

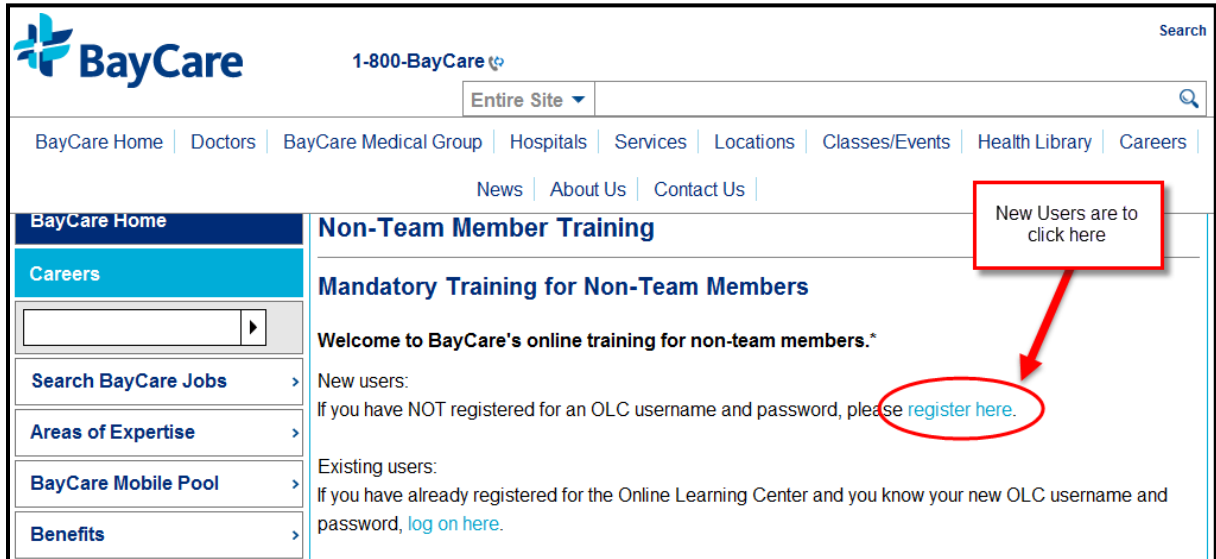
Login + Access the OLC

For Non-Team Members

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Register for a Username and Password

1. Access the BayCare Web site: <https://baycare.org/onlinetraining>
2. Register for an Online Learning Center (OLC) Username and password by clicking on the **New Users** link for **register here**.

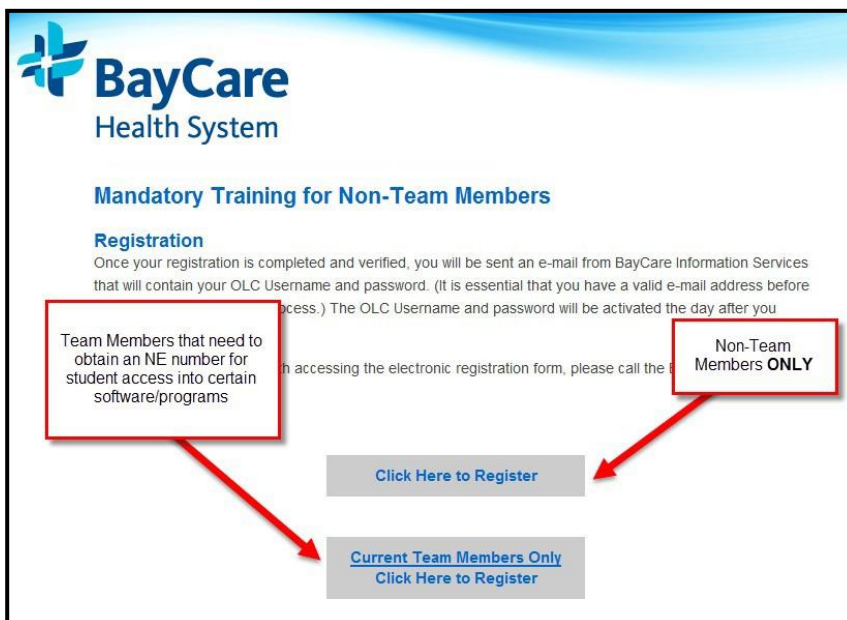


3. Scroll down to the bottom of the page to find your Registration links.

If you are a **Current Team Member**, you are to click on the Registration link for **Current Team Members Only**. Please proceed to page 3 to complete your registration.

*Team Members are to have only ONE login for the Online Learning Center. All training is to be taken under your BayCare Team Member login. The NE number you are obtaining through this site is for student access into programs **only**.*

If you are a **Non-Team Member**, please click on the Registration link **Click Here to Register**. Please proceed to page 2 to complete your registration.



Non-Team Member Registration

1. Fill out the form in its entirety. Anything that has a red asterisk is a required field. Click **Submit** at the bottom when you are complete with the form.

You must have a valid e-mail address; it is recommended that this be a personal account and not a school e-mail address.

Your access to log in is activated immediately.

If you do not receive your confirmation e-mail after registration,

you cannot register again. Contact the BayCare IS Service Desk

at (727) 467-4700 to receive your login credentials.

2. Once you receive your activated username and password, go to <https://baycare.org/onlinetraining> and click on the **log on here** link under **Existing Users**.

BayCare 1-800-BayCare

Entire Site

BayCare Home | Doctors | BayCare Medical Group | Hospitals | Services | Locations | Classes/Events | Health Library | Careers | News | About Us | Contact Us

Non-Team Member Training

Mandatory Training for Non-Team Members

Welcome to BayCare's online training for

New users:
If you have NOT registered for an OLC username and password, please [register here](#).

Existing users:
If you have already registered for the Online Learning Center and you know your new OLC username and password, [log on here](#).

To log into the OLC

Non-team member Usernames and passwords may be inactivated within 30 days of registering. For reactivation, go back to www.baycare.org/onlinetraining and click on the link to Reactivate your account.

Non-Team Member Training

Mandatory Training for Non-Team Members

Need to update your personal info? [Log on](#) to make any changes.

Need to reactive (enable) your account again? [Log on here](#).

Team Member Registration

1. Fill out the form in its entirety. Anything that has a red asterisk is a required field. Click **Submit** at the bottom when you have completed the form.
This requires you to enter your BayCare Network ID (Your B#) and BayCare e-mail address.

Incomplete and/or incorrect information will result in the learner not receiving credit for completing the training.
Enter First and Last Name as it appears on your Social Security card.

* BayCare Network Id:

* First Name:

* Last Name:

MI:

Preferred Name:

* BirthDate:

* Address 1:

Address 2:

* City:

* State: Florida

* Zip:

* Phone 1: Home

Phone 2: Work

* BayCare Email:

* Confirm BayCare Email:

* User Code: Select user code...

* Location: Select location...

2. Once your registration is completed and verified, you will be sent an e-mail from BayCare Information Services (IS) with your OLC Username and password.

Please remember that as a BayCare Team Member you are to complete your

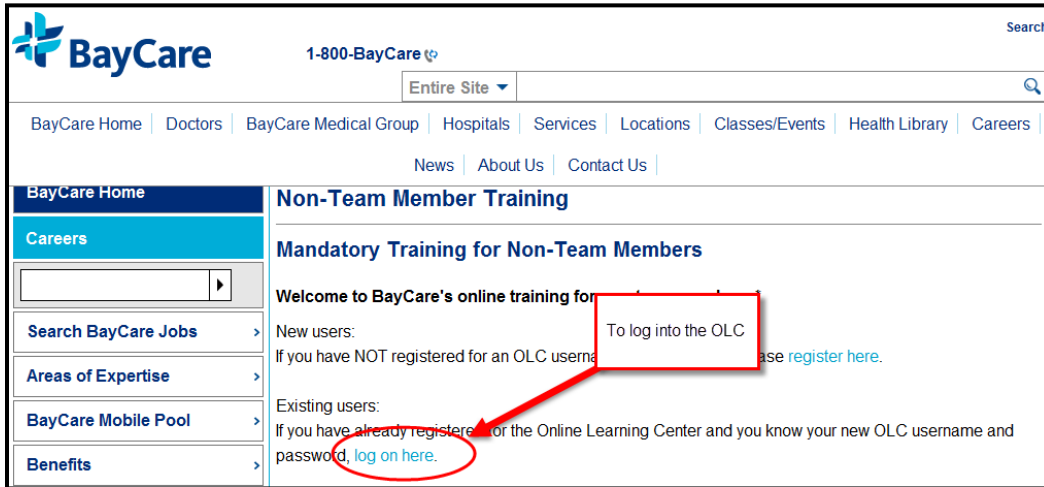
Online Training under your BayCare employee number.

The NE number that you are receiving is to grant you limited access

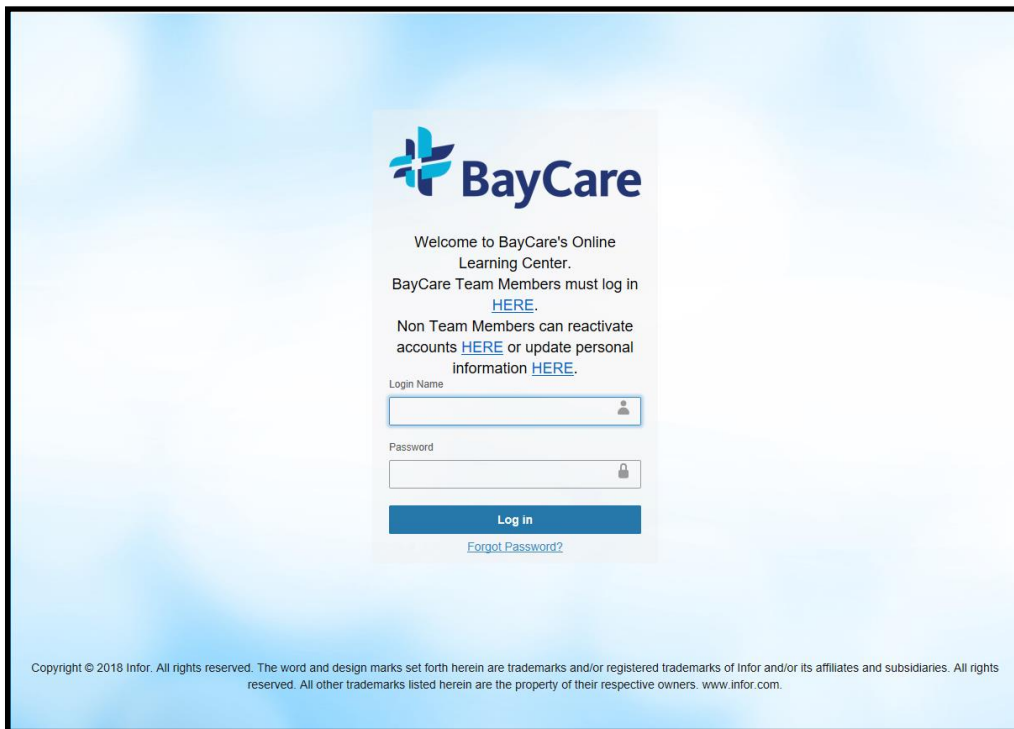
into certain networks/programs for training purposes.

Logging into the Online Learning Center

1. Go to <https://baycare.org/onlinetraining> and click on the **Log On Here** link under **Existing Users**.



2. Enter in your username and password that was emailed to you and **Sign In**.



Additional Information

- Access and complete your training while using the browser **Internet Explorer**.
- To have completed your training, you will see **Status: Passed** next to your training and it will show up on your Training Transcript.
- Not all Courses have a grade.
- Please contact the IS Service Desk at (727)467-4700 if your training is showing **in-progress** after you have completed it.
- Please see the Help Docs section for assistance in finding the Launch button for online training, registering for an instructor led course, and how to search for training.
- The IS Service Desk cannot answer your questions regarding required training; please contact your manager or clinical education department with training-related questions.

Documents to Submit Upon Completion

Please make sure you take the training on a computer with access to a working printer.

1. Download and Print your Training Transcript.
2. Submit the original training transcript to your manager, supervisor or instructor.