

COMPLIANCE TRAINING START-UP GUIDE

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For First-Time Learners

To assist newer learners, we have compiled a quick, step-by-step guide to navigating the compliance courseware. We suggest you print this document for reference.

1) Navigate to the Website

To launch the compliance web-training, open up your web browser. In the address bar, type the following information:

<http://hsfref/hccs/> If unable to connect, try: <http://192.168.144.23/hccs/>

2) Pop-Up Blockers

If you are running a pop-up blocker, a page similar to the one at right may appear.

Note the link that says "Launch Course" (it is circled on the diagram).

Click that link to open the training.

Training has been launched in another window. Do not close this window unless you have completely logged out of the courseware.

Click [here](#) to return to the training window.

Click [here](#) to close this window.

If this course has not started in another window and you are seeing only this window, please select "Launch Course" now.

If this link does not work, please exit now, disable any 'Pop-up Blocker' application and restart the courseware.

'Pop-up Blockers' are applications which disable browser pop-up windows. If the course is not launching correctly, the most likely cause is a Pop-up Blocker application. For more information about pop-up blockers, click [here](#).

3) Log-On Screen

In the appropriate boxes, enter your first name, last name, and J number. Your J number is located in the upper left hand corner of your time sheet. If you do not know your ID number, speak to the following person:

Patsy Kennedy
Manager, Staff Development
Phone: 251-470-5870
Email: pakennedy@usouthal.edu

LOG-ON

Please enter the information below.
Select "Continue" when you are finished.

First Name:

Last Name:

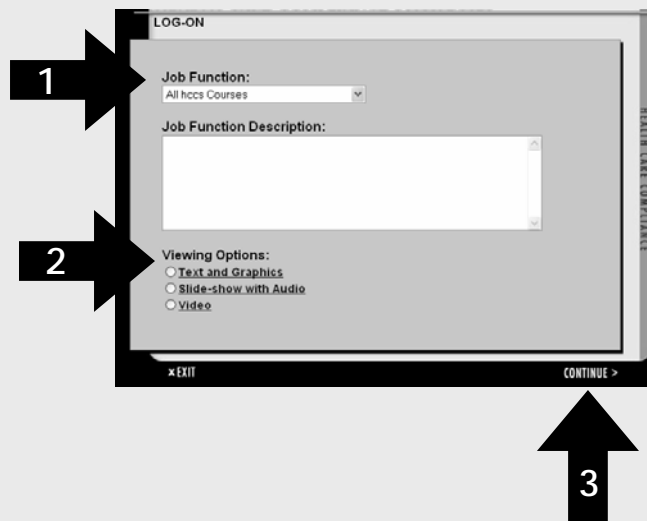
User ID:

EXIT CONTINUE >

Select "CONTINUE" to move on.

4) Select Job Function and Viewing Options

First-Time Learners: This screen will help guide you in selecting the most appropriate course(s) from the list of available course offerings. Please select an appropriate Job Function from the pull-down list (1). Next, select your viewing options (2) (discussed below). Hit the CONTINUE button (3) on the bottom of this screen to advance to the course menu.



Viewing Options:

There are three modes for viewing the courseware.

- **Text and Graphics:** Great for fast readers, hearing-impaired learners, and learners with a slow internet connection (dial-up).
- **Slideshow and Audio:** More engaging than text and graphics. Great for slightly higher bandwidth connection.
- **Video:** This works best with LAN, DSL, or Cable Internet connections. (Note: this mode shows videos *when available*. Some screens are text or audio and will not contain video.)

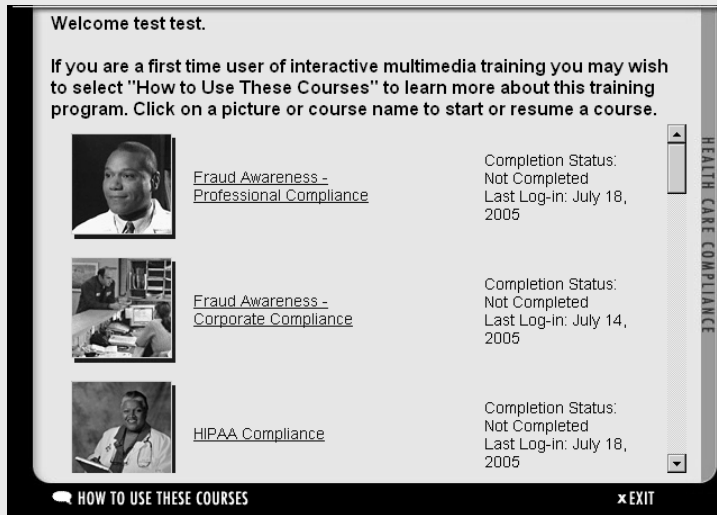
Note that you can change your settings at any time throughout the courses by using the "TAKE CONTROL" feature inside the courseware.

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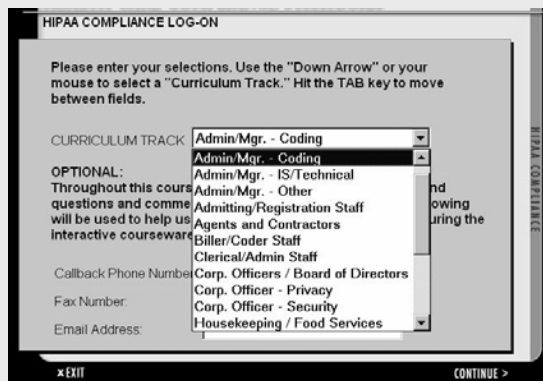
5) Course Login Screen

- A. If you are a first-time learner, you may select "How to use these courses" in the lower left for detailed information on courseware navigation and features.
- B. Select a course by clicking on a course name or picture in the screen depicted below. Note that one or more courses may appear, depending on the Job Function you selected on the previous screen.



6) Courseware Login Screen- Curriculum Track

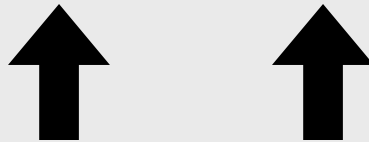
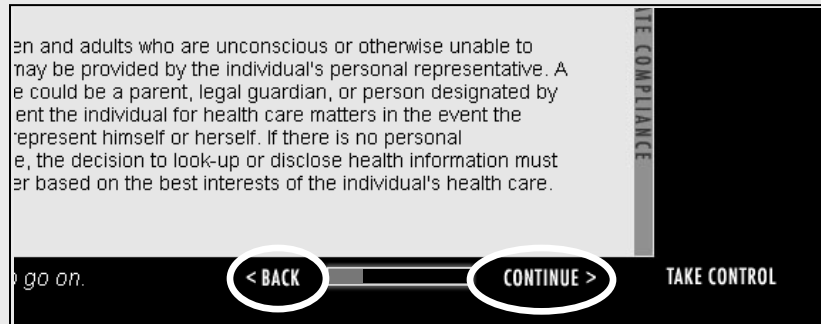
Select an appropriate "Curriculum Track" from the pull-down list on this screen. Based on your selection, the courseware will tailor the content to provide you with the most appropriate learning material.




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7) Moving Through the Courseware

To move through the courseware, there are two buttons at the bottom of each frame- "Back" and "Continue." These buttons will be in the same place on every frame. The gray bar between will tell you how far you have moved along in a module.

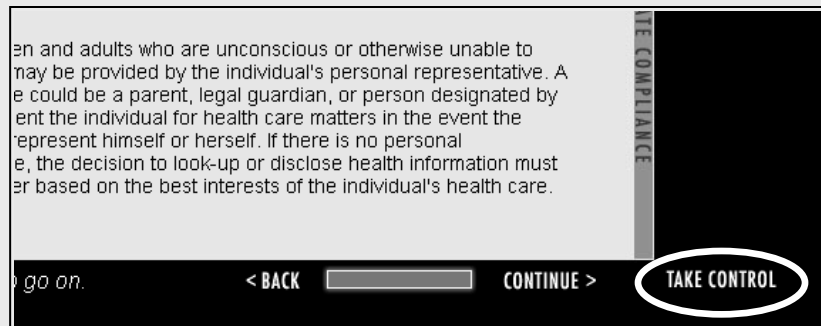


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8) Using the "Take Control" Function

The take control button on the lower right side of your screen gives you the following options:

- **Exit Course** - allows you to begin the exit process. (See "Exiting the Course" below)
- **Viewing Options** - allows you to switch your viewing mode to Text and Graphics, Slideshow with Audio, or Video.
- **Main Menu** - returns you to the program's Main Menu from anywhere in the program
- **Previous Menu** - returns you to the last menu from which you made a selection; selecting "Take Control" and then "Previous Menu" repeatedly reverses your path through the program's menus
- **Take a Break**- allows you to interrupt the training and pause the program for 30 minutes at which time your session will be closed out
- **Question** - if you have any questions or suggestions about the material you have reviewed, this option allows you to send a message to compliance team and the trainers at **hccs**.
- **Event Number**- displays the current event number in order to report a technical problem to **hccs**
- **Index** - a list of topics contained within the program allowing you to jump to specific material to review or preview
- **Resume** - allows you to continue from the place where you took control



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9) Exiting the Courseware

The training program is designed to log the work you have accomplished and let you begin again at the point where you last stopped.

In most cases, you will need to pass through 5 screens to exit the course.

SCREEN	QUESTION / SCREEN CONTENT	SELECT
1	Do you really want to exit the course at this time?	"Yes"
2	Provides contact information and an opportunity to see our policies	"Continue"
3	Provides hccs credits	"Continue"
4	Returns you to the Course menu screen so you can select another course without having to log on again.	"Exit"
5	Do you want to close this window?	"Yes"

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END