



you forget it. **If your email address is not in the system**, HealthStream will **not** send you a link to reset your password. Remember to click "Save Account Settings."

If you unsuccessfully attempt to login more than five (5) times, you will be locked out of the system for 15 minutes. McLaren University System Administrators will not be able to override the lock-out time.

### Logout

Please logout of the system when finished with McLaren University activities. You will automatically be logged out after 60 minutes of inactivity.

### Alerts

Alerts are messages. There are two types of alerts: **in-system** and **e-mail**.

- *In-system alerts*, as their name implies, can be read when you login to McLaren University. If you have unread alerts, the number of unread alerts will appear by the person icon. You can read your alerts by clicking on the drop down arrow and selecting "Alerts."
- *E-mail alerts* are e-mail messages sent to you if you have a valid e-mail address in McLaren University. If you do not have an e-mail address on record you can still read in-system alerts.

### Student Alerts

- **New Assignment Available** – This alert is generated the day a new assignment appears on your *My To-Do List*.
- **Approaching Assignment Due Date** – This alert is generated 7 days before an assignment is due, and is sent every day until the due date, or until you complete the assignment.
- **Assignment Past Due** – This alert is generated one day after an assignment is past due. This alert is sent once a day, every day, after the due date, until you complete the assignment.
- **Class Cancelled** – This alert is generated when a class is deleted from McLaren University.

The following student alerts will be turned on for those who are using HeartCode.

- **Certification Expiration Date Approaching** – This alert is generated 60 days before your certification expires, and is sent weekly until the certification expiration date.
- **Certification Expiration Date Updated** – This alert is generated when a student's certification expiration date is updated.

### Course/Curriculum Completions

A course is a container for learning activities. All learning activities in a course must be completed before the course is added to your transcript. Learning activities include slides, videos, course attachments, tests, evaluations, and face-to-face classroom sessions.

A curriculum consists of two or more courses.

If you have any questions, please contact Leadership Development at [LeadershipDevelopment@mclaren.org](mailto:LeadershipDevelopment@mclaren.org) or your Subsidiary Education or Human Resources Department.

*Your* connection to professional  
and personal development!

## Student User Guide

## Introduction

**McLaren University (MU)** is an internet based learning management system which works on the HealthStream Learning Center (HLC) platform. MU is designed to streamline your education experience. You will be able to complete courses on-line, enroll in face-to face classes and view and print your transcript. Your individual transcript will list the courses you have completed. Some courses will be assigned to you; others are elective. Continuing education credits will be available for some classes and you will automatically receive the appropriate continuing education credit based on your discipline and license information that you enter into the system.

We encourage you to access your computer while reviewing this information and **click while you read!** Please save this document as a reference tool.

**Tip:** Please note any text that is blue and underlined is hyperlinked to another screen, page, or document.

### How to Access McLaren University

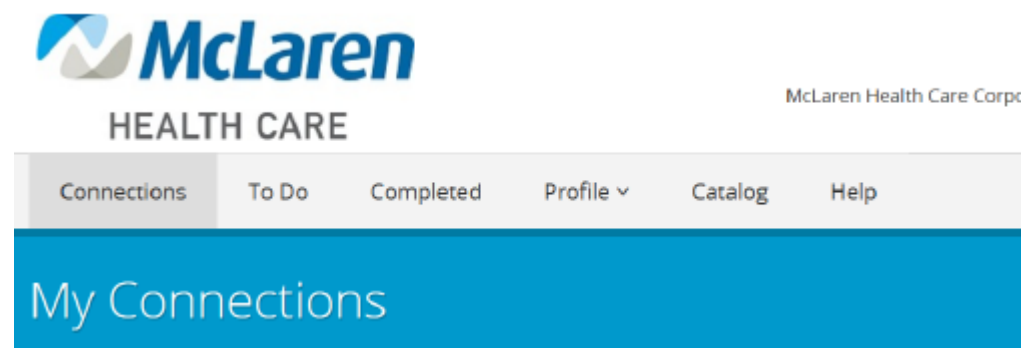
1. Enter the URL address [mu.mclaren.org](http://mu.mclaren.org) or [www.healthstream.com/hlc/mclaren](http://www.healthstream.com/hlc/mclaren) on the latest version of any internet browser—Internet Explorer 9+, Chrome, Firefox, Safari.
2. Login to **My.McLaren.org**. MyMcLaren is a part of the HR/Payroll system. Enter your HR assigned user ID and password. Click on the text link to McLaren University.

### How to Login to McLaren University

Enter your 6 digit employee number in the User ID and Password fields and then click “Login.” Change your password. See below for instructions.

### Tabs

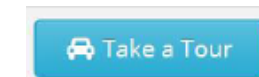
When you login to McLaren University, you will land on the “**My Connections**” page. There are six (6) tabs above the My Connections banner—Connections, To Do, Completed, Profile, Catalog and Help.



### My Connections

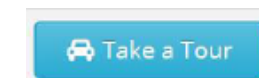
This page has three links to different types of information—What’s New, Learning Links and Resources. The purpose of these links is to keep you updated about topics and issues that may affect you as you engage in your daily job role responsibilities.

### My To Do List



This is where you will find your assignments, elective courses, live classes, and the due date of each. Click on the “Take a Tour” button to learn more!

### Completed



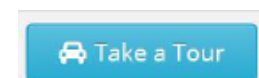
This is where you will find your transcript. Your transcript contains a list of courses you have completed, including continuing education (CE) certificates. Click on the “Take a Tour” button to learn more!

### Profile

This section contains information about your certifications and associated documents and is entered by McLaren University Institution Administrators.

Add your license/discipline information! You will automatically be awarded continuing education credits/contact hours if the courses you complete are approved for continuing education for your discipline.

### Catalog



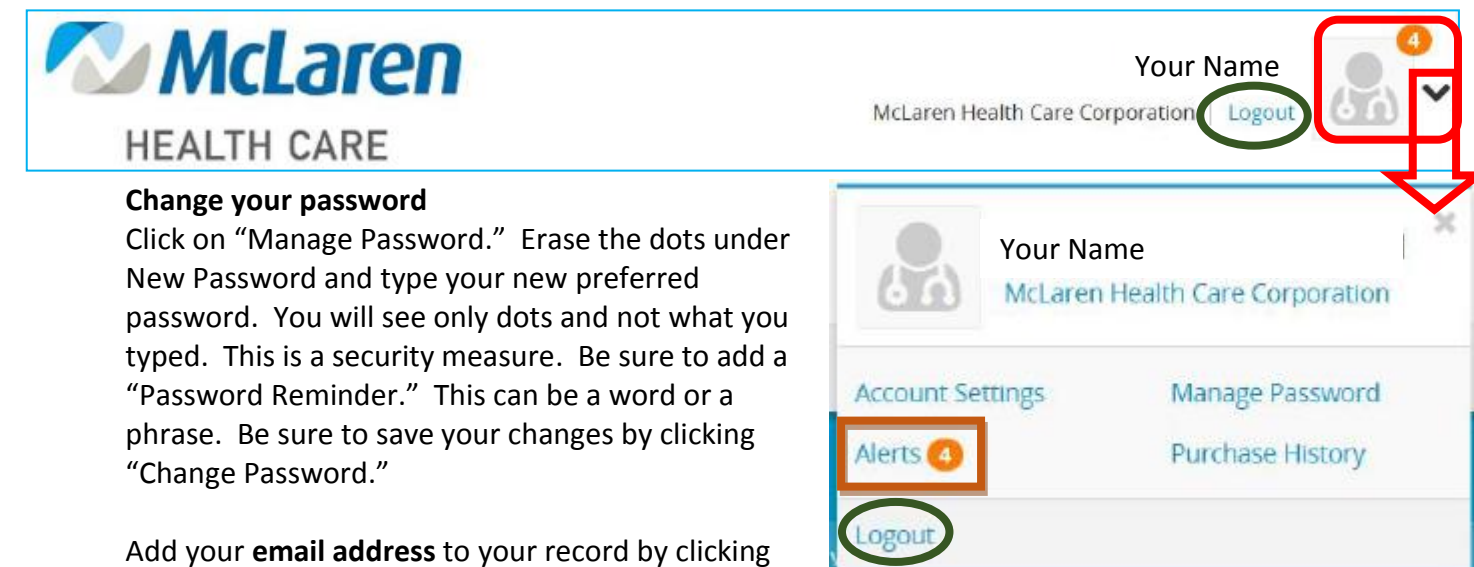
Interested in a specific topic or need continuing education credits? Check the catalog! Be sure to “Take a Tour” and also explore the “Refine Results” button at the bottom of the page.

### Help

McLaren University has robust on-line help. You can search under the “Contents” or “Index” tabs. When you click on “Help,” the information that appears coincides with the screen you are currently viewing. For example, when you click on “Help” while on the “My To Do List,” information explaining “The To Do List” will appear, including a “Show Me How” video tutorial.

### Other Features

Other features are available to you by clicking on the downward pointing arrow by the person icon.



### Change your password

Click on “Manage Password.” Erase the dots under New Password and type your new preferred password. You will see only dots and not what you typed. This is a security measure. Be sure to add a “Password Reminder.” This can be a word or a phrase. Be sure to save your changes by clicking “Change Password.”

Add your **email address** to your record by clicking “Account Settings.” This will enable you to receive notifications about course enrollments, assignments and class cancellations. In addition, you will be able to receive instructions about how to reset your own password in the event that