Instructions for logging into ULearn to access the RIS/PACS Non-Ordering Staff CBL

1. Launch Internet Explorer
2. On the Address Bar type the following URL: http://ulearn.miami.edu
3. Find and select the “Click here to Login” button.
4. At the Log On prompt, type your Username (C-Number) for Example C1234568
5. At the Password prompt, type start (this is your temporary password the first time you logon). If this is the first time you are using ULearn, you will be prompted to change your password.

5. Enter your password information.
6. The ULearn welcome screen displays (see below).

7. At this screen, locate the **Catalog Search** field. **Type RIS**

8. The **Search Window** displays your search results. Locate the course labeled “**RIS-PACS for Non-Ordering Staff**” and **click** on the green arrow circled in the picture below.
9. The screen below displays. **Click** the link circled below to start the CBL.
9. The screen below will display. Click the image circled in red to view the training presentation in a new window.
10. Once you have completed the presentation, close the presentation window.
11. The screen below will display again. Click next page (circled in red below) to complete the test.

11. The screen below will display. Select the appropriate response for each question and then select the “Check Answer” button.
12. Once you complete the test, click the **next page link** on the test screen. The screen below will display. Click the **Quit lesson and Submit Score button**.

12. The following message will display. Click **OK**.
13. The system will return you to the initial screen that launched the CBL (see below). It is extremely important that you click the **CLOSE** button so that the score is posted to your UM transcript.
14. Your transcript is now updated and the Learning Activity Progress Detail screen displays (see below). PRINT THIS SCREEN and FAX it along with your RIS/PACS ACCESS FORM to 305-243-7355.

Once your access form and transcript are received via fax, your access will be emailed to you within 24-48 hours.

If you have any questions, please call the UMCET Help Desk at 305-243-7339.