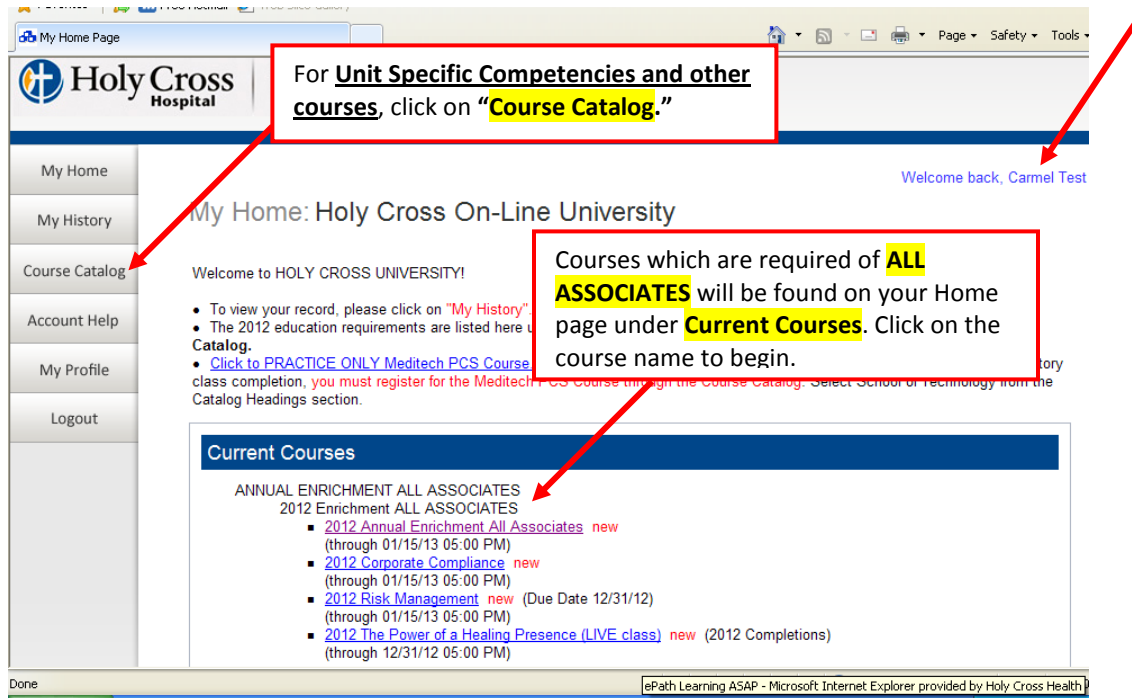


## Instructions for Navigating through EPath

1. From the Internet, go to [www.holycrossuniv.com](http://www.holycrossuniv.com)
  - Click on the “EPATH” tab.
2. Click “EPATH LOGIN”
3. Enter your **Learner ID** and **Password**
  - Your Learner ID is your 4- or 5-digit **Associate #**
  - Your password is the **first initial** of your first name, **complete last name**, & **Associate #**
  - For Associates hired **in or after June 2007**, use **ALL CAPITAL LETTERS** for password.
    - Example: JSMITH12356
  - For Associates hired **before 2007**, use **small letters** for password.
    - Example: ajones2345
4. Once logged in, **My Home** page opens.
  - Make sure **your name** appears at the top of the page.
- 5.



The screenshot shows the 'My Home' page of Holy Cross On-Line University. A navigation menu on the left includes 'My Home', 'My History', 'Course Catalog', 'Account Help', 'My Profile', and 'Logout'. The main content area displays a welcome message and a list of 'Current Courses'. Annotations with red boxes and arrows provide specific instructions:

- A red box highlights the 'Course Catalog' link in the navigation menu, with the text: "For **Unit Specific Competencies and other courses**, click on **“Course Catalog.”**"
- A red box highlights the 'Current Courses' section, with the text: "Courses which are required of **ALL ASSOCIATES** will be found on your Home page under **Current Courses**. Click on the course name to begin."

The 'Current Courses' section lists the following:

- ANNUAL ENRICHMENT ALL ASSOCIATES
- 2012 Enrichment ALL ASSOCIATES
  - [2012 Annual Enrichment All Associates](#) new (through 01/15/13 05:00 PM)
  - [2012 Corporate Compliance](#) new (through 01/15/13 05:00 PM)
  - [2012 Risk Management](#) new (Due Date 12/31/12) (through 01/15/13 05:00 PM)
  - [2012 The Power of a Healing Presence \(LIVE class\)](#) new (2012 Completions) (through 12/31/12 05:00 PM)

6.

The screenshot shows a web browser window displaying the course page for "2012 Annual Enrichment All Associates" on the Holy Cross University website. The page header includes the Holy Cross Hospital and University logos, along with the tagline "Committed to Lifelong Learning...". A left sidebar contains navigation links: Course Home, Index, My Home, and Logout. The main content area is titled "2012 Annual Enrichment All Associates" and shows a course list. Two red boxes with arrows point to specific buttons in the course list:

- A red box on the left contains the text "Click arrow button expand the lessons." with an arrow pointing to a right-pointing arrow button next to the "2012 Annual Enrichment" course entry.
- A red box on the right contains the text "Click arrow button to begin course." with an arrow pointing to a right-pointing arrow button next to the "2012 Annual Enrichment" course entry in a second column.

The course list includes entries for "2012 Annual Enrichment", "2012 Annual Enrichment Post Test", "Chapter 1", "Knowledge Check 1", "Chapter 2", and "Knowledge Check 2". The browser's taskbar at the bottom shows several open applications, including "2012 Annual...", "Microsoft...", and "ePath Learn...".

7. If you clicked on **Course Catalog** to access the competencies, the **Course Catalog Search Form** opens.

The screenshot shows the "Course Catalog Search Form" in a web browser. The page title is "Course Catalog Search Form" and includes a "Please Note" section: "The Class Calendar lists only Leadership Live Classes." The form is divided into several sections:

- Courses by Keywords:** Includes a text input field for keywords and a "SEARCH COURSES" button.
- Learning Paths:** Includes a dropdown menu currently set to "All My Current Learning Paths".
- Entire Catalog:** Includes checkboxes for "View all courses in catalog:" with options for "eLearning", "Classroom", and "Off-line self study".
- Catalog Headings:** Includes a dropdown menu currently set to "ANNUAL REQUIREMENTS - COMPETENCIES".

Two red boxes with arrows point to specific elements in the "Catalog Headings" section:

- A red box contains the text "1. Select ANNUAL REQUIREMENTS - COMPETENCIES from the dropdown list." with an arrow pointing to the "ANNUAL REQUIREMENTS - COMPETENCIES" dropdown menu.
- A red box contains the text "2. Click VIEW COURSES." with an arrow pointing to the "VIEW COURSES" button.

The browser's taskbar at the bottom shows several open applications, including "Microsoft Office Word" and "Course Cata...". The system clock shows "12:48 PM".

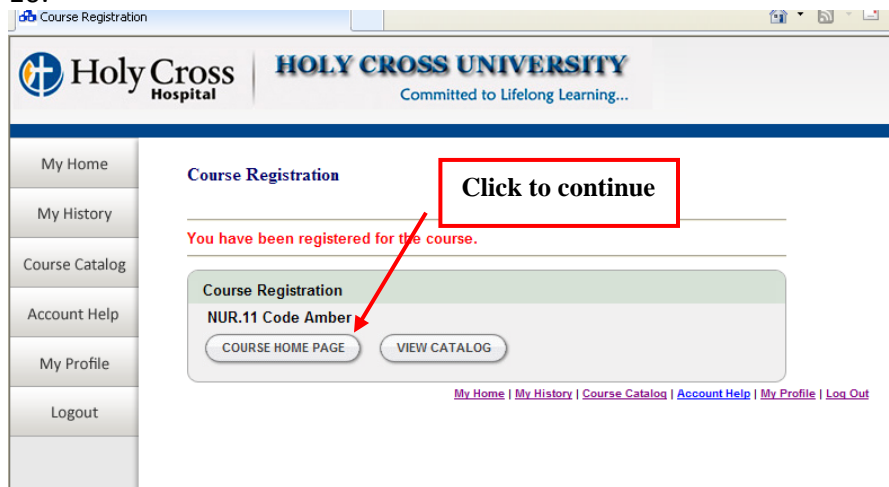
8. Click on the course name to begin.

The screenshot shows the 'Course Catalog Search Results' page for Holy Cross University. The page header includes the Holy Cross Hospital and University logos, with the tagline 'Committed to Lifelong Learning...'. A left sidebar contains navigation links: My Home, My History, Course Catalog, Account Help, My Profile, and Logout. The main content area is titled 'Course Catalog Search Results' and features a 'SEARCH AGAIN' button. Below this is a legend for 'eLearning', 'Classroom', and 'eConference'. The search results are categorized under 'ANNUAL REQUIREMENTS - COMPETENCIES' and list various courses, including 'NUR.11 Code Amber'. A red box highlights the text 'Sample Course Catalog Search Results (Note: 2012 competencies are not yet reflected on this screen shot)'. A red arrow points from this box to the 'NUR.11 Code Amber' link in the search results.

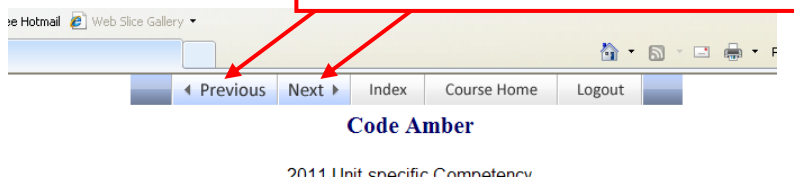
9.

The screenshot shows the 'Course Details' page for 'NUR.11 Code Amber'. The page header is identical to the previous screenshot. The left sidebar is the same. The main content area displays the course title 'NUR.11 Code Amber' and a note: '2011 Unit-specific Competency. Must be completed by December 31, 2011.' Below this is a 'Course Registration Information' box stating 'You are not currently registered for this course.' and providing a blue link 'Register for this course'. A red box highlights the text 'Click to register for the course' with a red arrow pointing to the 'Register for this course' link. At the bottom of the page, there is a 'BACK TO COURSE CATALOG' button and a footer with navigation links: My Home | My History | Course Catalog | Account Help | My Profile | Log Out.

10.



11.



12. To view your history of courses taken and/or print certificates, click on **“My History.”**

- The **My History** tab can also be found by returning to the **Course Catalog**.
- To print your transcript from **“My History,”** click on **“Get Print Preview”** then **“File”** then **“Print”** then **“OK.”**

**For assistance:**

- a. Call the Learning Center at 954-776-3267.