



How to Access ArchCare WIO e-Learning: A Guide for Users

Step-by-Step Instructions

How to Log On to e-Learning



1. Visit www.archcare.org/wio or email wio@archcare.org for information on how to request access to our e-learning system.
2. If you already have a User ID and Password go to <https://elearning.archcare.org> to begin.
3. Log on using your User ID (your e-mail address) and password. Click on “Go”. If you have trouble logging on click on “Forgot User ID or Password?” and enter in your e-mail address to retrieve it.

Sign In


The Continuing Care Community
of the Archdiocese of New York

Language

1 User ID

2 Password

3

4 [Forgot your User ID or Password?](#)





4. If you still have issues logging on please contact wio@archcare.org.



How to Take Courses



1. My Courses – Click here to see all course assigned to you or completed.
2. Enrolled – Click here to see all course you have been registered for or currently taking.
3. Course Icon – Click here to open the course and see details.
4. Launch Course Icon – Click here to start the course.

The screenshot shows the Archcare web application interface. At the top left is the Archcare logo with the tagline "The Continuing Care Community of the Archdiocese of New York". To the right are two navigation tabs: "My Courses" (highlighted in gold) and "Course Catalog". Below the tabs are three filter buttons: "Enrolled", "Completed", and "Transcript". The "Enrolled" filter is active, and below it are "Expired Courses" and "Help" buttons. A table lists two courses. The first course, "Health Literacy in Long-Term Care", is highlighted in blue. Below the table, a legend explains the icons: a blue arrow icon for "Launch Course" and a blue document icon for "Course".

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Score	Prerequisites	Info
Health Literacy in Long-Term Care	0%	Not Attempted	2018-06-13		2018-09-11	0		 
Person and Family Centered Care	0%	Not Attempted	2018-06-06		2018-09-04	0		 

Legend:  Launch Course: Click to Open the Course or Unit |  Course: Open to View Units and/or Resources

How to Enroll in Courses



1. Course Catalog – Click here to see all courses available to you.

2. Enroll – Click here to enroll yourself in any of the available courses.

*Note: if a course option is already checked, you are already enrolled in the course. Go to “My Courses” to access.

3. Click Yes – When the “Enroll” box pops up, click “Yes” to confirm your enrollment.

The screenshot shows the Archcare website interface. At the top left is the Archcare logo. Below it are two tabs: "My Courses" and "Course Catalog", with "Course Catalog" selected and marked with a red circle containing the number 1. The main content area contains search filters for Title, Description, Tags, Locations, Start Date, and End Date. Below the filters is a table of courses. The first row is highlighted in green and has an "Enroll" button marked with a red circle containing the number 2. The other rows show "Enrolled" status. An "Enroll" dialog box is open on the right, asking "Are you sure you want to enroll?" with "Yes" and "No" buttons, and is marked with a red circle containing the number 3. The dialog box also contains a question mark icon and the text: "This action will enroll you in the selected item." Below the dialog box, there is a small text block: "delivering excellent customer service. This module is intended for... (30 minutes) This module is intended for... designed to assist students... customer service. Through... delivering excellent customer service."





Completed Courses




1. **Completed Courses** – Allows you to see courses you have already taken and “retake” them if you would like to further review information.



The screenshot shows the Archcare website interface. At the top left is the Archcare logo with the tagline "The Continuing Care Community of the Archdiocese of New York". To the right are two tabs: "My Courses" (active) and "Course Catalog". Below the tabs are three filter buttons: "Enrolled", "Completed" (selected), and "Transcript". Under the "Completed" filter are two sub-buttons: "Expired Courses" and "Help".

The main content area is a table with the following columns: Title, % Complete, Status, Enroll Date, Expiration, Due Date, Score, Prerequisites, and Info. A red circle with the number "2" is placed over the first row of the table.

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Score	Prerequisites	Info
 Health Literacy, Promotion and Population Health	100%	 Completed	2018-05-25			0		 

Below the table is a detailed view for the selected course, highlighted in blue. A red circle with the number "3" is placed over this section. It has columns for "Course Item", "Status", "Score", and "Prerequisites".

Course Item	Status	Score	Prerequisites
 Health Literacy, Health Promotion and Population Health	Completed		

At the bottom of the page is a legend box with the following text: "Legend:  Launch Course: Click to Open the Course or Unit |  Course: Open to View Units and/or Resources".

Transcript and Completion Certificates



1. **Transcript** – Allows you to view and print your transcript, which includes all WIO courses you have completed or are currently enrolled in.
2. **Certificates** – Allows you to view and print a Certificate of Completion for each Course.

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My Courses Course Catalog

Enrolled Completed **Transcript**

Transcript Expired Courses Help

Report Options:

Summary Transcript Include Inactive Courses

Run Report Print Report Download Generated Report Help

ArchCare Workforce Investment Organization

Date Created Thu, 14 Jun 2018 16:38:49 GMT

Course ID	Title	Score	Completion %	Pass Date	Enrollment Date	H
WIOHIGN002HealthLit	Health Literacy, Promotion and Population Health		100%	2018-05-31	2018-05-25	0.5
WIOHIGN003PFCC	Person and Family Centered Care		0%		2018-06-06	
WIOHIGN001HealthLit	Health Literacy in Long-Term Care		0%		2018-06-13	

Certificate of Training

This certifies that
Jose Vieira

Has successfully completed the
training program requirements for
Health Literacy, Promotion and Population Health

Awarded on this 31st day of May 2018

Hugo Pizarro
Sr. Vice President, Chief Experience Officer

archcare Workforce Investment Organization
The Continuing Care Community
of the Archdiocese of New York



Questions & Comments?

Contact WIO Support:

Email: wio@archcare.org

Phone: 1-800-378-7845