Dear Medical Student,

After your administrator enrolls you in a CareConnect eLearning course, you must complete the online training at least one week before you arrive at UCLA in order to have access to CareConnect (our electronic health record system). Please note the following information about getting the required training and accessing CareConnect.

**Set Up for the eLearning:** Here’s what you’ll need for the eLearning:

1. **Adobe Flash 10.0 or greater:** To verify that you have the necessary version of Adobe Flash, click [here](#). To confirm that you have the most up-to-date version of the Adobe Flash player, a new window will open. If it is not the latest version, select the newest version from the list provided. Should you encounter any difficulty, contact your computer support technician.

2. **Headset or speakers** to play audio.

3. **AD Username, Password, and Employee ID**

4. **Turn off private browsing.** This function enables Internet history on your browser, and turning it off will allow you to resume the lesson where you left off should you exit the eLearning before completing it.

**Log In and Start Your eLearning:**

1. **Go to:** [https://extlms.ccnet.ucla.edu/medelearning/loginad-new.asp](https://extlms.ccnet.ucla.edu/medelearning/loginad-new.asp)

2. **Enter your AD Username and Password** *same as your mednet username and password*

3. **Select your course**

4. **Complete all eLearning modules** by entering your **Employee ID** at the end of each module.

**Verify Your Access to CareConnect:** Once you complete your eLearning training, your access to CareConnect will be activated within 48 (excluding weekends and holidays). Once you receive your activation, please confirm your access before arriving at UCLA by:

1. **Logging in** to CareConnect here: [https://webapps.ccnet.ucla.edu/vpn/index.html](https://webapps.ccnet.ucla.edu/vpn/index.html)
2. **Entering** your AD Username and Password.

If you need assistance, please contact CareConnect’s support group at **(310) 267-CARE (2273)**.

(Please note: Your access to patient medical records allows you to view patient information through a variety of systems. **This information is highly confidential.** Access to patient information is on a clinical need-to-know basis only. Online patient information inquiries and updates are monitored and audited, and you may be contacted to justify your access. All HIPAA regulations apply, and inappropriate use could lead to disciplinary action, fines, termination, and/or criminal prosecution.)