

- ✚ Type in <http://learn.kp.org/> to the internet address bar
- ✚ Click on "I am an External Person"
- ✚ Follow instructions to log-in. for 'external person', the students need to register first and create a **USER NAME** before logging in. The instructions on registering and creating a **USER NAME** are provided on the right side of the screen. (see image below)

The screenshot shows the KP Learn login interface. On the left is a login form with fields for User ID, Password, and Locale (set to 'User's Default'), along with a 'Log In' button and links for 'New External Learner?' and 'Forgot your password?'. On the right, a red dashed circle highlights a section titled 'Instruction for creating an account'. This section contains a warning for Kaiser Permanente employees and a numbered list of steps for new external users.

Instruction for creating an account

If you are a Kaiser Permanente employee, do not create an account here as your training will NOT be recorded in your employee transcript. [Click here](#) to go to the KP Employee and Physician login page.

- Are you a New External Person?** (For contingent workers only: vendors, contractors, alliance providers, traveling nurses, interns, etc.). Please register by clicking on the **New External Person?** link on the left. Fill in all required fields, indicated in red with an asterisk*.
- Your **User ID** is the FIRST four letters of your last name and the LAST four numbers of your social security number (e.g. smit1234). Click the **Save** button on the bottom of the New User Registration page to create your account and log in.
- Been here before?** Type your User ID in the **User ID** field. Your User ID is the FIRST four letters of your last name and the LAST four numbers of your social security number (e.g. smit1234).
- Enter your password in the **Password** field. The password is case sensitive! Forgot your password? Click the **Forgot your password?** link on the left left if you provided an email address during account registration.
- Click **Log In**. Did you get an error? Five incorrect login attempts will lock your account. Contact your local Help Desk for a password reset to unlock your account.

- ✚ When logged in, go to (4) Learning Catalog Search, Click "Browse Catalog", then click "Compliance"
- ✚ Look for "Annual Compliance Training 2007 Web based Training" and scroll to the right and click 'Launch' (see image below)

KAISER PERMANENTE **KP Learn** Welcome [redacted] Calend

Home Learning

Learning Catalog

My Enrollments
 Catalog
 > Learning Catalog
 Transcript
 Certifications
 Curricula
 Learning Plan
 Order History

Search Browse

[Advanced Search](#)

Search For:

Learning Offerings and Packages [Calendar View](#) | [Print](#) | [Export](#) | [Modify Table](#)

Title	Delivery Type	Course ID	Price	Register
Annual Compliance Training 2007 Web Based Training	Web Based Training	cpl:nacpl ann 07 wbt	0.00 USD	Launch
Basic Documentation Requirements for Coding Compliance	Web Based Training	cpl:nacpl cod doc reqts	0.00 USD	Launch
Introduction to Documentation Requirements for Coding Web Based Training	Web Based Training	cpl:nacpl cod intro wbt	0.00 USD	Launch
Introduction to Medicare Web Based Training	Web Based Training	cpl:nacpl med intro wbt	0.00 USD	Launch

- ✚ After printing the certificate when the course is completed, make sure to click the "NEXT" button, so your completion is added to the Training Database. When you see "Reading Student Information", you'll know it's being transmitted back to the database.
- ✚ Please fax to 510-675-6673 or bring a copy of the attestation to the General Orientation so we can confirm the course completion was captured.