How to Access D2L Gundersen Health System Orientation Modules

Log onto D2L Website. Sign in with your username & password (same as WSU email). On Main page, locate Self Registration, as indicated in the screen shot below. Click on Self Registration.

This will bring up many choices of courses that are available to you. Please select “Gundersen Health Systems (GHS Clinical Orientation).” Notice that your status may indicate “Not Enrolled,” but this will soon change.

A new screen will appear that looks like the one below. Click Register, and this course will be added to your available D2L courses.
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Once added to your courses, you can access and begin the modules by clicking on “Select a course...” at the top of the page, as indicated below. You may need to scroll to find Gundersen Health System. Once you click on the title, you will be taken to the course modules.

You are ready to begin! Please click on Materials, then choose Content. You will see a Table of Contents on the left hand side, and a Word document titled: Student Registration Letter in the middle of your screen. Click on this letter for instructions on how to proceed. Epic training is completed one time, however Mandatory Education is completed annually every calendar year. If you are a GHS employee, please follow the included instructions to have your completion of Mandatory Education added.

For auditing purposes, we do require that you take a screen shot of either your completed Mandatory Education or your updated education transcript and upload this to the GHS Dropbox within your respective Professional Practice course.

Directions for taking a screen shot:
1. Mac- Press Command + Shift + 4—you can then save your screen shot to your desktop and upload as a picture into D2L Dropbox.
2. PC- http://www.digitaltrends.com/computing/how-to-take-a-screenshot-on-pc/ or use the Snipping Tool from the Start menu.
3. Take a pic with your cell phone, and email pic to yourself. Save pic to desktop and upload to D2L Dropbox.

Thank you for your time and effort with this process! Please contact CJones@winona.edu with any questions concerning this process.

2/2016 CLJ