



How to Access ArchCare WIO e-Learning

Step-by-Step Instructions

How to Log On to e-Learning



1. Visit www.archcare.org/wio 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>.
3. Logon 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.

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The Continuing Care Community
of the Archdiocese of New York

Sign In

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1 Language English

2 User ID jvieira@archcare.org

3 Password

4 Go

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 of the logo are two tabs: "My Courses" (highlighted in gold) and "Course Catalog". A red circle with the number "1" is placed over the "My Courses" tab. Below the tabs is a navigation bar with "Enrolled", "Completed", and "Transcript" buttons. The "Enrolled" button is selected, and a red circle with the number "2" is placed over it. Below the navigation bar is a table of enrolled courses. The first row is highlighted in blue and has a red circle with the number "3" over its "Course Icon" column. The table has columns for Title, % Complete, Status, Enroll Date, Expiration, Due Date, Score, Prerequisites, and Info. The first course is "Health Literacy in Long-Term Care" with 0% completion and a "Not Attempted" status. Below this table is a detailed view for the selected course, with a red circle with the number "4" over the "Launch Course" icon. This view shows "Course Item", "Status", "Score", and "Prerequisites" for "Health Literacy in Long-Term Care". Below the detailed view is another row for "Person and Family Centered Care". At the bottom of the interface is a legend: "Legend: [Launch Course icon] Launch Course: Click to Open the Course or Unit | [Course icon] Course: Open to View Units and/or Resources".

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Score	Prerequisites	Info
 Health Literacy in Long-Term Care	0%	<input type="radio"/> Not Attempted	2018-06-13		2018-09-11	0		 
Course Item Status Score Prerequisites								
 Health Literacy in Long-Term Care		Not Attempted						
 Person and Family Centered Care	0%	<input type="radio"/> 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

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 'My Courses' page in the Archcare system. The page is titled 'Completed' and features a table of course information. A red box highlights the 'Completed' tab, and another red box highlights the course row. A third red box highlights the 'Course Item' sub-table. A legend at the bottom explains the icons used in the course row.

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My Courses | Course Catalog

Enrolled | **Completed** | Transcript

Completed | Expired Courses | Help

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

Course Item | Status | Score | Prerequisites

Health Literacy, Health Promotion and Population Health	Completed		
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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.

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

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

 Workforce Investment Organization



Questions & Comments?

Contact WIO Support, wio@archcare.org

Or WIO Manager, Chelsea Brock, cbrock@archcare.org