



TENET.COM/.EDU REGISTRATION HOW-TO GUIDE

The following is a registration guide on how to register and complete your assigned classes. Please register as soon as possible. **Classes must be completed by the due date listed.**

Please call .edu support @1.800.639.7575 for log-on problems.

For more information or non-computer problems, call Education Department @799-3124

REGISTRATION & INTRODUCTION TO .edu

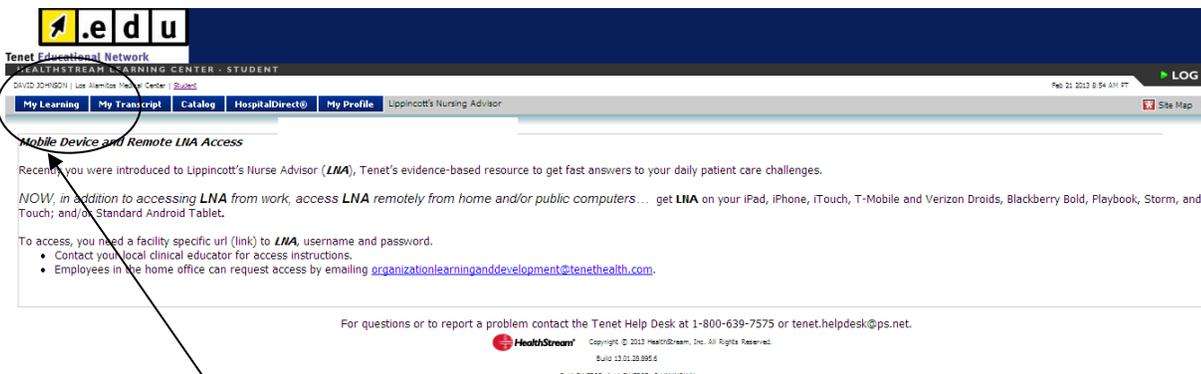
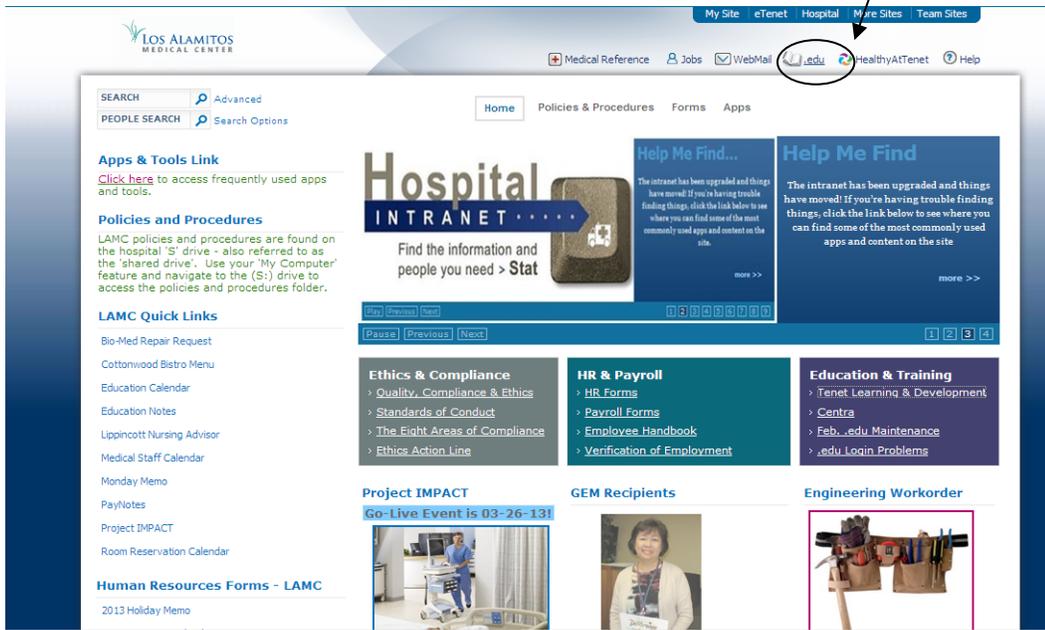


New Users:

1. Obtain your unique employee ID number from Human Resource or Education.
2. Log-on to eTenet: www.etenet.com
3. Click on the Register Here (for new users) phrase at the lower right corner of the "Employee Log-On" box
4. Provide your Social Security number & Date of Birth in the spaces provided & click on the Next button
(*birth year must be 4 digits! ex: 1999)
5. Confirm Your Identity. Click on the YES button if the information on the screen is correct
6. Accept the Proposed LOG-ON ID. Click on the Yes I will use this ID button. Your ID should be your "First.Last" name
7. Choose Your Password. Enter an 8-digit password **READ  the instructions regarding password selection carefully. Click NEXT
8. Select a Personal Security Question. Answer the questions in the spaces provided & click NEXT.
9. You will see a confirmation of your Log-On ID & Password, if you print it out make sure you save it in a safe place.
10. Return to the eTenet Log-On Page & Test your new Employee Log-On!
11. You are now ready to enjoy the FREE benefits of eTenet & .edu

INTRODUCTION TO .edu & Launching a Course

1. Log-on to eTenet: www.etenet.com
2. Enter your User Name & Password
3. Click on the .edu link to access the e-Learning experience



4. Click on “My Learning” to begin your assigned courses.

Please contact IMPACT @ ext. 3532 for CERNER TRAINING

Cerner is our Electronic Medical Record Charting (EMR)