

NYP Training Instructions for Students

Please go to <http://nyplearningcenter.org/exchange> and follow the instructions under “New Users” section to create an account. Once established, please select:

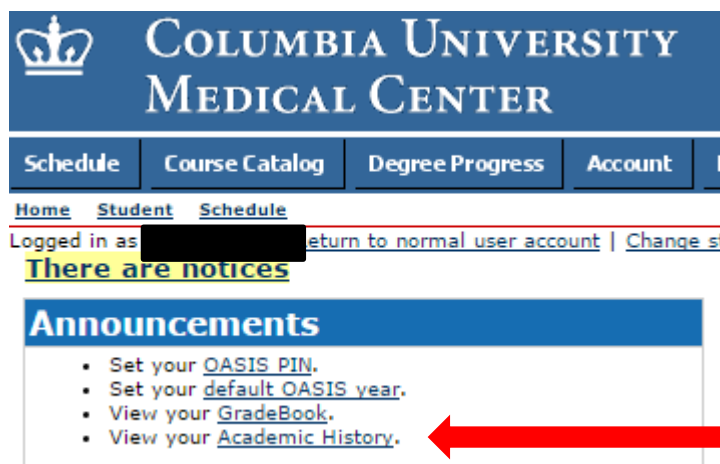
- Under **Courses** tab on the left-hand side: “Hospital Initiatives” (Including Annual Hospital Training and Fire Safety) > “AHT 2016 for Non-Hospital Employees” (the most recent version is posted regardless of its corresponding year)
- Click “**Enroll me**” button
- Complete all 9 topics

Once you complete the training, you should receive a **Certificate of Achievement** (see below).



We will need you to upload this certificate to your Academic History in OASIS by following these instructions:

1. Log in to OASIS: <https://oasis.cumc.columbia.edu>.
2. At the top of your home page under Announcements, you will see “View your Academic History.” Click on the hyperlink to go to your Academic History page.



**COLUMBIA UNIVERSITY
MEDICAL CENTER**

Schedule Course Catalog Degree Progress Account

[Home](#) [Student](#) [Schedule](#)

Logged in as [redacted] [return to normal user account](#) | [Change st](#)

There are notices

Announcements

- Set your [OASIS PIN](#).
- Set your [default OASIS year](#).
- View your [GradeBook](#).
- View your [Academic History](#).

3. Click the link at the top right of the page that says “Edit On.”

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Schedule Course Catalog Degree Progress Account Reselect Year Log out

Logged in as [redacted] Return to normal user account Change student

There are notices

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Medical School [Archived Evaluations](#) [Away Elective Evaluations](#) [OMDA](#)

NYP: Annual Hospital Safety Training (Required annually)
Create an account in the [NYP Learning Exchange](#)

Once you have created an account, please complete the following: Hospital Initiatives (Including Annual Hospital Training and Fire Safety) > **Annual Hospital Training 2014(Clinical)(NOT FOR ATTENDING MDs, NYP EMPLOYEES, AND UNIVERSITY EMPLOYED CLINICIANS).**

Complete all 10 Topics.

Upload your certificate of completion here [View Item History](#)

Fundamentals	View Attribute History (0 entries)
MCY	View Attribute History (0 entries)
D&I	View Attribute History (0 entries)

4. Scroll down the page until you see the **NYP: Annual Hospital Safety Training** section. Click the “Add Files” button under **Fundamentals**, select your certificate of completion (screenshots are fine), and click “Upload.”

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Complete all 10 Topics.

Upload your certificate of completion here [View Item History](#)

Fundamentals [View Attribute History \(0 entries\)](#)

[+ Add files](#) [Upload](#) [Clear all](#)

5. Once your certificate is uploaded, scroll to the bottom of the page and click “Save.”

Please upload your certificate of completion to your Academic History by **Thursday, August 31.**