

# Registration for FREE BLS: Any ECUP & BSOM Faculty & Staff



## Register for **FREE** Basic Life Support Training (BLS)

- 1) Register in [Cornerstone Employee Training Portal](#)
- 2) You will receive an e-mail from the instructor about 1 week prior to the class you have registered for with more details such as study guide material and parking/driving directions to the class location.

This Basic Life Support course is for any ECU Physicians and Brody School of Medicine Faculty or Staff member who must renew their BLS renewal every 1-2 years. This course includes video and instructor-led training on the American Heart Association (AHA) Guidelines for Cardiopulmonary Resuscitation.

<http://www.ecu.edu/itcs/cornerstone/>

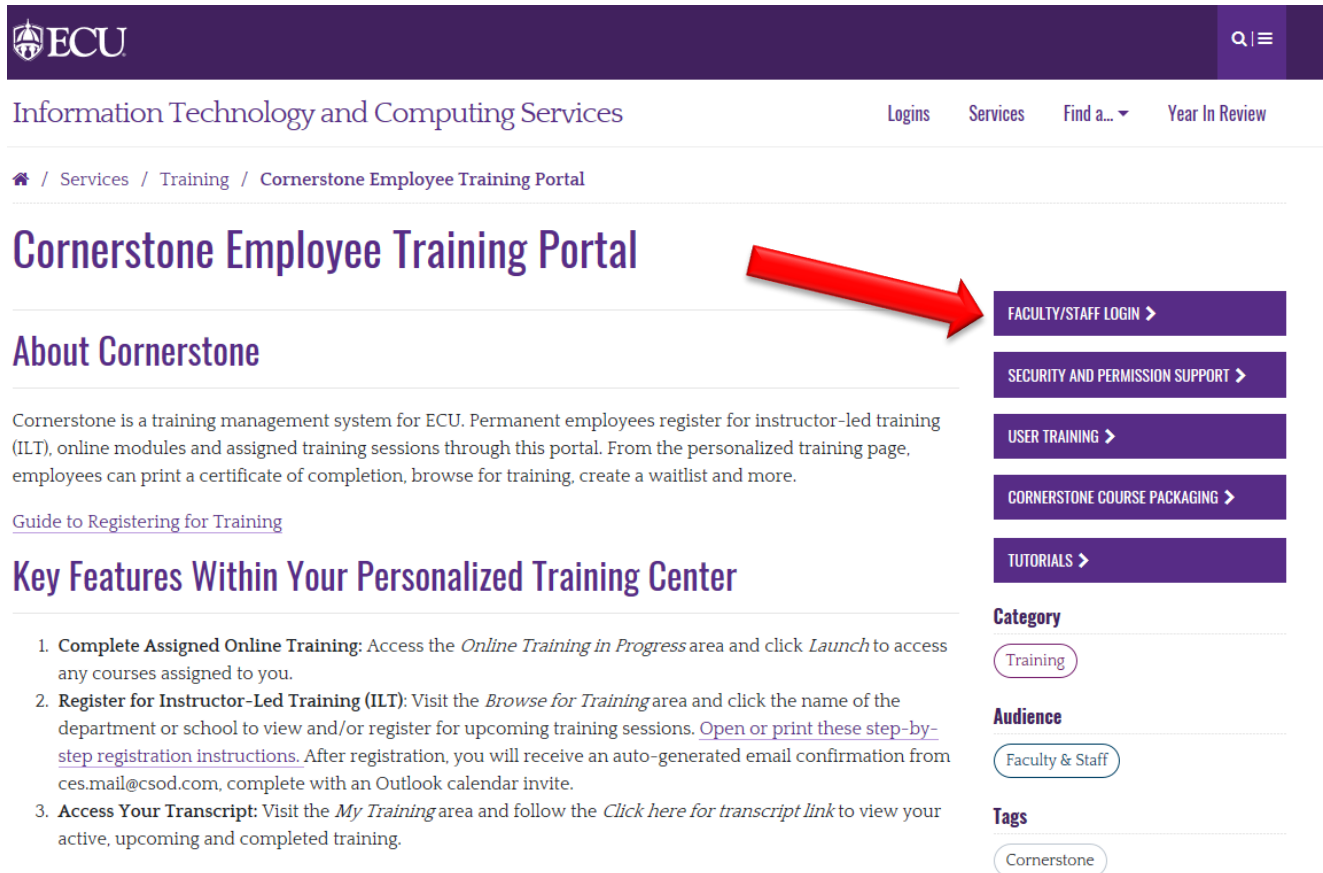
Please refer to the Cornerstone Training Module for employees' link above for all registration and scheduling. See below for full registration directions.

This link can also be accessed via OneStop > Tools > Employee > Cornerstone Employee Training

Please contact the Health Sciences Faculty & Staff Development Coordinator for questions - 744-1925

# Cornerstone – Registration Process for BLS Courses

1. Go to <http://www.ecu.edu/its/cornerstone/> and click “Faculty/Staff Login”.



The screenshot shows the Cornerstone Employee Training Portal. At the top left is the ECU logo. The main header reads "Information Technology and Computing Services" with navigation links for "Logins", "Services", "Find a...", and "Year In Review". A breadcrumb trail shows the path: Home / Services / Training / Cornerstone Employee Training Portal. The main heading is "Cornerstone Employee Training Portal". Below this is a section titled "About Cornerstone" which describes the system as a training management system for ECU. A red arrow points from this section to the "FACULTY/STAFF LOGIN >" button in the right-hand navigation menu. Other buttons in the menu include "SECURITY AND PERMISSION SUPPORT >", "USER TRAINING >", "CORNERSTONE COURSE PACKAGING >", and "TUTORIALS >". Below the menu are sections for "Category" (Training), "Audience" (Faculty & Staff), and "Tags" (Cornerstone).

**Cornerstone Employee Training Portal**

## About Cornerstone

Cornerstone is a training management system for ECU. Permanent employees register for instructor-led training (ILT), online modules and assigned training sessions through this portal. From the personalized training page, employees can print a certificate of completion, browse for training, create a waitlist and more.

[Guide to Registering for Training](#)

## Key Features Within Your Personalized Training Center

1. **Complete Assigned Online Training:** Access the *Online Training in Progress* area and click *Launch* to access any courses assigned to you.
2. **Register for Instructor-Led Training (ILT):** Visit the *Browse for Training* area and click the name of the department or school to view and/or register for upcoming training sessions. [Open or print these step-by-step registration instructions.](#) After registration, you will receive an auto-generated email confirmation from ces.mail@csod.com, complete with an Outlook calendar invite.
3. **Access Your Transcript:** Visit the *My Training* area and follow the [Click here for transcript link](#) to view your active, upcoming and completed training.

**Category**  
Training

**Audience**  
Faculty & Staff

**Tags**  
Cornerstone

2. Enter your ECU PirateID and passphrase into the username and password fields and click “Sign In”.



## ECU Single Sign On

Pirate ID:  ←

Password:  ←

Sign In

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East Carolina University | Information Technology and Computing Services  
[IT Help Desk](#) | [252-328-9866](#)

3. The Welcome page will display. Select “Browse for Training” under the Learning menu.

The screenshot shows the East Carolina University LMS catalog Welcome page. The page features a navigation menu with 'Home', 'Learning', 'ILT Admin', and 'Support'. The 'Learning' menu is expanded, showing 'View Your Transcript', 'Browse for Training', and 'Events Calendar'. A red arrow points to the 'Browse for Training' link. The main content area displays several status boxes: 'Personalized corporate training center.' (No Training Available), 'Online Training in Progress' (No Training in Progress), 'Your Upcoming Sessions' (No Sessions Scheduled), 'Course Evaluations' (No Pending Evaluations), and 'Your Interest & Waitlist Tracking' (You have no waitlisted sessions. You have not indicated interest in any events.). A 'Browse for Training' section is also visible, listing 'HR', 'ITCS', and 'Finance' with checkboxes. The footer includes the Cornerstone logo and version information.

4. Different Categories of training will display. Select "Health Sciences".

Home Learning Reports ILT Admin Content Admin My Team Support

Browse for Training

Browse for Training 201 Results

**Training** clear

- My Subjects
- Popular
- Newest

**Subject** clear

- Academic Affairs
- Admin and Finance
- Health Sciences**
- Research and Graduate Studies
- Student Affairs

**Type** clear

Test

From

To

View Full Calendar

**Location** clear

Select a location

**#WhyIStayed**  
Event - External Training  
Beverly Gooden created a viral social media movement on the topi profile incidents. Shediscusses her experiences as a survivor of dor the myths and misunderstandings. She challenges the question,...

**2013-14 HIPAA Security Rule**  
Online Class - East Carolina University  
2013-14 HIPAA Security Rule

**2015-16 HIPAA Security Rule Training**  
Online Class - East Carolina University  
The HIPAA Security Rule training is designed to educate workforce Information - as it pertains to the HIPAA Security Rule. Further, it d regulation and East Carolina's own requirements of workforce... rea

**25 Years of ADA: The History, The Future, The La**  
Event - ECU Internal  
The Americans with Disabilities Act (ADA) will be recognized on car

**25Live \*Resource Partner\* Training**  
Event - ECU Internal  
This training is for Resource Partners only. All others, please look fc

**25Live Requestor Training**  
Event - ECU Internal  
After completing this training, you will have access to request cent using the 25Live software to request locations for events, as well as


5. This brings you to an alphabetical search page. BLS 4-Hour (Health Care Provider) Renewal should display. Click on the course.

The screenshot shows the ECU Blackboard interface. At the top, there is a navigation bar with links: Home, Learning, Reports, ILT Admin, Content, Admin, My Team, and Support. Below this is the ECU logo. The main content area is titled 'Browse for Training' and shows 44 results. A sidebar on the left contains filters for 'Training' (Top Picks for Paige, My Subjects, Featured, Popular, Newest) and 'Subject' (Academic Affairs, Admin and Finance, Health Sciences, ECU Billing Manager, Enrichment Series, HIPAA Privacy and Security, Research and Graduate Studies, Student Affairs). The main content area displays a list of training events. The 'Basic Life Support (BLS)' event is highlighted with a red circle and a red arrow pointing to it. The event details for 'Basic Life Support (BLS)' are: Event - ECU Internal. This Basic Life Support (BLS) course includes video and instructor-led training on the American Heart Association Guidelines for Cardiopulmonary Resuscitation. This course is offered FREE to any ECU Physicians and Brody School of Medicine faculty or staff member.

6. A box will pop-up with the Session Details page. This will show all the scheduled sessions, use the scroll bar to navigate up/down. Once you find a session that works for you, Click on Request.

The screenshot shows the 'Training Details' page for a 'BLS 4-Hour (Healthcare Provider) Renewal' course. The page includes a description of the course, its price (\$0.00), available languages (English (US)), subjects (Health Sciences), and training contact information (Paige Tyson, tysonp15@ecu.edu). Below this information is a 'Sessions' section with a dropdown menu set to 'Available' and a 'View Full Calendar' link. The sessions are listed in a table with columns for 'Available Sessions (27)', 'Available / Waitlist', and 'Actions'. Two sessions are visible: '1806 - Medical Pavilion 9 : 12:30-4:30p : Paige Tyson' and '873 - Medical Pavilion 9 : 8:30a-12:30p : Paige Tyson'. Both sessions have a 'Request' button in the 'Actions' column. A red arrow points to the 'Request' button for the 1806 session. A vertical red double-headed arrow on the right side of the page indicates that more sessions are available below the visible ones.

## Training Details

 **BLS 4-Hour (Healthcare Provider) Renewal**  
Event · ECU Internal · 4 hours · \$0.00

This Basic Life Support 4-hour refresher course is for those with previous BLS - Healthcare Provider completion cards. This course includes video and instructor-led training on the American Heart Association Guidelines for Cardiopulmonary Resuscitation. Health Sciences FACULTY/STAFF MAY REGISTER FOR THIS COURSE.

**Price**  
\$0.00



**Available Languages**  
English (US)

**Subjects**  
Health Sciences

**Objectives**

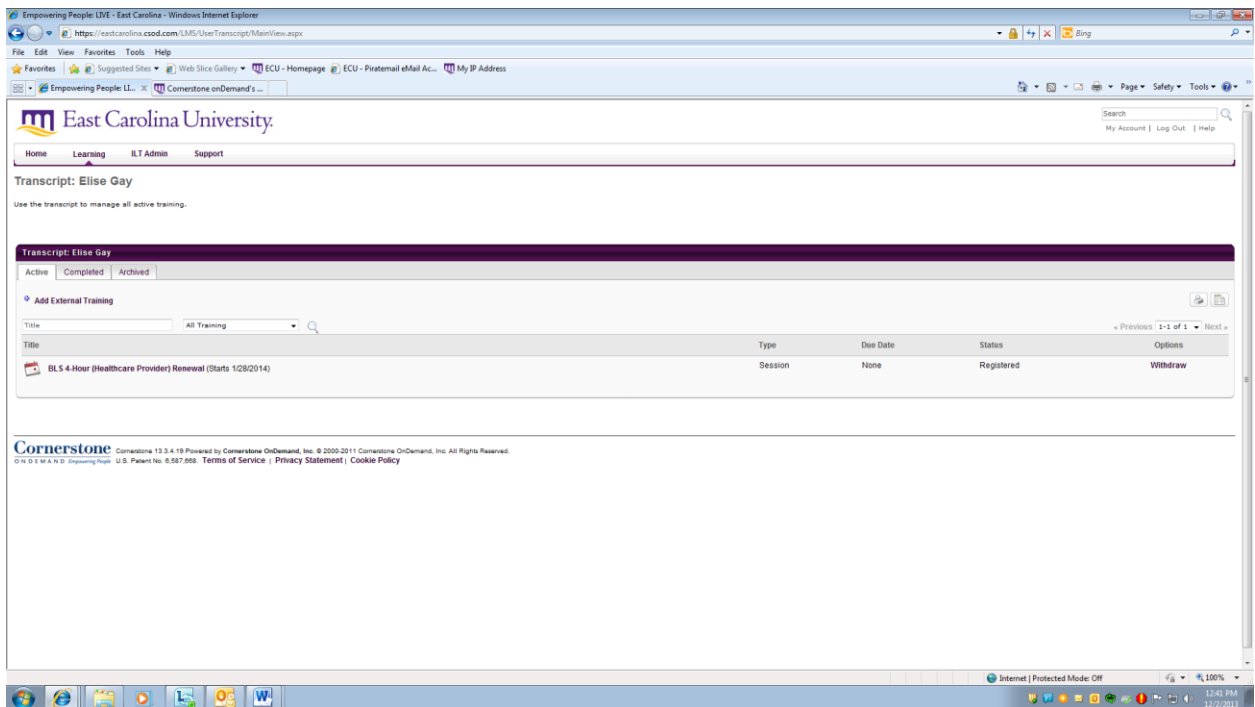
**Training Contact**  
Paige Tyson tysonp15@ecu.edu

**Sessions** Available ▾ View Full Calendar

Available Sessions (27)	Available / Waitlist	Actions
 <b>1806 - Medical Pavilion 9 : 12:30-4:30p : Paige Tyson</b> Session · ECU Internal · 4 hours · \$0.00 Other Facility (See Description) <b>Starts</b> 12/3/2015 - 12:30 PM EST <b>Ends</b> 12/3/2015 - 4:30 PM EST English (US)	0/1	Request ▾
 <b>873 - Medical Pavilion 9 : 8:30a-12:30p : Paige Tyson</b> Session · ECU Internal · 4 hours · \$0.00 Other Facility (See Description)	0/0	Request ▾

7. Your Transcript page will display. The registered event will appear in your transcript.

You have successfully registered for the course! **You can expect an e-mail from the instructor about 1 week prior to the class you have registered for with more class details (location, driving directions, study guides, etc).**



8. You can also use the system to add yourself to a “waitlist” for a course that is already full or receive notifications when new courses become available (“Notify me when sessions are scheduled”). *Again, out of respect for other employees needing this training, please register for only one course and commit to that date. If you do add yourself to multiple courses or waitlists, please remove yourself from un-needed courses/waitlist(s), or contact [tysonp15@ecu.edu](mailto:tysonp15@ecu.edu) to do it for you, once your desired training date is secured.*

9. In the event that you cannot attend a training for which you have registered, it is very important that you “withdraw” yourself from the course or e-mail [tysonp15@ecu.edu](mailto:tysonp15@ecu.edu) to remove you.

For technical questions or problems logging into Cornerstone please contact:

ITCS



252.328.9866 [helpdesk@ecu.edu](mailto:helpdesk@ecu.edu)