LOGGING ON
To access the Allscripts Learning Center:
- Access the Allscripts Learning Center through Allscripts Central.
- The Learning Center is part of Single Sign-On, so you are automatically logged in when you click on the link.

UNDERSTANDING THE DASHBOARD
To login and view the dashboard:
1. Log into Allscripts Central.
2. To launch the Allscripts Learning Center, click Learning Center in the top menu.

The Learning Center appears with a dashboard that lists all updates on your learning activities.

The Home Dashboard
The Home tab displays a dashboard providing easy access to the primary end user tasks and activities.

<table>
<thead>
<tr>
<th>Section</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Programs</td>
<td>Displays your training activities that are in-progress.</td>
</tr>
<tr>
<td>Announcements</td>
<td>Displays announcements regarding Allscripts Learning Center.</td>
</tr>
<tr>
<td>Where Do I Go For My Training?</td>
<td>Provides links to view your education programs, learning enrollments, and your completed courses, along with a description of what is found at each link.</td>
</tr>
</tbody>
</table>
To use Advanced Search or Browse Category

- In the Search for Additional Training section:
  
  Click **Advanced Search**—for more specific search
  
  Click **Category**—for browsing through product categories and their sub-categories

**UNDERSTANDING NOTIFICATIONS**

You will receive an email notification from the Allscripts Learning Center when:

- You register for or launch a course.
- Your manager assigns a course or curriculum to you.
- A course is recommended for you based on your job role.
- Your manager approves/rejects a learning request you submitted.
- You drop a course enrollment.
- Details for an offering (such as date or location) have changed.
- You have been requested to respond to a survey.

Each email will contain a link to the appropriate area of the Allscripts Learning Center for your convenience.

**REGISTERING FOR A COURSE**

To register for a course, use the following steps:

1. Enter a basic search criteria and click **Search**.

   The search results appear.

   Some courses are billable and some are non-billable. When you register for courses that have a subscription amount against it, you will be asked to enter your Client Number or PO Number while placing the order. You will not be billed for the courses that have a zero dollar amount against it. You will also not be asked for any Client Number or PO Number. You will click Launch to register for Web Based Training.

2. To proceed with the course registration, click **Register/Launch** against the preferred course.

3. Review the details of the course you selected, and click **Confirm**.

4. Select Method of Payment by clicking **Client or contract number**. Enter Contract or Client Number by clicking Arrow next to search box.

5. Select Client or Contract number from the list and click **Close**.

6. Click **Save**.

7. To proceed, click **Place Order**.

8. Click **Go to Current Learning** to view the course you registered for.

9. Click **Launch** to begin the course.

**DROPPING A COURSE OFFERING**

Use the following steps to drop a course offering from your learning activities:

1. Click **My Learning** link to display a list of your current courses.

2. Click the Launch drop-down, then click the **Drop** link.

**VIEWING YOUR COMPLETED COURSES**

Use the following steps to view your completed courses:

1. Click **My Learning**.

2. Click **Completed Courses**.

This page shows a list of your completed courses.

You can refine the results displayed by changing the dates in the **Completion Date after/Completion Date before** fields or selecting a specific delivery type in the **Delivery Type** drop-down.

**GETTING SUPPORT**

For assistance with issues related to the Allscripts Learning Center, log a case to education@allscripts.com.

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