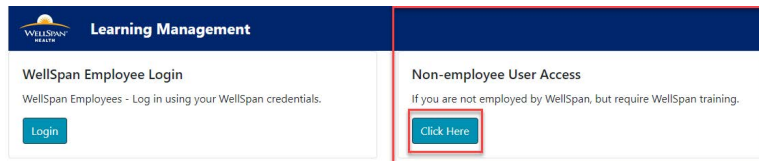


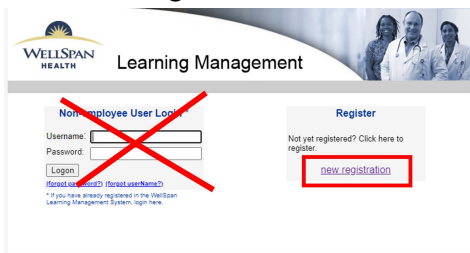
Follow these instructions if you are a WellSpan Intern. **Should you have any technical issues, please contact the WellSpan Help Desk at #717-851-5555 for assistance.**

Please do **not** create more than one account. If you already have (or had) a self-registration account and can no longer access it, please reach out to WellSpan’s Help Desk @ 717-851-5555 to obtain assistance with accessing your account. If you currently have a WellSpan employee account, you should use that account rather than creating another.

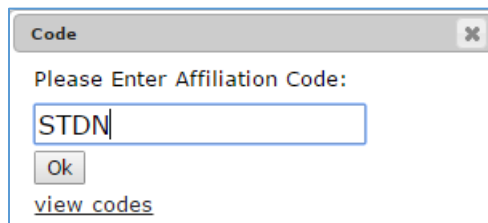
- 1) Navigate to www.wellspan.org and click **Remote Access** at the bottom of the screen
- 2) Click **Learning Management System (LMS)** to access the application
- 3) Click the **Click Here** button under the Non-employee User Access area



- 4) Click **new registration** to create a WellSpan LMS account






- 5) When prompted for an affiliation code, enter **STDN** and click **OK**



- 6) Complete the form (*all required demographics are marked by an asterisk (*)*) and click **Next**

During this step, you will be prompted to select:

- A "job code". Click the **selection** button  and choose 'Intern'.
- A "cost center". Click the **selection** button  and choose 'Other Institutions'.
- A "location". Click the **selection** button  and choose the WellSpan facility where you will primarily be working.

- 7) Enter **your desired username** and **your desired password** and click **Login**.

- 8) You will automatically be taken to the Welcome page of the LMS. In the search bar on the right, type **Volunteer Engagement: Orientation for Unpaid Interns**. This will appear under the results search – click on it. Under the training details, click Launch to begin the orientation. At the end of the orientation, there will be a test that must be passed with a 100%. Volunteer Engagement will be notified when you have passed the test.