

## Navigating through Epath

1. Log in by clicking the green E-Learning Epath button at [www.holycrossuniv.com](http://www.holycrossuniv.com)
2. Courses you have been registered to are found on your homepage (scroll down the page).
3. Click on Course Catalog to self-register for a course.
4. Click GO under the #2 option.
5. Scroll down the Course Catalog and click the course name.
6. Follow the instructions.
7. Click on Next or Previous on the navigation bar to move through the pages.



## Navigating through SWANK

1. Log in by clicking on the blue SWANK button at [www.holycrossuniv.com](http://www.holycrossuniv.com).
2. Enter your ID and Password.
3. Read the reminders posted on the first page.
4. Click "continue" or Course List tab.
5. Select a discipline or heading to see the list of course titles.
6. Select a course by clicking View Course.
7. A page with the course syllabus and preview of the post test opens.
8. Click View Module >>>select "Click here to view" beside the Windows Media File option to see the video; to read text, click on PowerPoint or Portable Document Format if available.
9. Click Test when ready to take it-the Evaluation questions will appear first and have to be answered before you can move on to the test.
10. Print the certificate.
11. SWANK reports to CE Broker every month. Make sure you provided a CORRECT license number-click [My Profile](#) to view you information and to update; **DO NOT** change your Learner ID; only the **password** may be changed.

# Online Resources Holy Cross University



Holy Cross Hospital



Learning Center

Hours: 7:30am-12:30pm

1:15pm-4:00pm

Tel: 954-776-3267

Email: [learning.center@holy-cross.com](mailto:learning.center@holy-cross.com)

## Holy Cross University Website

Links to online resources are provided in the Holy Cross University website-

[www.holycrossuniv.com](http://www.holycrossuniv.com)



### Resource Links

**SWANK Healthcare** \*\* for contact hour or continuing education credit courses

**EPATH** \*\*for competencies and inservices

-E-Learning

-Admin (for reports)

**Skillsoft** \*\* for Leadership

**HCH Medical Library**

**Nursing Research Council**

**CE Broker**

## HCU website info at a glance

### Class Schedules

- BLS, ACLS, PALS, NRP
- Leadership Classes
- Kronos
- New Leadership Orientation
- Skills Fair
- And more!



### HCU Catalog

### Student Orientation link



### Log in Reminders

#### SWANK

- Site code: 1011
- ID: Your 4-digit Associate #
- Password: Call the Learning Center at 954-776-3267

#### EPATH

- Learner ID: Your 4-digit Associate #
- Password:

First name initial, Last name, Your 4-digit Associate #

**(Capital letters for those hired after June 2007)**

#### SkillSoft

- Register if you are a new user-follow instructions
- User ID: One you created when you first registered
- Password: Provided to you when you first registered

### CE Broker Info

1. Go to [www.holycrossuniv.com](http://www.holycrossuniv.com); click on the Nursing tab.
1. Click on CE Broker link.
2. Select Florida Healthcare Licensees.
3. Select Option #1 for Full Access Subscription (has a fee).
4. Select Option #2 for limited access to self-submit contact hours provided by non-Florida contact hour provider.
5. Instructions for self-submission is posted online at [www.holycrossuniv.com](http://www.holycrossuniv.com)-click on the Nursing tab.

### Nursing Contact Hour Requirements:

- Florida RNs and LPNs must complete 24 hours of continuing education during each renewal period including two (2) hours on Prevention of Medical Errors.
- HIV/AIDS is now one-time, 1-hour CE requirement to be completed prior to first renewal.
- Domestic Violence is now a 2-hour requirement every third renewal.