



LMS – Elective Learning - (Enroll & Register)

- 1. Open your internet browser (i.e. Internet Explorer).
- 2. Type: <u>http://www.trustbridge.com</u> scroll to the bottom and click on **Employee Login**.

On the next screen, click on the HealthStream logo

3. Click on "Catalog"



- a. In the Search box, type a keyword from the self-study you are trying to find.
 - i. Example: "CPR"; type in "CPR" and click search.
- 4. Locate the course you want.
- 5. Click on the title of the course

Info Show additional information -
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6. Click on "Choose a Class"

Learning Activities in this Course	
CPR LIVE CLASS STATUS: Not Yet Started EST. TIME: 2h 30m	Choose Class

7. Choose with live class you want to attend and click "Register".

Classes		
CPR LIVE CLASS LOCATION: Boca Care Center(Classrooms B & C)	Thu May 4, 2017, 5:30pm ET	Register
CPR LIVE CLASS LOCATION: Knowledge Center(Conference Room)	Sat May 20, 2017, 9:00am ET	Register





8. To add it to your Outlook Calendar

a. Click "View Class"

Learning Activities in this Course

CPR LIVE CLASS STATUS: Registered LOCATION: Conference Room	May 20, 2017, 9:00am - 11:30am ET	View Class
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b. Click "Add to Calendar".

Meeting Times All Sessions Are Required

Session 1 of 1	May 20, 2017, 9:00am - 11:30am ET	Add to Calendar
Knowledge Center ADDRESS: 400 Northpoint Parkway, Suite 700, West Palm ROOM: Conference Room	Beach, FL 33407	<u>ر ای</u>

- c. When prompted click "Open".
- d. Click "Save & Close" to have it added to your Outlook calendar.