# RWJBarnabas Health Employee Guide to
# Registering for Courses and Accessing Heartcodes

## Registering for BLS Provider or Heartsaver First Aid courses

**Step 1:**  Log into Symplr Learning. https://lms.healthcaresource.com/myNetLearning/login.aspx?id=66

**Step 2:**  Select **Learning Opportunities** (Enroll) and type the course you are looking for (BLS Provider or Heartsaver First Aid) in the search box.

**Step 3:**  Enroll in the date and location you would like to attend by selecting enroll under the date you prefer. To change an enrolled class, select the drop option from your dashboard and search for the class you would like to register for. You cannot enroll for more than one course type at a time.

## Registering for ACLS, PALS, or BLS Heartcode classes

**Step 1:**  Log into Symplr Learning. https://lms.healthcaresource.com/myNetLearning/login.aspx?id=66

**Step 2:**  Select **Learning Opportunities** (Enroll) and type the course you are looking for ACLS, PALS, or BLS Heartcode in the search box. (make sure only elearning is selected on the left under filters)

**Step 3:**  Select enroll under the Heartcode course. The course will now appear on your dashboard. This is where you will access the course.

**Step 4:**  Complete the **Heartcode** course. You will not be able to enroll in the skills course until this step has been completed.

**Step 5:**  Once the HeartCode is completed return to the learning opportunities tab and search for ACLS, PALS, or BLS Heartcode again. You will now be able to schedule your skills session. *Hint: You can filter the location and dates on the left of the screen.*

**Step 6:**  Enroll in the date and location you would like to attend by selecting enroll under the date you prefer. To change an enrolled skills session, select the drop option from your dashboard and re-search for a skills session. You cannot enroll for more than one skills session at a time.

**Step 7:**  Attend the skills session. Upon successful completion your card will be emailed to you within 14 days.

## Accessing the Heartcode Online Course

**Step 1:**  Log into Symplr Learning. https://lms.healthcaresource.com/myNetLearning/login.aspx?id=66

**Step 2:**  Select launch from your dashboard.

**Step 3:**  Enter your email address, agree to the terms and continue.

**Step 4:**  Complete the **Heartcode**.

**Step 5:**  Complete the survey.

**Step 6:**  **Obtain the certificate and email to cprtraining@rwjbh.org**. If you wish to obtain CE credit fill out the claim CE form in the Heartcode program. You can access the Heartcode course under the completed courses in Symplr if you have closed the Heartcode program.

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