**Completing NetLearning Courses from Home**

You must report all time spent on training as hours worked. See instructions for doing so via Paycom Employee Self-Service.

Remote Instructions

1. Ensure you have a compatible device and browser. NetLearning has been tested and should work on the following browsers/devices:
	* Microsoft Edge on various devices
	* Microsoft Internet Explorer (IE) 9 or 11 on various devices
	* Apple Safari on iPhone, iPad and Mac computers
	* Google Chrome on various devices including Android phones
	* Mozilla Firefox (poorest option)

If you have access to a computer or tablet, we recommend using this over a phone as the screen will be larger and easier to read. If not, a mobile phone will work just fine.

If you do not have a compatible device, you will need to make arrangements with Human Resources (651-209-1642 or cdevane@dermatologyconsultants.com) to come into the Drake office to complete your online training by June 3, 2020.

1. Ensure you have an internet connect (WIFI or cellular data)
2. Visit <https://lms.netlearning.com/mynetlearning/Login.aspx?ID=102> from a compatible browser.
3. Enter your email and password and Login. If you need password help, please contact Lisa Thoms at lthoms@dermatologyconsultants.com.
4. Complete all assigned courses by June 3, 2020.

If you are having trouble accessing NetLearning from home, please contact Lisa Thoms or Caryn Devane. If we are unable to assist you successfully, you will need to make arrangements with Human Resources (651-209-1642 or cdevane@dermatologyconsultants.com) to come into the Drake office to complete your online training by June 3, 2020.

Coming to the Drake Office to Complete Training:

* You will be expected to abide by Drake’s safety protocols which will be shared with you ahead of your arrival
* Sanitize your workstation before you use it and after you are finished.
* Clock in/out via the Paycom Time Clock at your assigned workstation.
* Plan to stay until all training is complete.
* Do not perform any other work unless directed
* If you have technical issues while in the office, contact MyTech directly. Others in the office may not be available to assist you due to social distancing measures. If you do require help from someone else, move away from your workstation allowing them to enter your workstation area while keeping distance from each other.