

Create a Non-Team Member Account

Registration is required to access the BayCare Online Learning Center (OLC) as a Non-team member, for the following user types/roles:

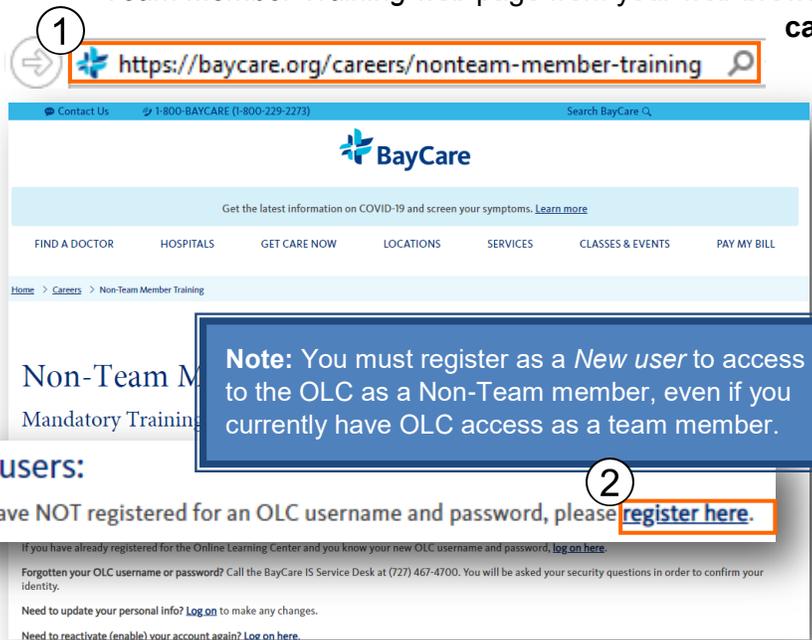
- Students (including physician-sponsored)
- Instructors
- Pastoral Care
- Allied Health Practitioner
- Contractors
- Vendors
- Healthcare Observer
- Residents
- Travelers
- Volunteers
- Procedural Sales Rep
- *Publix* Pharmacy
- Faith Community Nursing
- Team members that need to obtain an NE number for student access to certain software/applications

Once you have completed registration, an NE (non-employee) account is provided to you that you will use to log in to the BayCare OLC. Follow the steps below to register and create an NE account to access the OLC.

First-Time Registration: New Username and Password

- Navigate to the *BayCare Non-Team Member Training* web page from your web browser address bar: <https://baycare.org/careers/nonteam-member-training>.

Team Member Training web page from your web browser address bar: <https://baycare.org/careers/nonteam-member-training>



- Click the **register here** link.



The *Mandatory Training for Non-Team Members* page displays.

Click this link if you are:

- Student (including physician-sponsored)
- Instructor
- Resident
- Faith Community Nursing
- Pastoral Care
- Traveler
- Allied Health Practitioner
- Contractor: Clinical or Non-Clinical
- Vendor
- Volunteer
- Advanced Care Provider
- Healthcare Observer
- *Publix* Pharmacy
- Procedural Sales Rep

Note: Opens the *BayCare Online Learning Center Non Team Member Registration* form.

Click Here to Register

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Current Team Members Only

Click Here to Register

Click this link if you are:

- BayCare Team Member that needs student access to certain software/applications

Note: Opens the *BayCare Team Member NE Registration* form.

3. Click the appropriate registration link based on your user type:

Non-Team Member

4. Scroll down the form to the *User Code* field. Select your **User Code** from the drop-down menu.

In this example, *Contractor-Non-Clinical* is selected.

Note: Remaining form fields may change depending on the *User Code* selected.

* User Code: **CONTRACTOR – NON-CLINICAL** ▼

BayCare Team Member that needs Student access

4. Scroll down the form to the *User Code* field. Select your User Code from the drop-down menu.

In this example, *Student* is selected.

Note: Form fields may change depending on the User Code selected.

* User Code: **STUDENT** ▼

Non-Team Member (cont.)

5. Enter the BayCare **Location** you will be working.

* Location:

6. Enter a valid **Email address**.

Note: It is strongly recommended you enter a personal Email address and not a school Email address.

* Email:

* Confirm Email:

7. Complete **all remaining fields** including fields that are specific to the *User Code* you selected.

In this example, the contractor's **Employer** name would be entered.

* User Code:

* Employer:

8. Click the **Submit** button.

Notes:

- You will be sent an Email confirmation that contains your login credentials.
- If you do not receive a confirmation Email, do not attempt to register again. Call the BayCare IS Service Desk at (727) 467-4700 to receive your login credentials.

BayCare Team Member that needs Student access (cont.)

5. Enter the BayCare **Location** you work.

* Location:

6. Enter your **BayCare Email address**.

* BayCare Email:

* Confirm BayCare Email:

7. Complete all remaining fields including your **BayCare Network Id** (your B#).

* BayCare Network Id:

8. Click the **Submit** button.

Notes:

- Once your registration is completed and verified, you will be sent an Email from *BayCare Information Services*.
- Team Members are to have only ONE login for the Online Learning Center. All training is to be taken under your BayCare Team Member login. **The NE number you are obtaining through this site is for student access into programs only.**