Quick Start Guide

Login instructions

For your convenience, iAspire is accessible from work or home using your Bon Secours (ads) username and password. If you've forgotten or not yet received your Bon Secours username and password, please contact the Information Services Support Center (ISSC) at 1-866-809-9259 or at support.BonSecours.com.

From work

1. From the IRIS home page, locate **iAspire** in the **Quick Links** section.
2. If using Internet Explorer, enter your Bon Secours credentials (the same username and password you use to get into your computer or workstation) into the two boxes that appear.
3. If using Chrome, in the first box, type "ads\" before your username: *ads\username.* (Do not include a space after the \). In the second box, type your password.

From home

1. Visit www.bonsecours.com and scroll to the bottom of the page.
2. From the bottom of the page, click **For Employees** and click the iAspire link.
3. If using Internet Explorer, enter your Bon Secours credentials (the same username and password you use to get into your computer or workstation) into the two boxes that appear.
4. If using Chrome, in the first box, type "ads\" before your username: ads\username. (Do not include a space after the \). In the second box, type your password.

How to view and complete assigned education

Newly hired employees have 90 days to complete assigned onboarding training.

1. To see what classes have been assigned to you, hover over **Learner Home** and select **Transcript**.
2. For online courses, click **Launch** to complete the course.

How to search and register for classes to develop your potential

Bon Secours offers a variety of classroom and online learning opportunities to help develop your potential. Take advantage of these opportunities! Consider taking a class every quarter for your own development.

1. To browse these opportunities, use the **Search for Learning** window at the top of the screen on **Learner Home**.
2. Type one or more terms into the search box, and iAspire will show you all the courses that match any of your search terms.
3. Once you've located the training session you want, click **Request**. The session will be added to your active transcript.