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Request an Account

Note	: If you already have an account, please do	not create another
	account as duplicate accounts will be deleted.	Please see page 9 for
	help with a forgotten password.	

Note: By creating an account in this Learning Center, you are verifying that you work at a center within the NMDP/Be The Match or CIBMTR Networks. All user accounts will be validated against current membership information. User accounts in the Learning Center will be terminated immediately if it is determined that an individual does not work at a Network Center.

From the Learning Center login page, click Are you a new user?.

	LEARNING	CENTER	
Username:			
Password:			
			Login
	-		

At minimum, enter the following information to create an account:

- Name (First and Last)
- A user ID (username) and password (choose your own)
- Email address (this <u>must</u> be your work email address, not a personal one)
- Hospital/Facility Name
- Address, City, State, Zip Code, Country
- Center number
- Center type (IMPORTANT: this allows you to see the courses which are only available your center type)
- Under 'Group Selection' choose Network

Click **Submit** at the bottom of the page to create your account.

If the account was successfully created, the following message is displayed.



NEW USER	
Registration Completed.	
You may now return to the login page and enter using the Username and Password you have provided.	
	Continue

An administrator will review your request for access to Network courses and approve or reject it within 2 business days. Either way, you will receive an email with additional information.

Log I n

To log in, simply enter the username and password you set up with your new user account, and click **Login**. Note that while the Learning Center's new user interface has been designed to work on mobile devices, it may not perform as expected on all devices.

Username:	BE STHE MATCH LEARNING CENTER Username:
Password:	Password:
Login	↔ Login Are you a new user? Did you forget your password?
Are you a new user? Did you forget your password?	
On your computer	On your phone

https://network-bethematch-greenlight.silkroad.com/student/



Course Catalog

From your Learning Center Dashboard menu ribbon, click Course Catalog.

	R		HB	
Dashboard	My Training	Course Catalog	References	

If the menu ribbon is not visible, click the dark blue menu icon for options.

	0
	Welcome to
Q Type here to search your training	the Learning
▼ Next Due	Center The Learning Center
HLA for the Rest of Us	is your personalized learning portal to
hlarest16	help you develop new skills, launch
Launch	courses, enroll in classes, and view

Search for a course or use the filters on the left. Click on a course title for more information about it.

Course Catalog		
Type all Online Course (95) In-Class Course (1)	Q Search for Catalog Items	Q Search Name (A - Z)
Categories General Organization (18) Network Centers (17) CIBMTR Data Management (16) AC/CC Coordinator (12)	700 Series Forms Training 700ddc16 700 Series Donor Data Collection Forms eLearning a set of 9 training modules.	Add to My Training Course Duration 1 hr 16 min
HLA/Search Strategies (12) Show all categories	A Comprehensive Approach to CLL compcll14	Add to My Training
Start Date	Dr. Thomas Kipps: Part 1 of 4	Course Duration 1 hr 0 min
Clear To:	AC Regulatory Overview Course	Add to My Training
<u> </u>	This is e-learning module 5 in the AC/CC Training for New Coordinators. We recommend (if you are accessing this module for	

To remove a filter, click "x" on the category tag.

Course Catalog	
Type All Online Course (12)	Search for Catalog Items HLA/Search Strategies
Categories HLA/Search Strategies (12)	= #
	Advanced Biology of HLA



Enroll in a Course

To sign up for an online course, find it in the Course Catalog and click "Add to My Training". The course will now appear on your Dashboard and on your My Training 'Active' list.

HLA for the Rest of Us - On-Demand Training hlarest16	Add to My Training
HLA for the Rest of Us: An introduction to HLA and matching for non- science folks.	Course Duration 0 hr 17 min

Navigate a Course

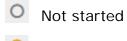
To start a course, navigate to it on your Dashboard or in your My Training list and click the "Launch" button.

The Activity List

Activities are the components of the course. They appear at the left of the frame for each course. To hide/unhide the activity list, click this icon at the top:

=	Previous Next Close
 Donor and Patient Confidentiality Introduction eLearning Module Confidential Information Policy (P00023) Confidential Information SOP (S00339) Sign-off 	 Welcome to the Donor and Patient Confidentiality eLearning Course! This training is required for all for NMDP/Be The Match personnel and contingent workers. It is designed to help people understand and follow the rules of confidentiality to protect the organization and our donors/patients from potential breaches that can have a significant impact. Navigation: Click 'NEXT' in the upper navigation bar to continue to the next activity in the list. Click 'Close' in the upper navigation bar to close the training. Notes: Once you complete a course it moves from My Learning to Learning History. Cancelling a course does not remove it from your My Learning list. To remove a cancelled course from your My Learning list, send a note to NMDPEducation@nmdp.org with the name of the course.

• Activities that are grayed out are not yet available. Symbols appear next to activities that have been accessed.



Started, but not yet complete



Completed



- To start, click "Next" in the upper right-hand corner or click on the first activity in the Activity List. As you complete an activity, the next activity becomes available.
- Special activities like exams, sign-offs, and checklists will have completion instructions within them.

Apply a Group Membership Code

Some courses require special permission to access. If you are given an access code for specific courses, here is how you enter that code.

- 1 Login to the Learning Center.
- 2 Click the circle with your initials in the upper right-hand corner of your Dashboard. Then, from the drop-down, select **Profile.**

	JO	
	Judith Ostroot	
ome to ing	Profile (h) Logout	

3 Navigate to the bottom of the page and type or paste your code into the **Private group authorization code** field.

Private group a	uthorization code	Enter your authorization code to enter private group
Cancel	Submit	

4 Click **Submit**. You will immediately have access to the restricted course(s).



View My Records: History

To see your training records, from your Learning Center Dashboard menu ribbon, click **My Training**.

	R			HB
Dashboard	My Training	Course Catalog	References	

The **My Training** screen has three tabs so that you can filter for your Active (uncompleted) training, your History, or All of your records together.

Acti	ve History All			Q Type here to sea	irch your training	
	* Name	= Status	© Start Date	Cast Accessed	* Next Due	
	HLA for the Rest of Us	Not Started				~
•	Identifying and Avoiding Phishing And Other Targeted Email Based Attacks	Not Started				~
₽	Pathway to Transplant Course	Not Started				~
					a Training Reco	4

Review a Completed Course

From the **My Training** screen, click the **History** tab. All the courses you have completed in the Learning Center are listed here. Find the course you want to review and click the gray drop-down menu to the right of it. Select "Review". The course will start running and you can go through it. **Note**: This will NOT change your existing record of completion nor add a new record.

Basic Biology of HLA Course	Completed 08-30-2013 01-30-2015 08-30-2013
CIBMTR Research ID Assignment (CRID 2804)	Completed 06-10-2015 09-22-2015 06-11 Review
Introduction to RITN	Completed 05-18-2015 05-18-2015 05-18 0 Details
ISBT 128 Apheresis Product Labeling	Completed 02-08-2015 02-08-2015 02-08



Certificate of Completion

From the **My Training** screen, click the **History** tab. All the courses you have completed in the Learning Center are listed here. Find the course you want a certificate for and click the gray drop-down menu to the right of it. Select "Certificate".

	Basic Biology of HLA Course	Completed	08-30-2013	01-30-2015	08-30-2013
▫	CIBMTR Research ID Assignment (CRID 2804)	Completed	06-10-2015	09-22-2015	06-10 Review
▣	Introduction to RITN	Completed	05-18-2015	05-18-2015	05-12 Details
□	ISBT 128 Apheresis Product Labeling	Completed	02-08-2015	02-08-2015	02-08 Certificate



Trouble-shooting

Password Reset

If you have an account but are unable to log into the Learning Center with your username and password, you will need to reset your password.

Below the Password box, click "Did you forget your password?"

	LEARNING CENTER	
Username:		
Password:		
		Login
		Login

In the next window, enter your First Name, Last Name and email address

your profile and then click (All fields are required)	e complete the fields below exactly a Submit.	as the information would appear in
First Name *		
Last Name *		
Login *	n/a	
Employee ID *	n/a	
Email *		
Phone *	n/a	
City *	n/a	
Zip/Postal Code *	n/a	
Zip/Postal Code *	n/a	

After you click the **Submit** button, this message will appear on the Log On screen:

An email will be sent to the email address on record with instructions for resetting your password. Please check your inbox.

Within a few minutes you will receive an email. Click on the link included, or copy/paste the link into your browser.

Enter and Confirm a New Password and click **Submit**.

NATIONAL MARROW DONOR PROGRAM[®]

My Profile - Reset Passwo You are about to reset your passw Minimum Requirements:	rd ord. Please enter your new password then press Submit.	
 Password must be at least Password must be no long 	5 characters in length. r than 50 characters in length.	
Password: Confirm Password:		
		Submit

You will receive a message 'Password was Successfully Update' and will automatically be routed to the log in page of the Learning Center.

A Note About Browsers

The Learning Center may behave differently in different browsers. In testing, we have had the best success using Chrome or Mozilla Firefox. IE works, but some controls do not appear correctly on the screen. We have done no testing with Apple/Mac browsers such as Safari.

Pop-Up Blocker

Pop-up blocker is likely enabled on your machine. You can turn it off for the Learning Center site. This section documents the instruction for Internet Explorer and Google Chrome.

To turn off Pop-up Blocker for Internet Explorer (IE) browser

In an Internet Explorer window, go to:

https://network.bethematchclinical.org/learningcenter

The Learning Center login page displays and at the bottom of the page, you see the blocked pop-up message as shown.

			Alwaystallow
Internet Explorer blocked a pop-up from bethematch-greenlight.silkroad.com.	Allow once	Options for this site 🔻	More settings

Click **Options for this site**, and then select **Always allow** Going forward Pop-Up Blocker is deactivated for the Learning Center site.

To turn off Pop-up blocker for Google Chrome browser

In a Google Chrome window, go to:

https://network.bethematchclinical.org/learningcenter

The Learning Center login page displays and at the top of the page, you see the blocked pop-up message as shown.

	K POPTUP DIOCK	keu 🐹 =	
The following pop-ups were blocked on this page:) Oth	her bookmarks	
https://bethematch-greenlight.silkroad.com/student/default.asp	<u>x?parms=1</u> m/st	tudent/default.as	px?parms=1
Always allow pop-ups from bethematch-greenlight.silkroad.com Continue blocking pop-ups	n		
Manage pop-up blocking	Done		



Click **Pop-up blocked**, and then select:

Always allow pop-ups from bethematch-greenlight.silkroad.com.

Going forward Pop-Up Blocker is deactivated for the Learning Center site.

Need More Help?

If nothing in the User Guide has addressed the issue you're experiencing, please contact <u>NMDPEducation@nmdp.org</u>.