

# CONFLICT OF INTEREST DISCLOSURE INSTRUCTIONS - 2023

1. **INTERNET BROWSER:** Click the link or copy/paste <https://lms.healthcaresource.com/MyNetLearning/Login.aspx?id=120> into the Chrome internet browser/address bar and hit enter. The symplr Learning (NetLearning) Home page will appear.

Note: *Effective July 1, 2021, symplr Learning will no longer support Internet Explorer. Google Chrome is the preferred web browser.*

2. **LOGIN:** Enter your "Login ID" which will be your Employee ID # (if you are employed by Roper St. Francis Healthcare) or enter your assigned ID (example: 010170do)
3. **PASSWORD:** If you have logged into symplr Learning (NetLearning) in the past, use your existing password. If you have not yet created a password, the default will be your last name and the first initial of your first name. Example: John Doe (password = doej). At initial login, you will be prompted to change your password. To reset your password, click "**Forgot Password?**"; for system issues, email [NetLearningSupport@rsfh.com](mailto:NetLearningSupport@rsfh.com).

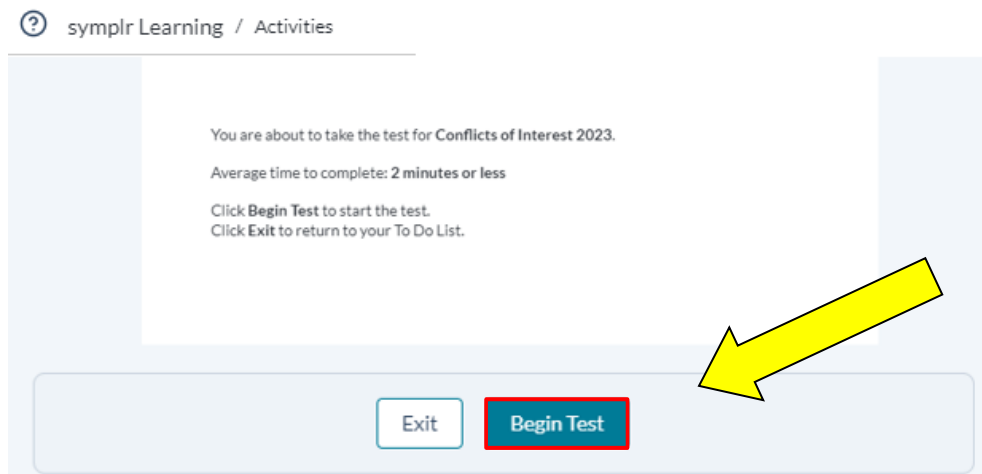


4. symplr Learning will take you to your To Do List on the dashboard where each course is listed. Find the Conflicts of Interest 2023 course and click "**Launch**".

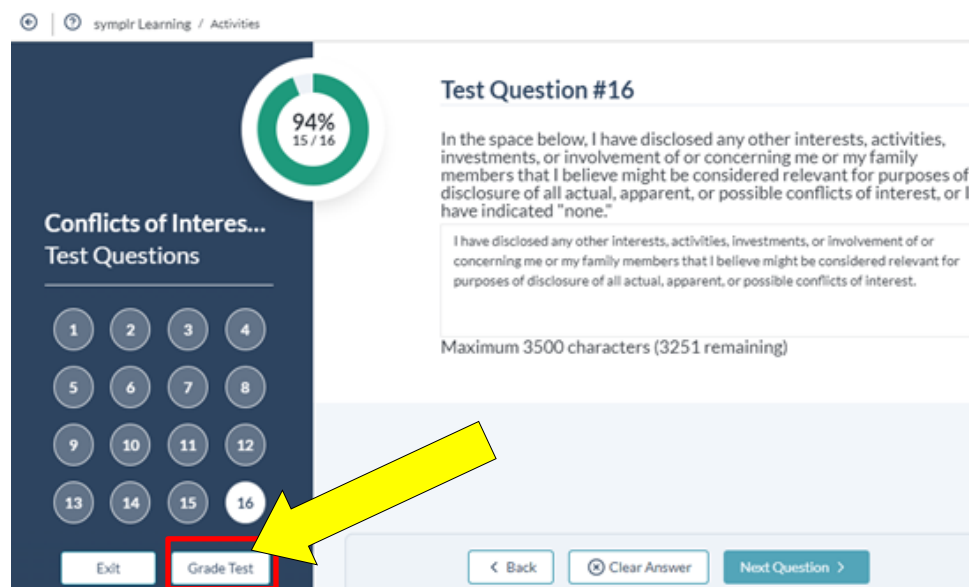
5. The slides are in PDF format and you will scroll down to review each. When you finish reviewing all slides, click the **“Take Test”** button at the top of your screen.



6. Once the Test Introduction screen appears, click the **“Begin Test”** button



7. All responses must be typed as **“Yes,” “No,”** or **“None”**. Answers of **“Yes”** require an additional description or explanation. Type each answer in the box and click **“Next Question”** to proceed. Once all 16 questions are answered, click **“Grade Test”** (bottom left of the screen).



8. Once submitted, the Test Summary screen appears. Click “Exit” to return to your To Do List.

