



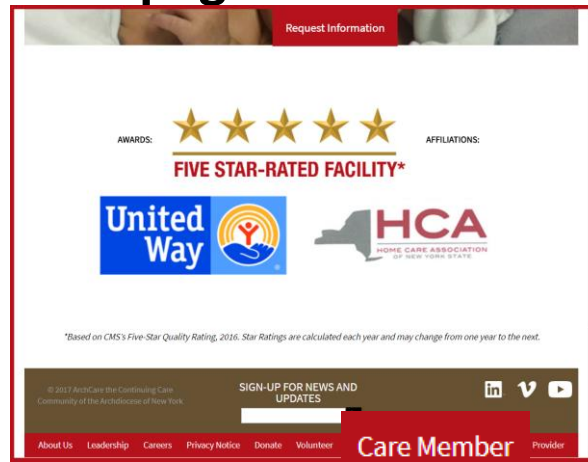
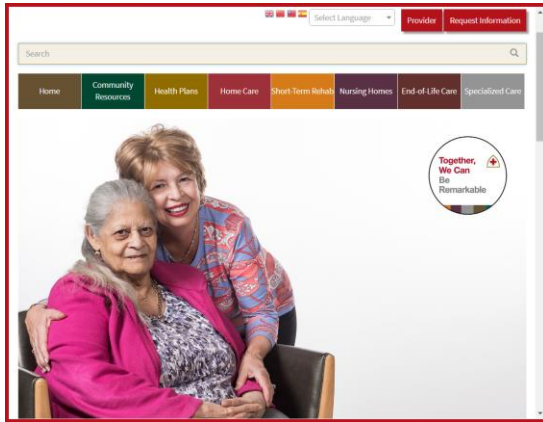
How to Access e-Learning

Step by Step Instructions

Step 1 – 3



1. Visit www.archcare.org
2. Scroll to the bottom of the page. Click on “Care Member”.



3. Click “e-Learning”

QUICK LINKS

- [eMail Outlook Web App](#)
- [Care Member Secure SendthisFile](#)
- [Vendor Secure SendthisFile](#)
- [Technical Support](#)
- [ArchCare Secure Mail](#)
- [Care Coins](#)
- [e-Learning](#)
 - [Step by Step Instructions - How to Access e-Learning](#)
- [Annual Evaluations](#)
- [Paperless Checks](#)

Step 4 – 5



4. Sign In with your username and password

- Issues logging in? Contact Jose Vieira, jvieira@archcare.org

Sign In

Language: English

User ID: jvieira

Password: [masked]

Go

5. My Courses will show courses you are currently enrolled in

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My Courses My Calendar Course Catalog

Enrolled Completed Transcript

Enrolled Help

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Score	Prerequisites	Info
IT Education: Awareness and Security	20%	Started	2015-06-12			100		
Name	% Complete	Status		Score	Expiration	Prerequisites		
ArchCare IT Awareness	100%	Passed		100				
IT Education: Acceptable Use	0%			0				
IT Education: Installing Software	0%			0				
IT Education: Preventing Viruses and Malware	0%			0				
IT Education: Password Security	0%			0				
Nursing Aide Certification Final Exam	0%	Not Attempted	2015-04-16			0		

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

Step 6



6. To start a course click on the Window icon for the course and then the Window Icon with the Arrow to launch it. Use the legend in the bottom of the screen for further guidance.

The screenshot shows a user interface for managing enrolled courses. At the top, there are tabs for 'Enrolled', 'Completed', and 'Transcript'. The 'Enrolled' tab is active. Below the tabs is a header bar with the word 'Enrolled' and a 'Help' button. A table lists the enrolled courses with columns for Title, % Complete, Status, Enroll Date, Expiration, Due Date, Score, Prerequisites, and Info. Two courses are listed: 'IT Education: Awareness and Security' (20% complete, Started) and 'Nursing Aide Certification Final Exam' (0% complete, Not Attempted). A red arrow points to the 'Nursing Aide Certification Final Exam' row. Below the table, a 'Course Item' table shows 'NA CERTIFICATION CLASS FINAL EXAM' with a status of 'Not Attempted'. A red arrow points to the 'Launch Course' icon (a window with an arrow) next to the course item. At the bottom, a legend explains the icons: 'Launch Course: Click to Open the Course or Unit', 'Course: Open to View Units and/or Resources', and 'Curriculum: Open to View Courses'.

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Score	Prerequisites	Info
IT Education: Awareness and Security	20%	Started	2015-06-12			100		
Nursing Aide Certification Final Exam	0%	Not Attempted	2015-04-16			0		

Course Item	Status	Score	Prerequisites
NA CERTIFICATION CLASS FINAL EXAM	Not Attempted		

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

Step 7



7. To Enroll in a course go to the Course Catalog and then click on the enroll icon for any course you are interested in. Click on My Courses to then begin the course.

The screenshot shows the ArchCare web application interface. At the top, there are navigation tabs: 'My Courses', 'My Calendar', and 'Course Catalog'. A red arrow points to the 'Course Catalog' tab. In the top right corner, the user is identified as 'Jose Vieira (Student)'. Below the navigation is a search area with fields for 'Title', 'Description', 'Tags', 'Locations', 'Start Date', and 'End Date'. A red arrow points to the 'Search' button. Below the search area, there is a table of courses. A red arrow points to the 'Enroll' button for the first course, 'ArchCare E-mail and Phone Etiquette - Web Based'. Below the table, a modal dialog titled 'Enrolled' is displayed. A red arrow points to the 'My Courses' button in the modal dialog.

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My Courses My Calendar Course Catalog Jose Vieira (Student) Help

Title Description Tags Locations Start Date End Date Search Clear Search

Result: 1 to 14 of 14 Page: 1

Enroll	Title	Description
Enroll	ArchCare E-mail and Phone Etiquette - Web Based	After this course you will be familiar with proper etiquette when communicating via e-mail and phone.
Enrolled	DSRIP 101 - Web Based	Introduction to The Delivery System Reform Incentive Payment Program.
Enrolled	Effective Communication: Additional Atomic Training - Web Based	
Enroll	Introducing the ArchCare Care Coins Program - Web Based	

Enrolled

You have been successfully enrolled (or added to an approval or waiting list). If no approvals are needed then this course has been added to your My Courses tab. To get to the course, click **My Courses**.

OK My Courses

Step 8



8. Go to Transcript under My Courses to view your course history, print a transcript, and print a completion certificate if applicable.

Course ID	Title
ChangesInMLTCSession1	Changes in Managed Long Term Care (Web Based)
5dysfunctionsTrust	The Five Dysfunctions of a Team: TRUST (The Five Dysfunctions of a Team Leadership Development Course: TRUST)
WebinarExcelFormulas	Microsoft Excel 2013: Formulas and Functions (Web Based)
ArchCarePWDEducation	PWDD Education: Assisting the Bed Bound Patient in the (Web Based)

Certificate of Learning

This certifies that

Jose Vieira

Has successfully completed the learning program requirements for

The Five Dysfunctions of a Team: TRUST

Awarded on this 12th day of May 2015

Hugo Pizarro
Vice President, Human Resources


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Click on Course Catalog to see a list of available courses.


 ArchCare E-mail and Phone Etiquette - Web Based


 DSRIP 101 - Web Based


 Effective Communication: Additional Atomic Training - Web Based


 How to Save E-mail - Procedure on Saving E-mail


 Introducing the ArchCare Care Coins Program - Web Based


 Lifestyle Changes for Healthy Living - Web Based

 LinkedIn 101: How to create a profile - Web Based


 Microsoft Excel 2013: Formulas and Functions - Web Based


 Microsoft Word 2013: MS Word 101 - Web Based


 MS Office 2013 Advanced - Mail Merge


 Nursing Aide Certification Final Exam - Web Based

 Occurrence Reporting - Web Based

 Patient Safety within the Neuro Unit - Web Based

 Recorded Webinar - The Basics: PowerPoint 2013 - Web Based

 Steppin' Out: Walking to a Healthier You! - Web Based

 The Essentials: Microsoft Outlook 2013 - Web Based



Questions & Comments?

Contact Jose Vieira, jvieira@archcare.org