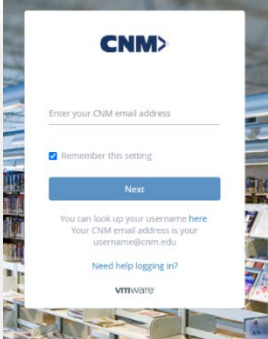
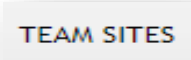


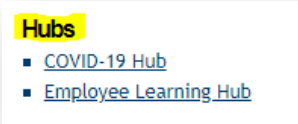
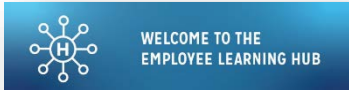
## How to Navigate to CNM's Employee Learning Hub

**Introduction** The CNM Employee Learning Hub is your centralized source for formal, informal, self-directed training, learning, and development information for CNM employees.

**Important System note** If you have trouble, please contact Employee Training for assistance at [EmployeeTraining@cnm.edu](mailto:EmployeeTraining@cnm.edu).

### Step-by-Step:

Step:	Action:
1	Navigate to the CNM SharePoint via a web browser to the following link: <a href="http://share.cnm.edu">share.cnm.edu</a>
2	At the log-in screen, enter your CNM Username and Password:  <i>System note: The screen will allow you to look up your username and provide assistance with resetting Password if necessary.</i> 
3	Once you have logged in, move your mouse to the Team Sites tab at the top menu of the screen. 

4	<p>On the screen, scroll down and locate the CNM Hubs.</p>  <p>The screenshot shows a white box with a yellow header labeled 'Hubs'. Below the header are two blue square bullet points with hyperlinks: 'COVID-19 Hub' and 'Employee Learning Hub'.</p>
5	<p>Select the <b>Employee Learning Hub</b> hyperlink to access the Employee Learning Hub.</p>
6	<p>The system will load the Employee Learning Hub.</p>  <p>The banner is blue with a white icon on the left consisting of a central 'H' inside a circle, surrounded by six smaller circles connected by lines. To the right of the icon, the text reads 'WELCOME TO THE EMPLOYEE LEARNING HUB' in white capital letters.</p>
7	<p>From the Welcome Page you can navigate the site using the menus located at the top of the page, or the button icons as you scroll through the page. The widgets located at the bottom of the page will provide current contact information regarding the training contact specific to your needs.</p>
8	<p>For additional assistance please contact employee training at <a href="mailto:EmployeeTraining@cnm.edu">EmployeeTraining@cnm.edu</a></p>