a course, just click on the **title of the course** and proceed.
- There are multiple sections to each offering – the acknowledgement, completion hours, course, test, and the course evaluation. Each of these sections must be completed for your course to show as completed.

6. **Directions for taking non-scheduled courses:**

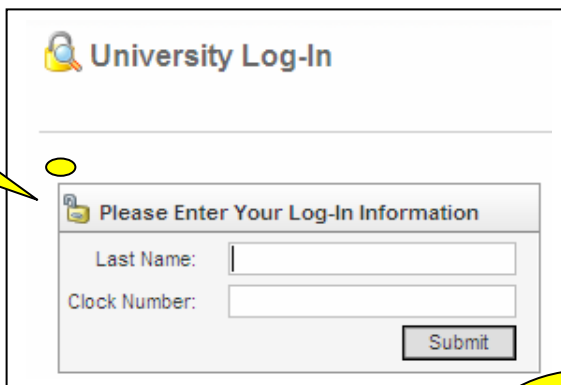
- For taking non-scheduled courses (if you need them for CEU’s), you will need to select them from the course catalogue. (CEU courses have course numbers not ending in “I”). To do so, just click on **“Course Catalogue,”** and click on the **“Course Category”** to see list of courses for that specific category.
- Then click on a **“Take This Course.”** Try the Alzheimer’s, One Hour course for example.
- Once you have proceeded, you are ready to take the course by simply clicking on the **Acknowledgement, Completion Hours, Course Content, Test and Evaluation portions** of the course.
Please remember that you have to fill out the “course evaluation” before you can receive a grade on your transcript.

7. You can also download a course and read it at your desk or workstation by clicking on the **“Download”** tab. This is found on course detail box, there is a tab option next to the course content tab. Be sure to **“right click” on the security bar** click on **“download file”** to open the file and print. With this option, you can take the test later whenever you are ready. Otherwise, you can opt to read it on-line and then take the test immediately following.
8. To take the test, simply select **“Test”** and complete all the questions.
9. Remember that you have to fill out the **“course evaluation”** before you can receive a grade on your transcript.
10. Once you have passed the test, you can automatically print out your certificate from the **“My Transcript”** area found under **“My Learning Path”**. In your transcript, click on **“View Certificate”** for any of the courses you have taken. Print out a copy for your files. You do not have to print certificates of completion for the center, unless requested to do so.

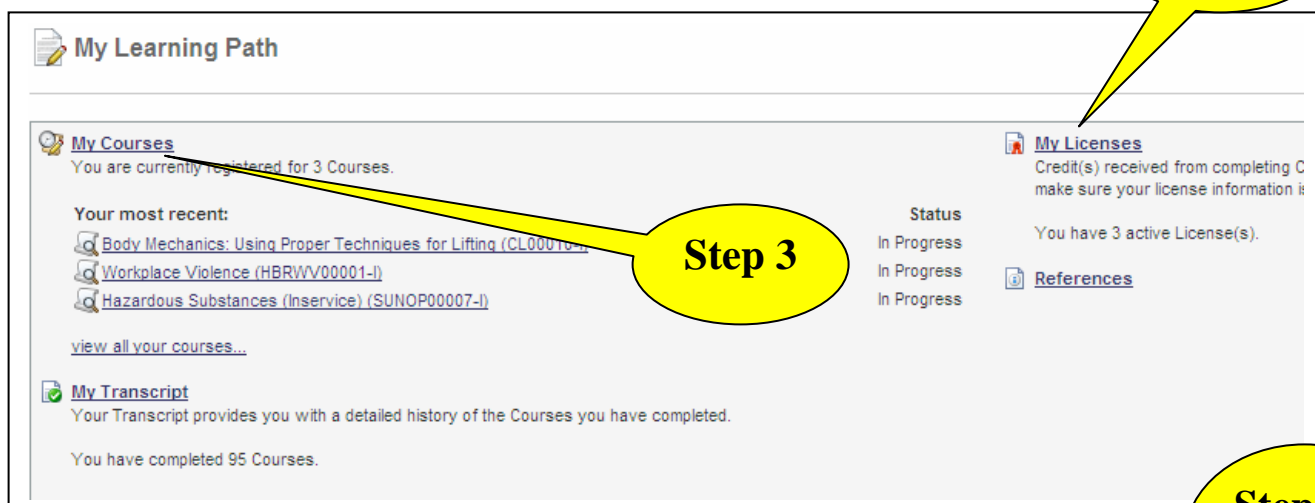
Site Navigation:



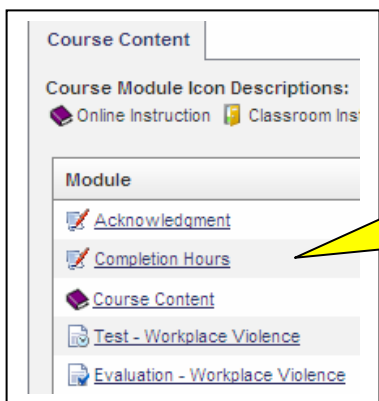
Step 1



Step 2



Step 3



Step 4, 5, 6, 7 & 8

Complete all 3 sections to be marked as "compliant"

To download & print

Step 9
Click on Download



Step 10
Click on course

Step 11

Click on "My Transcripts" to view all completed courses

