



# DevelopU

## Quick Reference Guide

### Log In

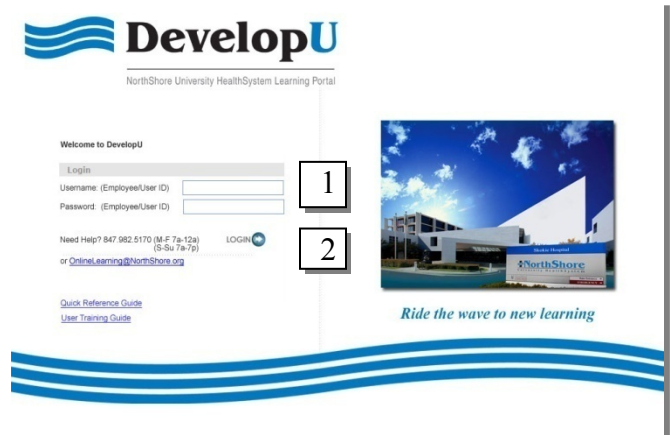
If you are logged into the NorthShore network, click the DevelopU link from the Learning and Development or Epic Training page on Pulse to access the DevelopU Home Page. If you are **not** automatically logged in, you will be taken to the log in screen.

If you are **not on a NorthShore computer**, go to <https://NorthShore.csod.com>.

1. At the log-in, type in your **Username** and **Password**.

**Note: Your 6-digit Employee ID is both your username and password.** If you do not know your Employee ID #, ask your manager or call the help desk at 847-982-5170.

2. Click the Login icon.



### The Home Page

Most employees / users will primarily use the **My Learning** and **Browse All Learning** tabs at the top of the page. **Help & Support** provides instructional materials about how to use DevelopU.



## View and Use *My Transcript*

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### To open your transcript:

1. Hover over the **My Learning** tab at the top of your screen.
2. Click on **My Transcript**.



### This is where you can:

- access your required and elected training
- print your transcript