

# How to access the External Education Website



Sacred Heart Health System education listings are on our **External Education Website**, which can be found by going to our outside Sacred Heart Health System website. The following groups should utilize this website for their education needs.

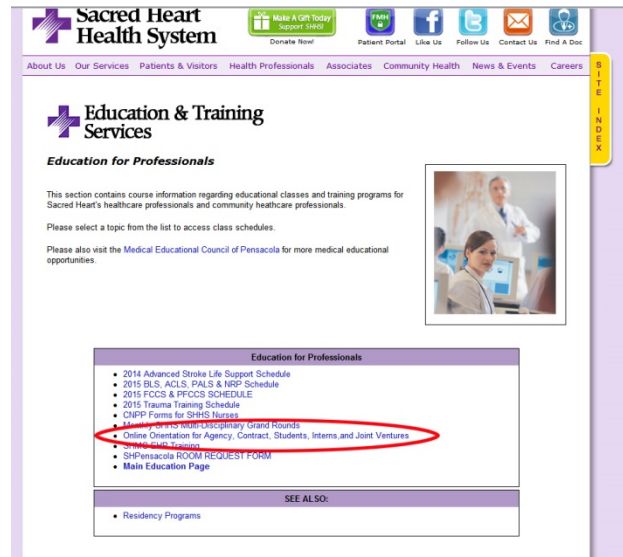
- Agency/Travelers
- Contract Workers
- Contingent Workers
- Students
- Interns
- Joint Ventures

Please first, go to

<http://www.sacred-heart.org/ProfessionalEducation/>

Then under the Education for Professionals heading click on

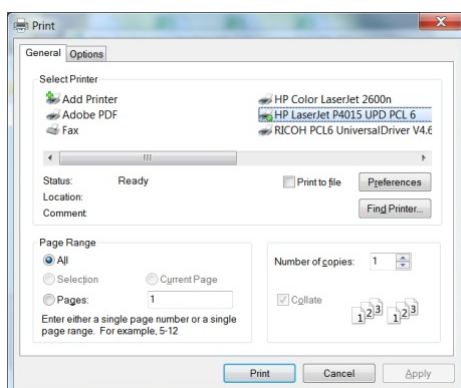
**Online Orientation for Agency, Contract, Students, Interns, and Joint Ventures.**



You can also access it on campus by going to the Sacred Heart Web Site ([www.sacred-heart.org](http://www.sacred-heart.org)) -> Click on Associates in the top menu bar -> Click on Education Classes for Professionals -> Click on **Online Orientation for Agency, Contract, Students, Interns, and Joint Ventures**

Please read the instructions on that page. Then click on the page that is appropriate for you. Complete those activities that relate to your position. Education can take around 1.5 to 2.0 hours to complete.

**Your education is not saved where you can come back to look at it later. You will need to submit a Certificate of Completion of each course to your manager for your files.**



You will either need to print (Right click, choose print) and choose your printer.

Or alternatively, you can choose to print to **Adobe PDF** to save the file to your jump drive or desktop for emailing to your manager.

If printing or saving as a PDF isn't an option, you can also take a screenshot of your certificate. Hold the **ALT** key down while you hit the **Print Screen** button. Then, in the body of the email to your manager (make sure your cursor is where you want it to go), hold the **CTRL** key down while you hit the **P** button to paste it there.