Human Resources

STUDENT COMPLIANCE TRAINING HELP GUIDE

AVAILABLE VIA CHILDREN'S SELF SERVICE
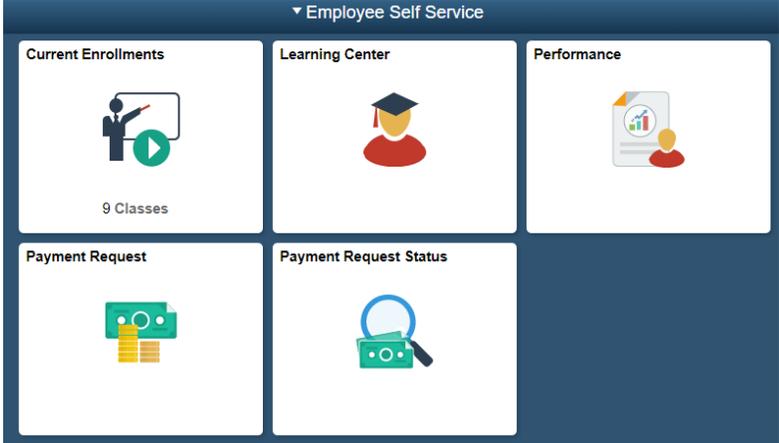
Children's

MINNESOTA

Off-Site: Access Compliance Training

Follow these instructions if you are completing compliance training from a remote location.

1. Use the Google Chrome web browser to access this link: **https://www.childrensmn.org/signin/**

2. Select **Secure Access Instructions** for step-by-step guidance on accessing Children's Self Service.

Children's Secure Access

Username

Password

Enter your Children's **Username** and **Password**

SIGN IN

Resources

Secure Access Instructions

Security and Privacy Statement

EMR View Enrollment

EMR View Instructions

Vendor Portal

VENDOR SIGN IN

3. Once you are logged into Children's Self Service, select the **Current Enrollments** tile from your Employee Self Service homepage.

▼ Employee Self Service

Current Enrollments

9 Classes

Learning Center

Performance

Payment Request

Payment Request Status

4. Select **Launch** to begin each course.

‹ Employee Self Service	Current Enrollments		
Enrolled Classes			
Title	Delivery Method	Action	
2018 Infection Prevention Control	eLearning (Self-Paced)	Launch	
2018 Positive Environment and Harassment Prevention	eLearning (Self-Paced)	Launch	
2018 Workplace Violence Prevention	eLearning (Self-Paced)	Launch	

STUDENT COMPLIANCE TRAINING HELP GUIDE continued
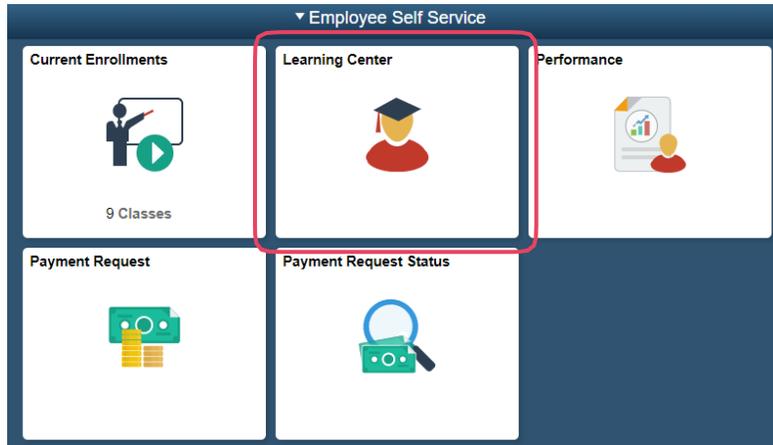## AVAILABLE VIA CHILDREN'S SELF SERVICE

On-Site on Children's Device: Access Compliance Training

Follow these instructions if you are completing compliance training from a Children's location, using a Children's computer.
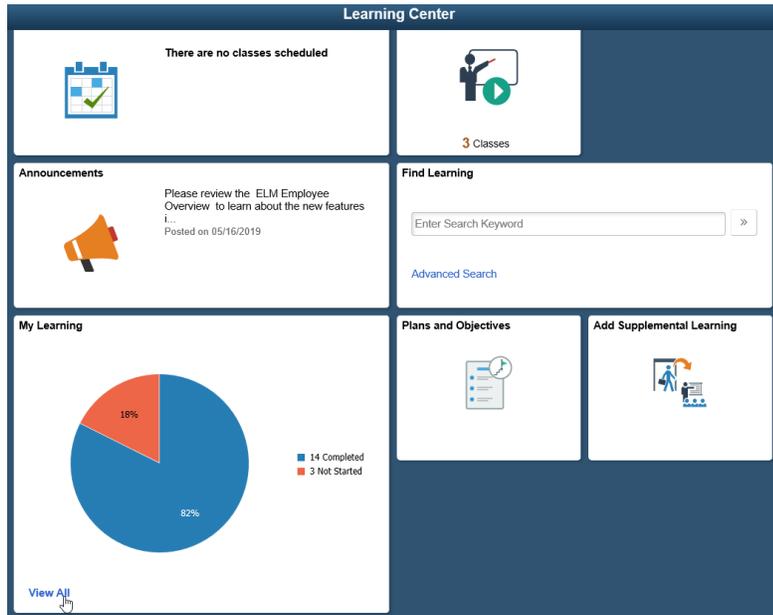
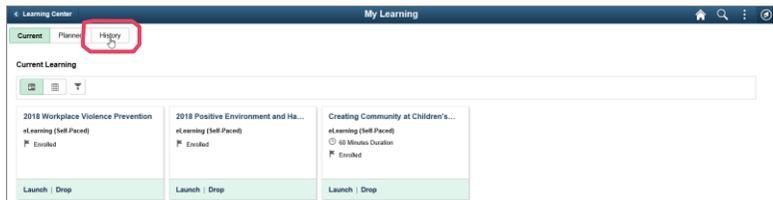|	
1. Log into Children's **Self Service** from **Star Net** (located at the top right of the homepage). Log into Self Service using your network name and password.	
2. Select the **Current Enrollments** tile from your Employee Self Service homepage.	
3. Select **Launch** to begin each course.	

Confirm Completion

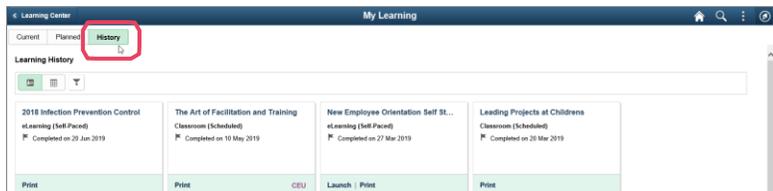1. Select the **Learning Center** tile from your Employee Self Service homepage.

2. In the **My Learning** tile, select **View All**.

3. Select the **History** tab.

4. View completed curriculum and courses here.

Having trouble?

- We recommend you access courses on a Children's device (the IT Service Desk does not support or troubleshoot issues on personal devices).

- Use the Chrome web browser.

- Refresh your web browser.

- Contact the **IT Service Desk at x4-5000 or 952-992-5000**. They can assist with any access or completion issues.

- If your compliance training program is still showing as incomplete and you believe you have completed all courses, confirm completion by viewing the History tab under the **My Learning** tile.

- If you are experiencing issues with your personal computer or mobile device, here are additional tips:

  - Delete your temporary files and cookies.

  - Enable pop-up blockers.

  - Launch a course when you have enough time to complete it. Launching a course and then leaving it inactive for several minutes will cause the course to time out. This may result in your course completion score not recording properly.

  - Print or save a copy of the course completion page for your records.

  - If you get a warning box while taking a course, click **Cancel** and restart the course. You may be able to resume where you left off.

  - The quality of your internet and network connection affects the playback quality of videos, audio and special effects.