TIP SHEET

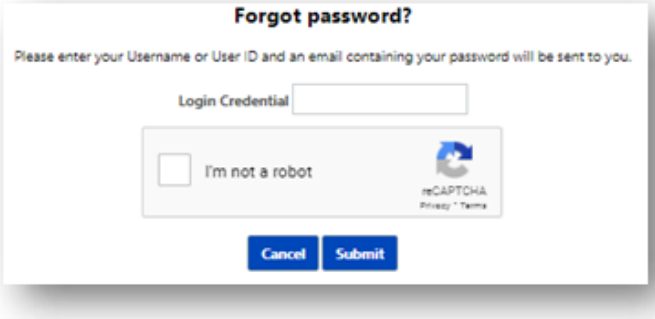
Allen College Student Cornerstone Log In

This tip sheet provides detail for how Allen College students will log in to UnityPoint Health (UPH) Training Station (Cornerstone).

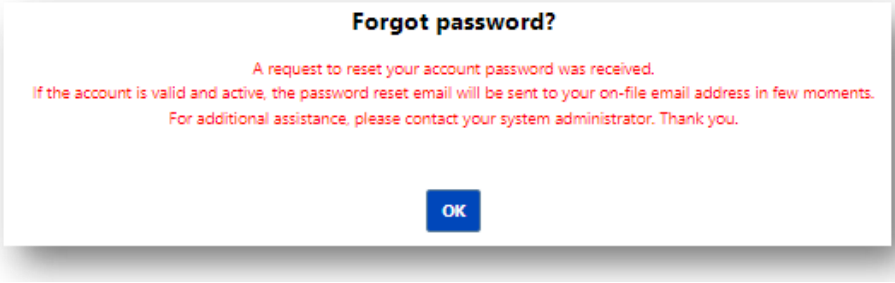
What is Cornerstone?
Cornerstone is a Learning Management System which assigns training modules and tracks student completion of the training modules required by Allen College to meet any general or clinical agreement requirements and/or to be compliant with federal and/or state regulations.

1. Go to: https://unitypoint.csod.com
2. If your username and password have been previously established, input them and click External User Log In.
3. If this if your first time logging in, click the Forgot Password link at the bottom of the log inscreen.

4. The next screen will ask for your Username or User ID. Your Username is your new Allen College email address. **Note – You need to access your Allen College email **BEFORE** you log into the UPH Training Station*



5. Check the box next to I'm not a robot and follow the instructions. Then click Submit.
6. The following message will appear:



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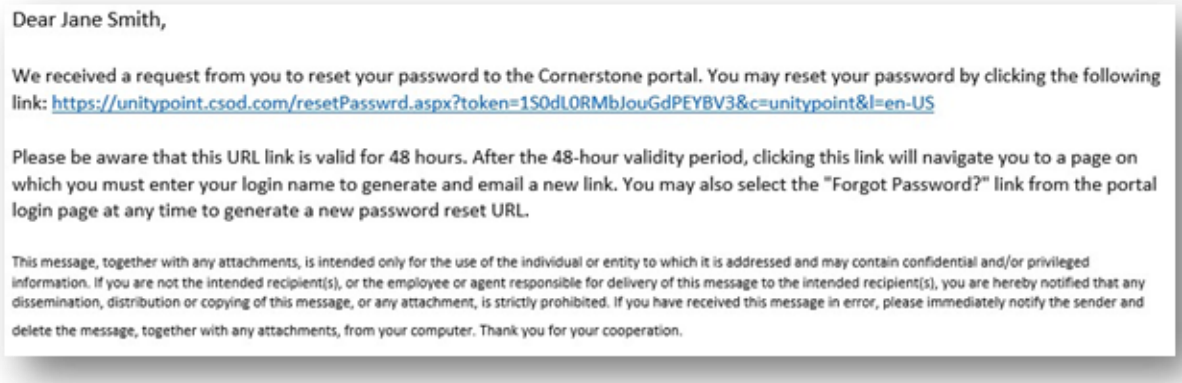
7. An email with a link to create a new password will be sent to the email associated with your account:



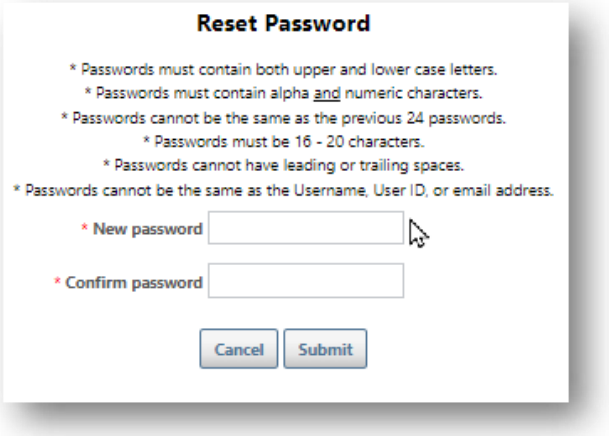
Dear Jane Smith,

We received a request from you to reset your password to the Cornerstone portal. You may reset your password by clicking the following link: https://unitypoint.csod.com/resetPasswrd.aspx?token=1S0dL0RMbJouGdPEYBV3&c=unitypoint&l=en-US

Please be aware that this URL link is valid for 48 hours. After the 48-hour validity period, clicking this link will navigate you to a page on which you must enter your login name to generate and email a new link. You may also select the "Forgot Password?" link from the portal login page at any time to generate a new password reset URL.

This message, together with any attachments, is intended only for the use of the individual or entity to which it is addressed and may contain confidential and/or privileged information. If you are not the intended recipient(s), or the employee or agent responsible for delivery of this message to the intended recipient(s), you are hereby notified that any dissemination, distribution or copying of this message, or any attachment, is strictly prohibited. If you have received this message in error, please immediately notify the sender and delete the message, together with any attachments, from your computer. Thank you for your cooperation.

8. Click the link provided in the email to launch the password reset page:



Reset Password

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha and numeric characters.
* Passwords cannot be the same as the previous 24 passwords.
* Passwords must be 16 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.

* New password

* Confirm password

Cancel Submit

9. Enter a new password that meets the listed requirements into both the New Password and Confirm Password spaces, then click Submit.

10. You will be redirected to the log in screen where you will use your Username and new password to log in.

11. Once you re-enter your Username (email address) and newly created password, then click on the lighter blue button that says External User Login.

External User Log In

Instructions after logging in

1. After logging in, click on View Transcript
2. You should see WLA Allen College Student Mandatory Modules New Students
3. Click “Open Curriculum”
4. You will then see numerous modules that need to be completed.

If you are having troubles logging in, please contact the UnityPoint Health support team at (888) 543-2275. Other questions can be directed to Allen College Academic Affairs at (319) 226-2517 or Michelle.Schellhorn@allencollege.edu

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