

McLaren Print System Order

Order No: 9937
Order Date: 2015-03-19
User: Katelyn Curtis
Phone: 517-975-6788

Ship Location: McLaren Greater Lansing, Attn: HR
401 W Greenlawn Ave
Lansing, MI 48910

Brochures
Quantity: 500
Paragon Dept No: 90110
Dept Name: Human Resources
Company Number: 160

Order Total Price: 20.38

Item Number: M-453
Item Description: McLaren University Getting Started Guide
Revision Date: 3/2015
Print: 2 sided full color
Paper: 100# Matte Cover
Size: 12 x 18
Fold:
Finish:
Drill:
Misc Info: Order the amount of cards you would like to receive. Finish size: 4.5 x 5.75 inches.

**Getting Started Guide**

1. Obtain your employee ID number located on your MyMcLaren Personal Information Page.
2. Click on the [McLaren University](#) link located in MyMcLaren Home page.
3. On the Login page enter:
User ID:
Enter your employee six digit number.
Password:
Enter your employee six digit number.
5. Change your password. Password is case-sensitive.
6. Login.
7. You are now in the McLaren University at the "My Learning Page."
8. There may be learning programs assigned to you. Note the **Due Date** for your assigned learning programs.
9. Click on the assignment and begin the learning program.
10. At the completion of program, your **My Learning Page** will indicate: complete.
11. Your Manager will be informed of your status.

For questions regarding McLaren University,
email McLaren@university@mcclaren.org,
or call (517) 975-7358.
Response will be within 1 business day
except weekends or holidays.

OVER

M453 (1/15)