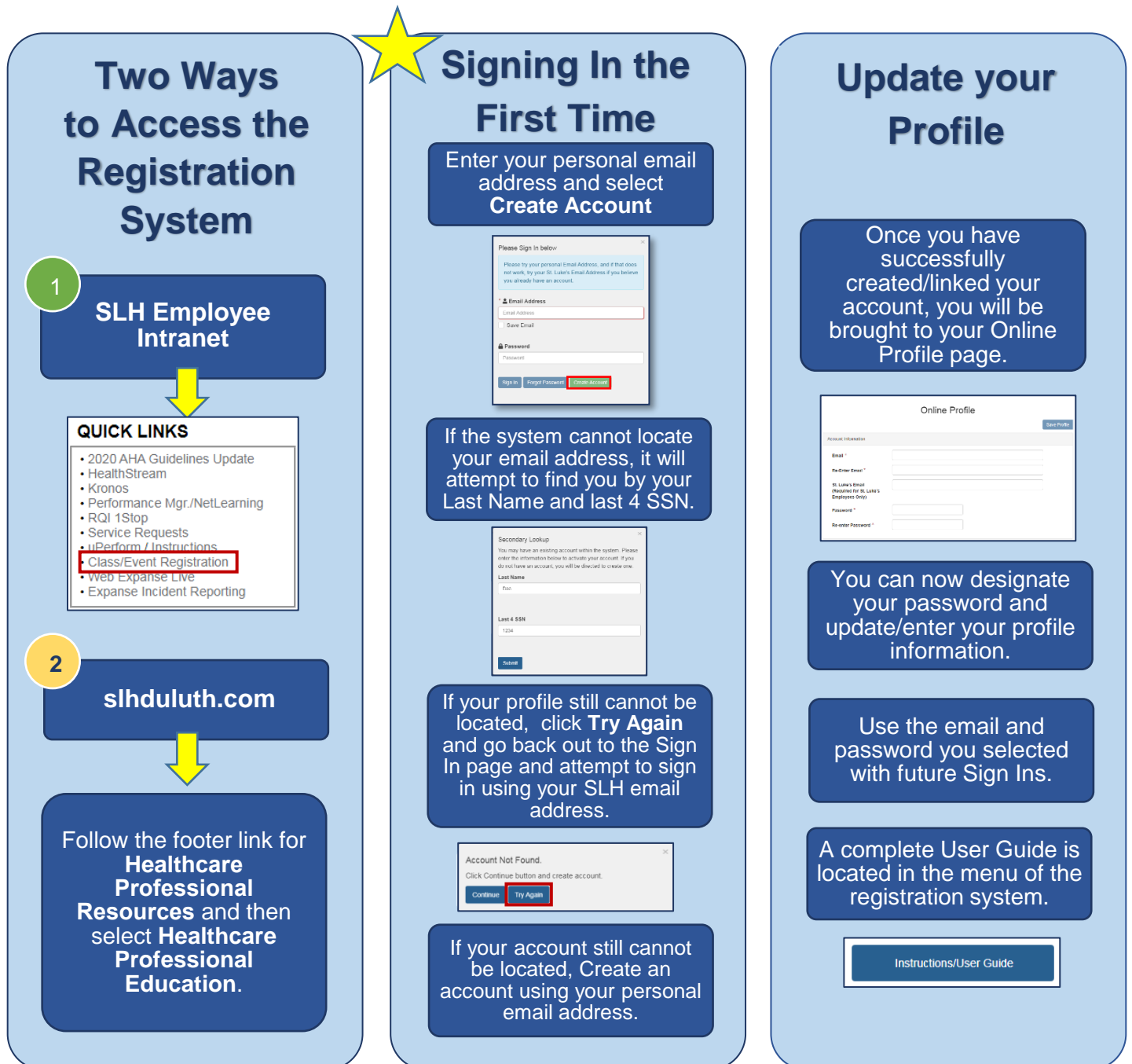# Instructions for Accessing the Class/Event Registration System

Current SLH employees and others who have previously attended a class or conference at St. Luke's may already have an account. ****It is important that you attempt to link to your existing account when first accessing the system.**** If you do not link to your existing account, you will not see your registration or credit history.

Two Ways to Access the Registration System

1 SLH Employee Intranet

QUICK LINKS
- 2020 AHA Guidelines Update
- HealthStream
- Kronos
- Performance Mgr./NetLearning
- RQI 1Stop
- Service Requests
- uPerform / Instructions
- Class/Event Registration
- Web Expanse Live
- Expanse Incident Reporting

2 slhduluth.com

Follow the footer link for **Healthcare Professional Resources** and then select **Healthcare Professional Education**.

Signing In the First Time

Enter your personal email address and select **Create Account**

If the system cannot locate your email address, it will attempt to find you by your Last Name and last 4 SSN.

If your profile still cannot be located, click **Try Again** and go back out to the Sign In page and attempt to sign in using your SLH email address.

If your account still cannot be located, Create an account using your personal email address.

Update your Profile

Once you have successfully created/linked your account, you will be brought to your Online Profile page.

You can now designate your password and update/enter your profile information.

Use the email and password you selected with future Sign Ins.

A complete User Guide is located in the menu of the registration system.

Instructions/User Guide

Contact Education@slhduluth.com with questions.

St. Luke's

Employee Self-Registration for Certification Classes

St. Luke's employees self-register for certification classes by utilizing the 3-step process below. Approximately 6 months prior to your certification expiration date, register online for a class that occurs 1-2 months prior to the expiration date. After registering for your class, submit a request for Education Time off in Kronos.

Certification/Recertification Classes (not limited to):

BLS Instructor Led
BLS Renewal
Heartsaver First Aid CPR AED
ACLS Course (2 day)
ACLS Update Course (1 day)
AWHONN FHM
ENPC

PALS Course (2 day)
PALS Update Course (1 day)
PEARS
NRP
STABLE
TNCC

1 — Locate Your Current Certification/ Expiration Date

From the Intranet, login to Performance Manager

Select Licenses and Certifications to view your certification expiration date.

Licenses and Certifications 3

2 — Register for a Certification/ Recertification Class

Go to https://cmetracker.net/SLH

CME

Sign In to your account using your email address[1]. Review/update your profile.

Review class descriptions and select appropriate class.

Select "SLH Employee Required" if required in your job description ($0 payment).

A confirmation email will be sent to your SLH email and log in email address.

3 — Complete a request for Education time off in Kronos

Login to Kronos Dimensions, select My Time Off tile.

Select Education Request and enter the date of the class. Add a note if you wish.

Approval process is the same as vacation requests. You will receive a confirmation email once approved.

[1]See Page 1 for instructions on accessing the system for the first time.
Contact Education@slhduluth.com with questions.