Self-registration for WellSpan Interns in the WellSpan Learning Management System

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](http://www.wellspan.org) and click Remote Access at the bottom of the screen.
2) Click Learning Management System (LMS) to access the application.
3) From the non-WellSpan users section, click click here (right-hand side).
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.