

ANNUAL MANDATORY TRAINING HELP GUIDE



AVAILABLE VIA SELF SERVICE

What is AMT: Annual Mandatory Training (AMT) consists of required compliance training eLearn courses. AMT keeps us up to date with need-to-know information necessary to maintain compliance status with a variety of regulatory bodies and keep kids safe.

Who is it for: New and existing employees, contractors and trainees at Children's Minnesota.

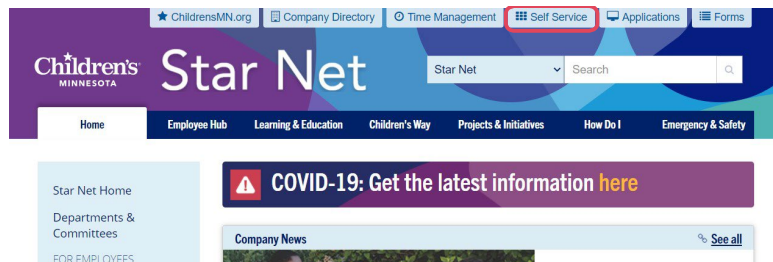
When is it due:

- New trainees must complete their AMT 1-2 weeks before their rotation begins.
- Existing employees trainees must complete their AMT annually by the deadline.

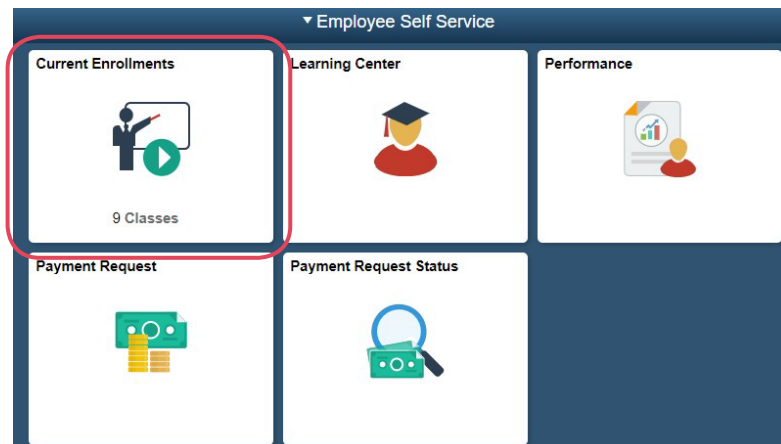
Children's Minnesota Device: Access Training

Follow these instructions if you are completing training using a Children's Minnesota computer.

1. Log into **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.



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

Employee Self Service

Current Enrollments

Enrolled Classes

Title	Delivery Method	Action
2018 Infection Prevention Control	eLearning (Self-Paced)	<div>Launch</div>
2018 Positive Environment and Harassment Prevention	eLearning (Self-Paced)	<div>Launch</div>
2018 Workplace Violence Prevention	eLearning (Self-Paced)	<div>Launch</div>

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Children's

MINNESOTA

Non-Children's Minnesota Device: Access Training

Follow these instructions if you are completing training using a non-Children's Minnesota device.

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 Minnesota 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. After logging into the Children's Secure Remote Access Portal, click on the Preferences button

4. Click on the General tab.

5. In the Old Password field, type your current password.

6. Type your new password in the New Password field.

Password requirements:

- Password cannot contain user id, first name, or last name
- Minimum of 8 characters and maximum of 15 characters
- Combination of letters and numbers (Ca5e5eNaT1Ve)
- A non-alphanumeric character may be used, but is not required (i.e. \$, #, %,!, etc.)

Children's

MINNESOTA

Logged-in as: Home Meeting Preferences Sign Out

Welcome to Children's Secure Access.

Web Bookmarks

Submit a Ticket to the ITS Help Desk

Preferences

User Home General Pulse Collaboration Advanced

Change Password

Old Password:


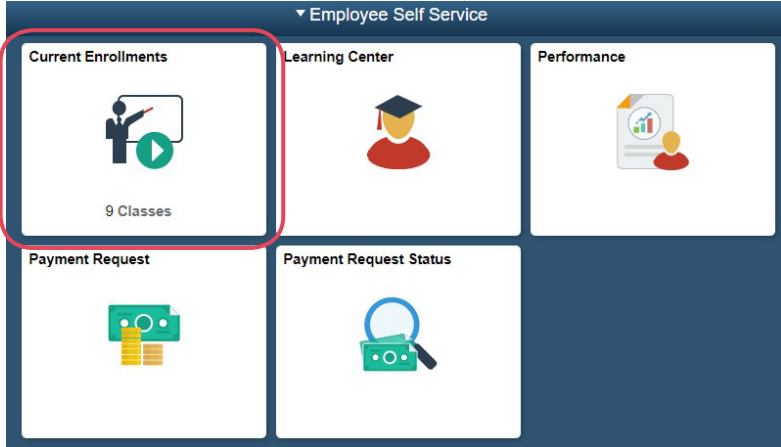

New Password:

Confirm Password

Change Password

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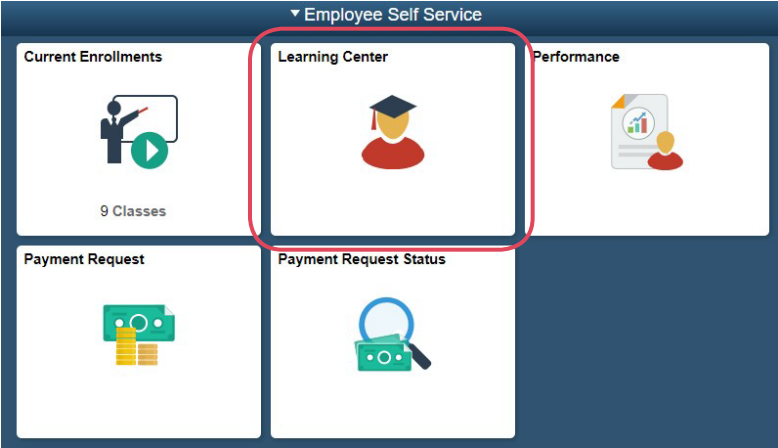
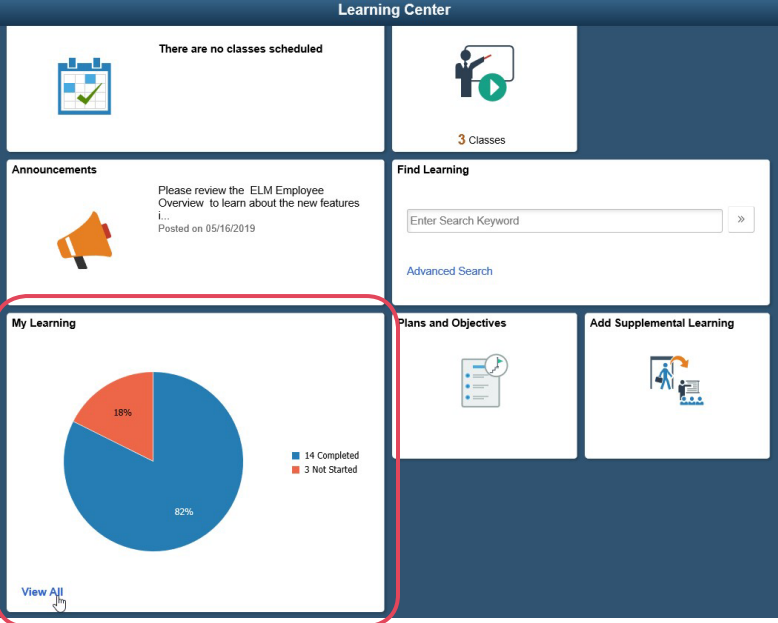
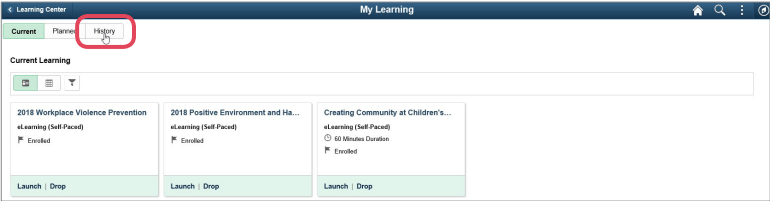
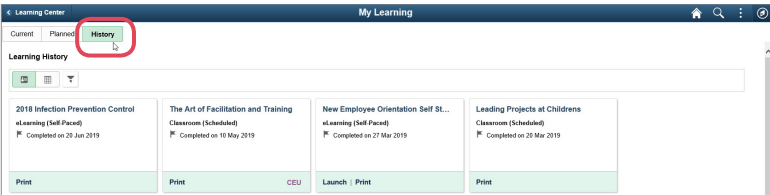
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<p>7. Type your new password again in the Confirm Password field.</p> <p>8. Click on Change Password.</p>													
<p>9. Once you are logged into Secure Access, select Employee Self Service.</p>													
<p>10. Select the Current Enrollments tile from your Employee Self Service homepage.</p>													
<p>11. Select Launch to begin each course.</p>	 <table><tr><th>Title</th><th>Delivery Method</th><th>Action</th></tr><tr><td>2018 Infection Prevention Control</td><td>eLearning (Self-Paced)</td><td>Launch</td></tr><tr><td>2018 Positive Environment and Harassment Prevention</td><td>eLearning (Self-Paced)</td><td>Launch</td></tr><tr><td>2018 Workplace Violence Prevention</td><td>eLearning (Self-Paced)</td><td>Launch</td></tr></table>	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
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Confirm Completion

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1. Select the Learning Center tile from your Self Service homepage.	 <p>The screenshot shows the 'Employee Self Service' homepage with a grid of tiles. The 'Learning Center' tile, featuring a graduation cap icon, is highlighted with a red rectangular box. Other visible tiles include 'Current Enrollments' (9 Classes), 'Performance', 'Payment Request', and 'Payment Request Status'.</p>
2. In the My Learning tile, select View All .	 <p>The screenshot shows the 'Learning Center' interface. The 'My Learning' section, which contains a pie chart showing '14 Completed' (82%) and '3 Not Started' (18%), is highlighted with a red box. A 'View All' link is visible at the bottom left of this section. Other sections include 'Announcements', 'Find Learning' (with a search bar), and 'Plans and Objectives'.</p>
3. Select the History tab.	 <p>The screenshot shows the 'My Learning' page with the 'History' tab selected and highlighted by a red box. The 'Current Learning' section displays three courses: '2018 Workplace Violence Prevention', '2018 Positive Environment and Ha...', and 'Creating Community at Children's...'. Each course has a 'Launch Drop' button.</p>
4. View completed curriculum and courses here.	 <p>The screenshot shows the 'My Learning' page with the 'History' tab selected. The 'Learning History' section displays four completed courses: '2018 Infection Prevention Control', 'The Art of Facilitation and Training Classroom (Scheduled)', 'New Employee Orientation Self St...', and 'Leading Projects at Childrens Classroom (Scheduled)'. Each entry includes a 'Print' button and a completion date.</p>

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Having trouble?

- We recommend you access courses on a Children's Minnesota 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 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.
- During completion of the courses, you may find that the exit button in each courses is not showing up, it becomes hidden behind a small icon on the top left. You need to click on the arrows to expand the section to see the exit button.
- **TROUBLESHOOTING NOTE:** These trainings are available one-business day following the approval of your enrollment with Children's Minnesota.
- **PASSWORD ISSUES:** If you only have a temporary password (ie: Kidsxxxx), you'll need to first reset your password before gaining access to the trainings.
 - Log in the the Children's Minnesota Secure Access page using your CE number and temporary password: <https://www.childrensmn.org/signin/>
 - Find the "new user password reset" link in the list of web bookmarks (see image on top right) and reset your password
 - Log off completely and then log back in to be taken to the Children's Self-Service menu.