

## ***VCUHS New Employee System***

To create User ID and Password:

- Go to System by clicking on link on the webpage or copying/pasting the address below into your browser:  
<https://www.healthcaresource.com/mcvh/index.cfm?fuseaction=login.main&strLoginPassThrough=TEMPLATE%253Ddsp%255Fapply%255Flogin%252Ecfm%2526BLNNEWWINDOWSTART%253Dtrue%2526CJOBID%253D791596%2526FUSEACTION%253Dapply%252Elogin&>
- Under **First Time Applying?** select **Apply Now!** Create User Name and Password and Save. (Record your User Name and Password as you will need it to re-enter the system and complete the employment forms.)
- Complete the Personal Data Form and Submit. (This information will feed into the employment forms assigned for you to complete so fill-in every section.)
- Within 24 hours or the next business day, you will receive an email indicating that you may access the forms. Use the link on the webpage or above to go to the login page. This time under **Returning User? Please login:** enter your User Name/Password and select Login.

## ***Blackboard***

To create your password, go to the **VCU eID Finder** at <https://husky.vcu.edu/eid/finder/index.cgi>

- Enter the last 10-digits of your VCU Card number and your birth date
- You will be prompted to set your password and security questions
- Retain your password in a safe place

To complete the training in Blackboard:

- Go to the **VCU Blackboard**: <https://blackboard.vcu.edu/webapps/portal/frameset.jsp>
- Log into Blackboard using your eID and password provided at the bottom of the letter from Cynthia H. Earnhardt, Chief Compliance and Privacy Officer.
- You will be pre-registered for HIPAA in the **"My Courses"** section and for SAFER and Legal Medicine in the **"My Organizations"** section.

## ***Learning Exchange***

To access the Learning Exchange modules:

- Go to: <http://www.vcuhealth.org/>
- Select **Employees** on the right side
- Select **VCU Health System Learning Exchange**
- Login using the login and password provided at the bottom of the letter from Sandy Tucker, CIS Training Coordinator.
- From the left hand menu, select:  
**Learning Activities >> My Current Learning >> My Courses and Events**
- Go to **Courses Enrolled In** to select and complete required courses:
  - Cerner – available for all May 5<sup>th</sup>
  - Point of Care Testing – enrollment

Detailed instructions for Cerner training (including screenshots) can be found at:

[www.medschool.vcu.edu/gme/incoming/instructions\\_housestaff.html](http://www.medschool.vcu.edu/gme/incoming/instructions_housestaff.html)

## ***VAMC Employee Education System (ESS)***

To create a username and password:

- Go to the EES Librix website: <https://www.ees-learning.net/librix/loginhtml.asp?v=librix>
- New users click on **"First Time User"**. Returning users who have forgotten username or password, click on **"Forgot Password"**. Follow the prompts to either create or retrieve your login information.
- Return to the Login screen, enter your username and password, and click on **"Login"**.
- At the **"My Courses"** page, select **"Available Courses"** on the left-hand side bar
- Search for your course, **VHA Mandatory Training for Trainees – Released 2010**, and select

Detailed instructions for completing this training can be found at:

<http://www.medschool.vcu.edu/gme/incoming/documents/2011MTTInstructions.pdf>