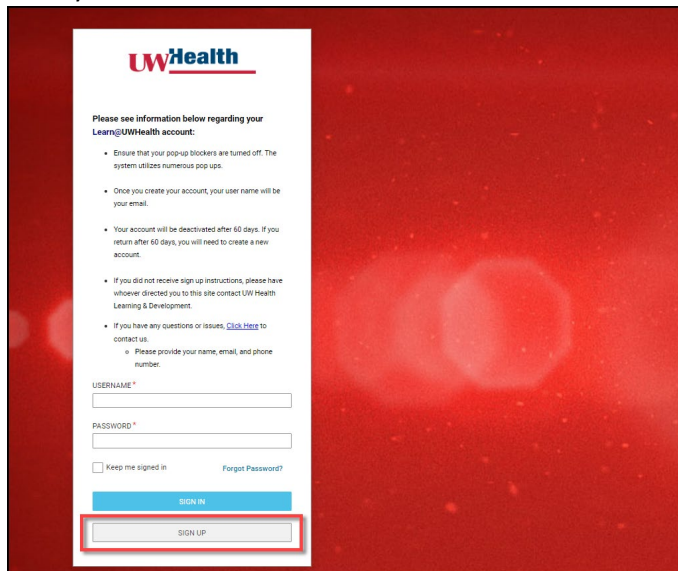


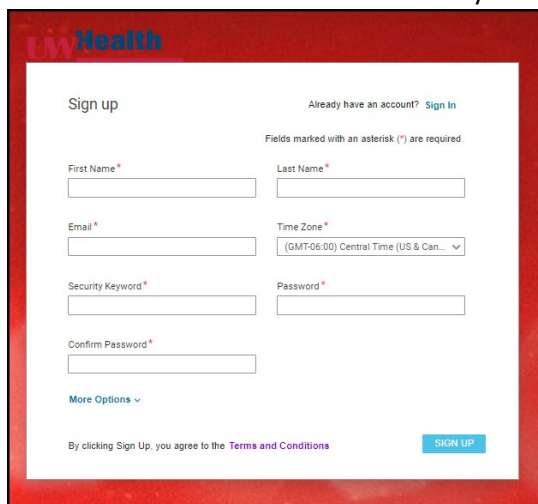
External Orientation Training Sign-up

1. Access the UW Health Learning System for external users <https://uwhealth-external.sabacloud.com/>
2. Click **Sign Up** to create your account. **NOTICE:** Your account will only be active for 60 days. Please be sure to complete all trainings and print any necessary certificates of completion within 60 days.



The image shows a screenshot of the UW Health Learning System sign-up page. The page has a red background with a white sign-up form. The form includes the UW Health logo at the top, followed by instructions for users. Below the instructions are fields for USERNAME* and PASSWORD*, a checkbox for 'Keep me signed in', a 'Forgot Password?' link, and two buttons: 'SIGN IN' and 'SIGN UP'. The 'SIGN UP' button is highlighted with a red rectangle.

3. All fields are required for signup. Sign-up using your work/school email address. **Note:** Your email address will become your username.



The image shows a screenshot of the UW Health 'Sign up' page. The page has a red background with a white sign-up form. The form includes the UW Health logo at the top, followed by a 'Sign up' heading and a link for 'Already have an account? Sign In'. Below this is a note: 'Fields marked with an asterisk (*) are required'. The form contains fields for First Name*, Last Name*, Email*, Time Zone* (a dropdown menu), Security Keyword*, Password*, and Confirm Password*. There is a 'More Options' link with a dropdown arrow. At the bottom, there is a checkbox for 'By clicking Sign Up, you agree to the Terms and Conditions' and a 'SIGN UP' button.

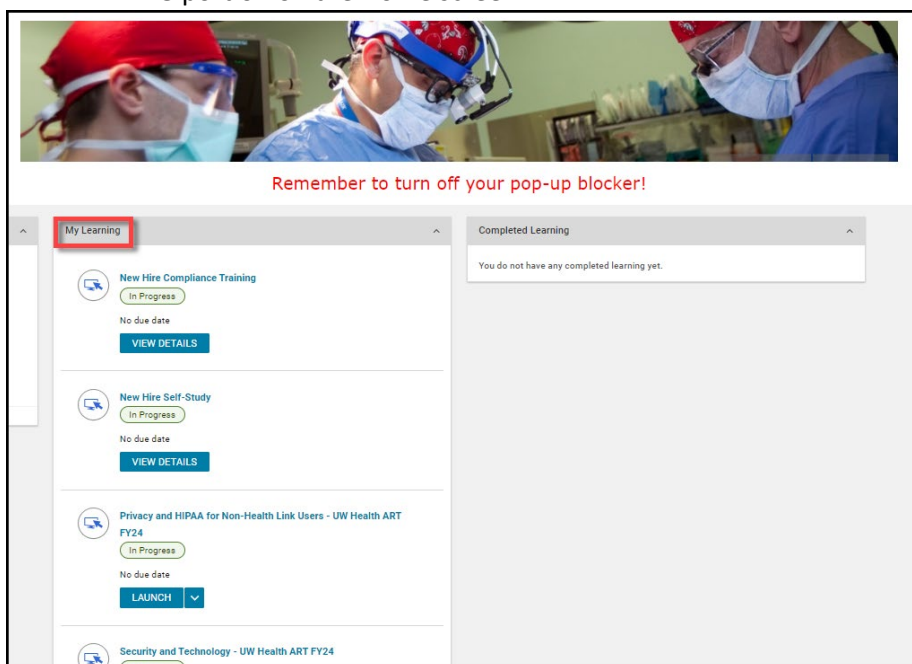
4. In the SECURITY KEYWORD section enter in the code NEOSSNE. (Note: The code is case sensitive, use all CAPS)

SECURITY KEYWORD *

NEOSSNE

5. Click **SIGN UP**.

The courses you are required to take (6 total) will already be assigned to you and are visible in the MY LEARNING portion on the Home screen.



NOTE: Click **LAUNCH** to open each module. For courses with multiple modules, click **View Details** and then Launch each module.

For questions regarding the functioning of the eLearning site, please contact HRServiceCenter@uwhealth.org.