



WELCOME!!!

***SEIU Healthcare 775NW
Member Online CE Training Zone***

Step-by-Step Instruction Guide



The screenshot shows a web browser window displaying the SEIU Healthcare NW Benefits portal. The browser's address bar shows the URL "http://www.seiubenefits.org". The page header includes the SEIU Healthcare NW logo and the text "SEIU HEALTHCARE NW BENEFITS Quality Training and Benefits to Improve Care". On the right side of the header, there is a "CONTACT MEMBER RESOURCE CENTER" section with the toll-free number "1-866-371-3200" and the hours "Monday - Friday 7:00 am - 7:00 pm". Below the header, there is a navigation bar with a "Home/Logout" link. The main content area is divided into several sections. On the left, there is a "Shopping Cart [0 classes]" section with a "Payment Credits : \$0.00" and a "My Home" section. The "My Home" section contains a list of links: "Manage My Profile", "Manage My Training" (which is circled in red and has a yellow box with the number "1." next to it), "View My Payment History", and "Manage My Health Benefits". Below this list, there is a blue box with the text "Welcome TESTER Em Arcey" and "Employer : Test Employer1", "Student ID: 789945423713", and "Confirmation Code: 1150437". On the right side of the main content area, there is a "Welcome to your Training and Health Benefits Management Tool" section, followed by an "Important Information" section with three bullet points: "How To Register for Online CE", "30 Hour Basic Training Students Need to Register for the 2 Hour Best Practices Seminar", and "Community Interpreter orientation now available online!". Below this, there is a "My Messages" section with a welcome message and a "Read" link.

Follow these step-by-step instructions once you have successfully logged in to the Training Portal to complete your online CE Training Courses.

1. Click on “Manage My Training”



Home Outlook Web Access SonicWALL - Virtual Office

SEIU HEALTHCARE NW BENEFITS
Quality Training and Benefits to Improve Care

CONTACT MEMBER RESOURCE CENTER
TOLL FREE: 1-866-371-3200
Monday - Friday
7:00 am - 7:00 pm
[Contact Us](#)

Home/Logout

Shopping Cart [0 classes]
Payment Credits : \$0.00

Manage your training

2.

My Home

Manage My Profile

Manage My Training

View My Payment History

Manage My Health Benefits

Welcome TESTER Em Arcey

Employer : Test Employer1
Student ID: 789945423713
Confirmation Code:1150437

Search Classroom Catalog

Manage My eLearning

▼ Scheduled Training

Manage Row View + -

Class Name	Class Type	Date	Language	Start/End Time	Location	Instructor	Cancel All
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▼ No Shows

Manage Row View + -

2. Click on “Manage My eLearning”



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Home/Logout

Shopping Cart [0 classes]
Payment Credits : \$0.00

Manage eLearning

New to eLearning? Please visit the [eLearning FAQ](#) for important information on compatibility and requirements.

To receive credit for each course you **must** complete all slides and on the last slide you **must** click on the link that goes to our feedback form.

My Home

Manage My Profile **3.**

Manage My Training

View My Payment History

Manage My Health Benefits

Welcome TESTER Em Arcey

Employer : Test Employer1
Student ID: 789945423713
Confirmation Code:1150437

[Search eLearning Catalog](#)

▼ Active eLearning Courses

Course Name	Date Started	Completed?	Current Screen	View
Relationships between Consumers (CE)	4/16/2012	Yes	32/32	-
Home Care Aides Make a Difference (CE)	4/16/2012	Yes	18/18	-
Supporting Consumer Independence (CE)	4/16/2012	No	5/31	View Now Remove

3.

Click on “Search eLearning Catalog”



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[Contact Us](#)

[Home/Logout](#)

[Shopping Cart \[0 classes\]](#)
Payment Credits : \$0.00

eLearning Course Catalog

[Print](#)

My Home

- [Manage My Profile](#)
- [Manage My Training](#)
- [View My Payment History](#)
- [Manage My Health Benefits](#)

Welcome TESTER Em Arcey

Employer : Test Employer1
Student ID: 789945423713
Confirmation Code: 1150437

Course Catalog Manage Row View + -

Course Module	Category	Credits	Estimated Duration	Language	Register
Relationships between Consumers (CE)	CE	1	1 hour	EN	Registered
Home Care Aides Make a Difference (CE)	CE	1	1 hour	EN	Registered
Supporting Consumer Independence (CE)	CE	1	1 hour	EN	Registered
The Faces of Down Syndrome (CE)	CE	1	1 hour	EN	Register
Dispelling Disability Myths (CE)	CE	1	1 hour	EN	Register
Promoting Creativity (CE)	CE	1	1 hour	EN	Register
Best Practices for the Professional HCA	CE	1	1 hour	EN;SP;RU	Register
Multiple Sclerosis	CE	1	1 hour	EN;SP;RU	Register
Traumatic Brain Injury	CE	1	1 hour	EN;SP;RU	Register
Body Mechanics	CE	1	1 hour	EN;SP;RU	Register
Infection Control and Workplace Safety	CE	1	1 hour	EN;SP;RU	Register

Review the list of classes and find the name of the class that you need to complete.

4.

Click on **“Register”**



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SEIU HEALTHCARE NW BENEFITS
Quality Training and Benefits to Improve Care

Monday - Friday
7:00 am - 7:00 pm

Contact Us

Home/Logout

Shopping Cart [0 classes]
Payment Credits : \$0.00

eLearning Course Catalog

Print

My Home

- Manage My Profile
- Manage My Training
- View My Payment History
- Manage My Health Benefits

Welcome TESTER Em Arcey

Employer : Test Employer1
Student ID: 789945423713
Confirmation Code:1150437

My Training Status

Orientation Training

Message from webpage

Register for eLearning. Are you sure?

OK Cancel

5.

Course	Credits	Estimated Duration	Language	Register
Relationships	1	1 hour	EN	Registered
Home Care	1	1 hour	EN	Registered
Supporting O...	1	1 hour	EN	Register
The Faces of Down Syndrome (CE)	CE 1	1 hour	EN	Register
Dispelling Disability Myths (CE)	CE 1	1 hour	EN	Register
Promoting Creativity (CE)	CE 1	1 hour	EN	Register
Best Practices for the Professional HCA	CE 1	1 hour	EN;SP;RU	Register
Multiple Sclerosis	CE 1	1 hour	EN;SP;RU	Register
Traumatic Brain Injury	CE 1	1 hour	EN;SP;RU	Register
Body Mechanics	CE 1	1 hour	EN;SP;RU	Register
Infection Control and Workplace Safety	CE 1	1 hour	EN;SP;RU	Register
Better Health through Nutritious Cooking	CE 1	1 hour	EN;SP;RU	Register
An Introduction to Developmental Disabilities	CE 1	1 hour	EN;SP;RU	Register
An Introduction to Physical Disabilities	CE 1	1 hour	EN;SP;RU	Register

5.

Click on "OK"



Home Outlook Web Access SonicWALL - Virtual Office

My Home

To receive credit for each course you **must** complete all slides and on the last slide you **must** click on the link that goes to our feedback form.

Search eLearning Catalog

Manage My Profile
Manage My Training
View My Payment History
Manage My Health Benefits

Welcome TESTER Em Arcey
Employer : Test Employer1
Student ID: 789945423713
Confirmation Code:1150437

My Training Status

Orientation Training
Deadline Date: Not required
Hours Required: 0
Hours Completed: 0

Safety Training
Deadline Date: Not required
Hours Required: 0
Hours Completed: 0

Continuing Education (2012)

▼ Active eLearning Courses Manage Row View + -

Course Name	Date Started	Completed?	Current Screen	View
Relationships between Consumers (CE)	4/16/2012	No	5/32	View Now Remove
Home Care Aides Make a Difference (CE)	4/16/2012	No	5/18	View Now Remove
Supporting Consumer Independence (CE)	4/16/2012	No	0/31	View Now Remove


6.

Click on “View Now”



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Page Safety Tools



7.

7.

Susan

7. Click on the “**PLAY**” arrow (when instructed)



Home Outlook Web Access SonicWALL - Virtual Office

Welcome

SEIU HEALTHCARE NW
TRAINING PARTNERSHIP

Course Controls:

Play

Previous Page

Next Page

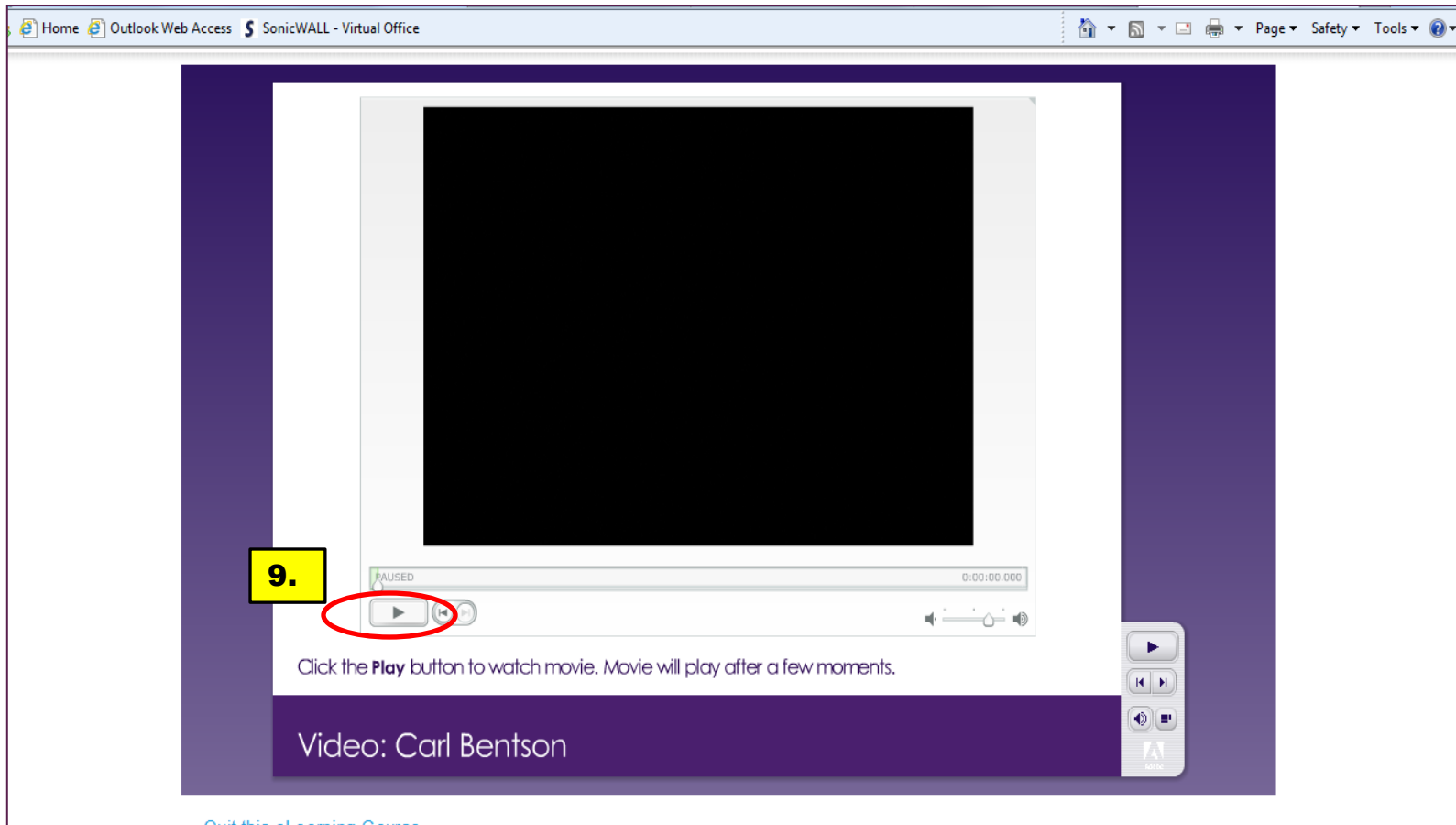
Mute Audio

View Course Table of Content

8.

8.

Click on the **“PLAY”** arrow (when instructed)




To start the video press the play arrow, the video may take a few moments to begin.

9. Click on the **“PLAY”** arrow



Home Outlook Web Access SonicWALL - Virtual Office Page Safety Tools



STREAMING 0:00:12.408

Click the **Play** button to watch movie. Movie will play after a few moments.

Video: Carl Bentson

10.

When the video has finished playing, click the other play arrow (on the right) to proceed.



10. Click on the “**PLAY**” arrow



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Discussion

SEIU HEALTHCARE NW
TRAINING PARTNERSHIP



- Carl is a productive member of his community.
- Not only is he a productive member of the community, but he is a good friend and neighbor.
- Carl's attitude seems to be contagious.
- As a home care worker, you will have some Consumers that are fairly independent. Don't underestimate their abilities. Support their independence.

11.

Quit this eLearning Course

When the Discussion slide has finished playing, click the play arrow to proceed.

11.

Click on the **“PLAY”** arrow



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What Do You Think?

SEIU HEALTHCARE NW
TRAINING PARTNERSHIP

1. What does Carl have to offer his friends and community?

12 a.

12 b.

Submit Clear

Once you've entered your answer, click the **Submit** button and you'll see one way to answer the question.

[Quit this eLearning Course](#)

When the Discussion slide has finished playing, you will be asked 3-4 questions. Using the computer keyboard type in a brief answer (it can be a sentence or two).

12a. Click inside the box and TYPE a brief answer to the question.

12b. Click on the “**Submit**” button



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Feedback

SEIU HEALTHCARE NW
TRAINING PARTNERSHIP

13.

We want to know what you think about this course. Not only is your feedback important to us helping future students, it is also part of the course and needed for you to receive credit for the completion of the course. What you say is anonymous. Please click [here](#) and complete our feedback form.

Then you can close the feedback form and close this course – you're done.



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KNOWLEDGE
anywhere

Navigation controls: Play, Previous, Next, Volume, Full Screen.

IMPORTANT: When you have finished answering the 3-4 questions you **MUST** fill out the Feedback Form to receive credit for the class.

13.

Click on the “**here**” button



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3. Was the information presented in an interesting way?
(rate 1-5, 1=Not Interesting, 3=Kind of Interesting, 5=Very Interesting) *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

4. I can name similarities and differences between Consumers' relationships and other relationship.
(rate 1-5, 1=Disagree, 3=No Opinion, 5=Agree) *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

5. I can identify some common prejudices and stereotypes regarding Consumers' relationships.
(rate 1-5, 1=Disagree, 3=No Opinion, 5=Agree) *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

6. I can list some new personal goals for supporting Consumer relationships.
(rate 1-5, 1=Disagree, 3=No Opinion, 5=Agree) *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

7. What did you like most about this training?

8. How could we improve this training?

14.

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The Feedback Form is multiple choice, to select your answer use your mouse to click on the number that corresponds with your answer. You must TYPE in a brief answer for questions 7 & 8.

14. Click on the “**Submit Feedback**” button (when complete)



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Home/Logout

15. Your Feedback has been Submitted
Close this window and return to your eLearning Module.

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15. Click on “Close this window and return to your eLearning Module”



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We want to know what you think about this course. Not only is your feedback important to us helping future students, it is also part of the course and needed for you to receive credit for the completion of the course. What you say is anonymous. Please click [here](#) and complete our feedback form.

Then you can close the feedback form and close this course – you're done.



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Almost done, please make sure to proceed to the final slide.
Then, click on the link above in the slide to complete the required feedback form.
NOTE: If you are directed back to the beginning of the course, please check your record to verify you got credit for the course.
Contact us if you have not received credit. Please include... (what slide you were on, what happened, etc.)
After completing the feedback form return to [Manage My eLearning](#).

16.

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16. Click on “Manage My eLearning”



CONGRATULATIONS!!!

*You Have Completed Your
Online CE Training Course*