

How Do I...

Enroll and Complete a WBT?

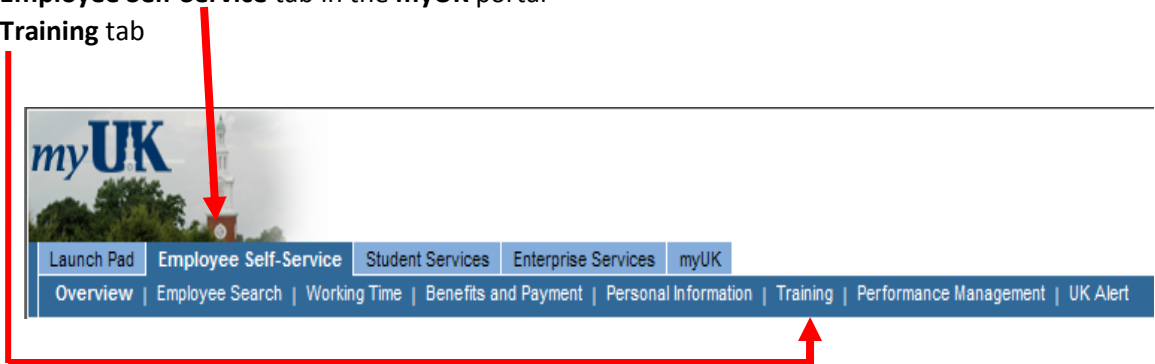
To enroll/complete a WBT:



- On a work computer, double click on the **myUK** icon on your desktop
- Enter your **User ID** (this is the same as your UK email id – typically first initial, middle initial, first couple of letters in your last name, number(s))
- Enter your **Password** (this is the same as your UK email password)

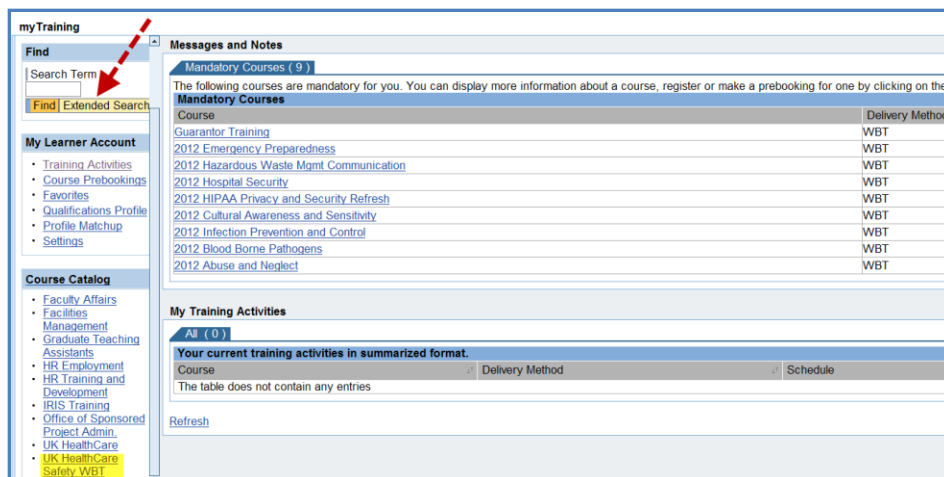


- Click on the **Employee Self-Service** tab in the **myUK** portal
- Click on the **Training** tab



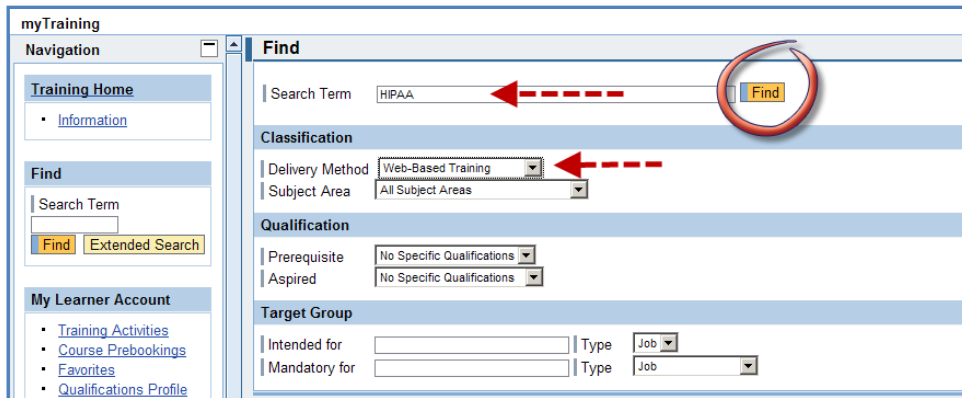
Note: Mandatory annual Safety WBTs will be automatically assigned in early January and show up under **Mandatory Courses**; if not auto assigned, the mandatory Safety WBTs can be found under the **Course Catalog**, **UKHC Safety WBT**

- Click the **Extended Search** button in the **Find** box to search for a WBT

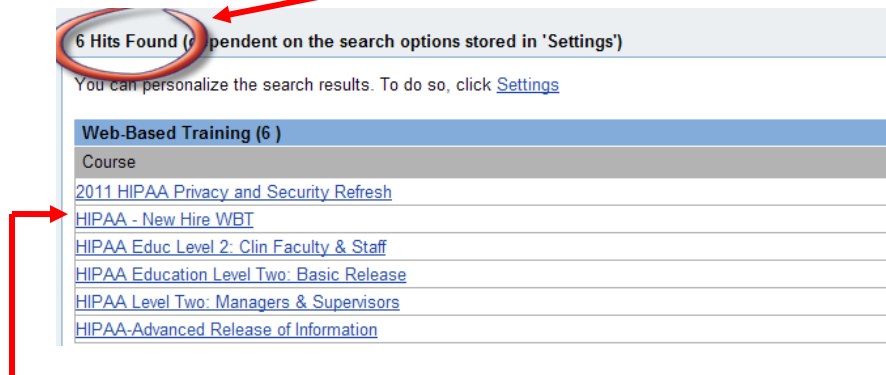


Click in the **Search Term** field in the **Find** box area that is now located near the top of your screen

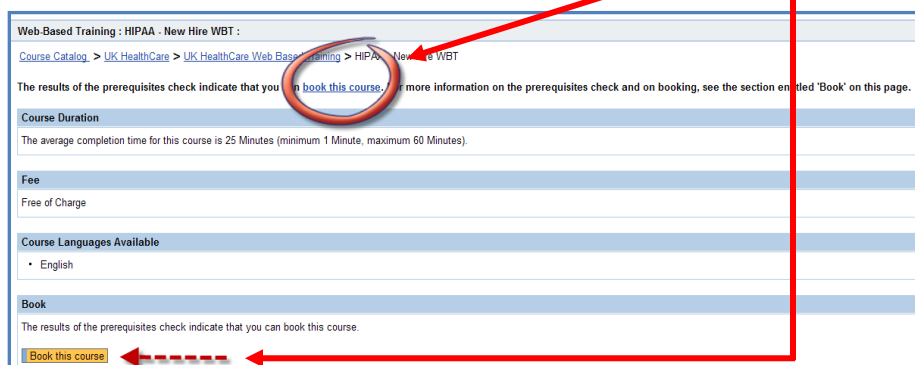
- Type a word in the title of the WBT you are searching for (ex: type **HIPAA** for a WBT on Hipaa – all WBTs with Hipaa in them will appear in the results)



- Change the **Delivery Method** to **Web-Based Training** *****Note: changing the delivery method will limit the search to WBTs ONLY! If you do not change the delivery method you will get results that are both classroom and web-based*****
- Click the **Find** button that is located to the right of the **Search Term** box area
- The system will search for all the WBTs that contain the word you are searching for
- The results will appear in the bottom of your screen under **# Hits Found** *****Note: you may have to scroll down to see all of the results*****

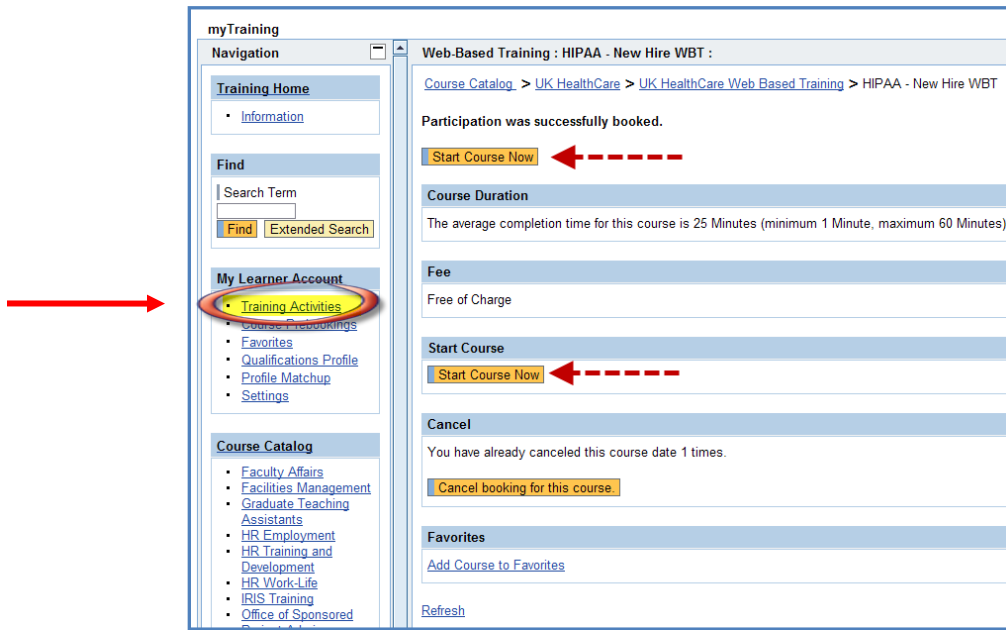


- Click on the title of the WBT you wish to take
- If you have taken all of the prerequisites for the WBT you may click either **Book this Course** option located in both the top and near the bottom of this page.



- Click **OK**
- Click the **Start Course Now** button to begin the course now **OR**

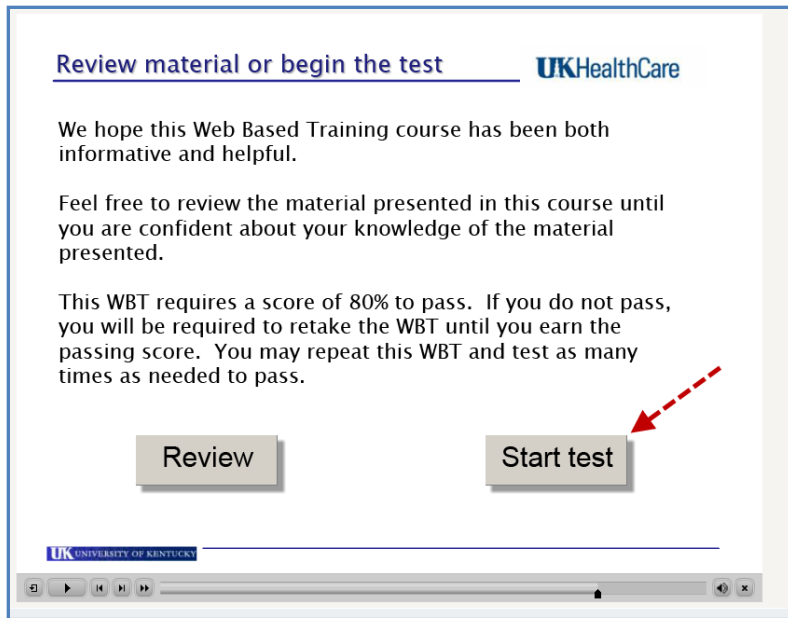
Note: If you want to start the course **later**, you can click on **Training Activities** to go back to your list that contains **My Training Activities** to view your WBTs in which you are enrolled and to start the WBT later



- If you selected **Start Course Now**, then another window will open with the WBT
- To navigate through the WBT use the arrows at the bottom left side of the window



- **Note:** you **MUST** go through ALL of the slides in order to take the test
- After reviewing all the information, click the **Start Test** button to take the test

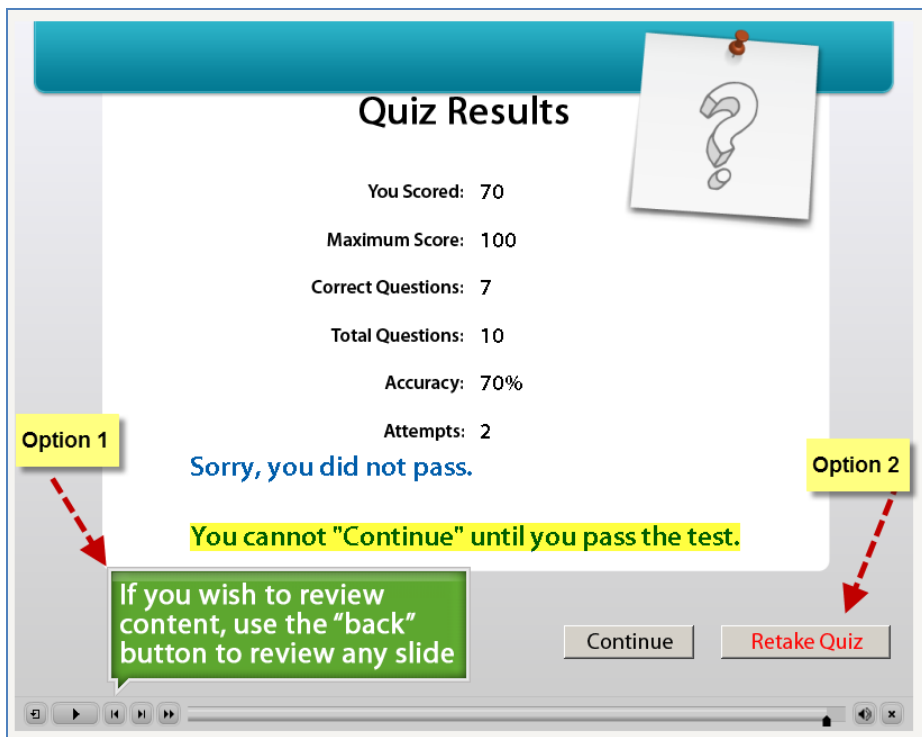


- Answer the questions by clicking in the appropriate checkbox
- Click on the **Submit** button

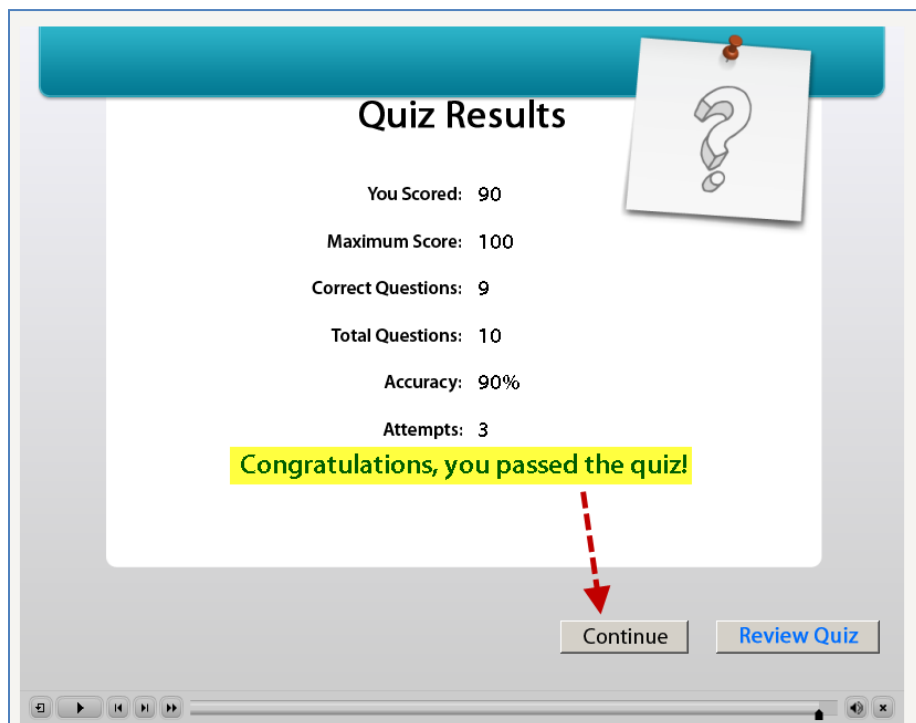


- Proceed through the questions until the test is completed

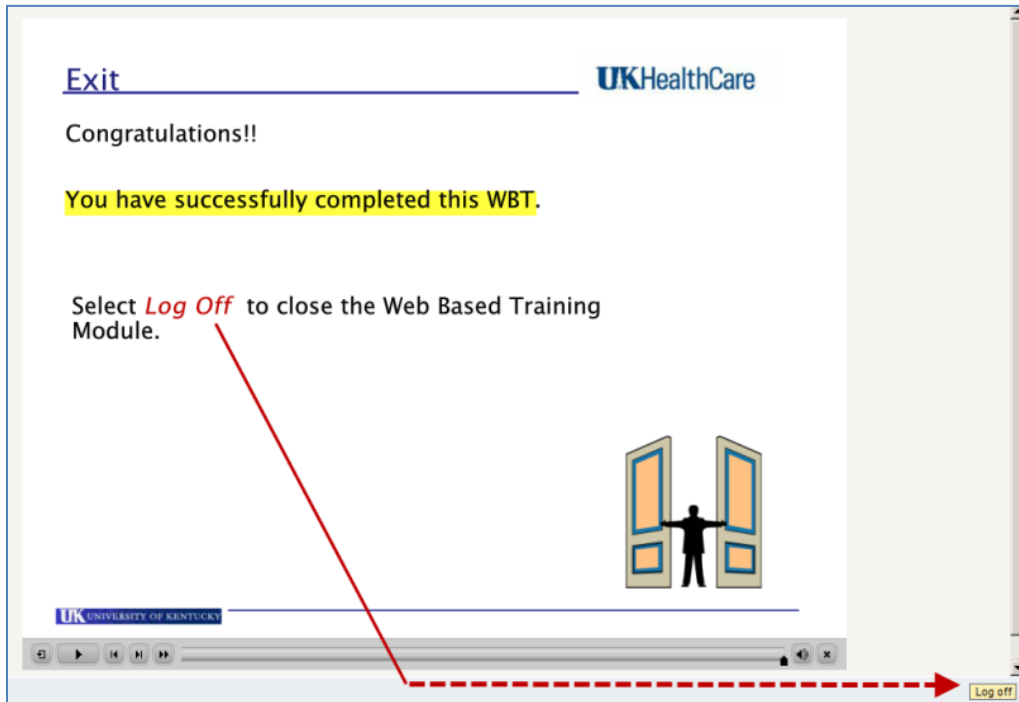
- Once the test is finished the **Quiz Results** screen will appear
- If you did not pass the test, two options are available:
 1. Review the content of the WBT by using the **Back** button to review any slide
 2. Retake the quiz by clicking the **Retake Quiz** button



- When you pass the test, click the **Continue** button



- An **Exit** screen will appear, indicating successful completion of the WBT
- Click the **Log Off** button in the bottom right corner of the screen to proceed



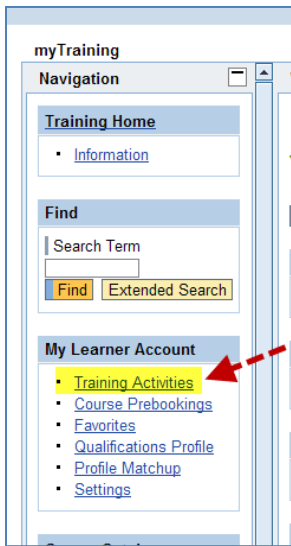
- You will be taken to the **myTraining** screen
- A message will appear indicating “**Your participation in this course has been completed**”



- The completed WBT will now be listed in the **Completed Courses** section of **Training Activities**

If you wish to view the Completed WBTs and any classes you have attended:

- Under the **My Learner Account** area, click on **Training Activities**



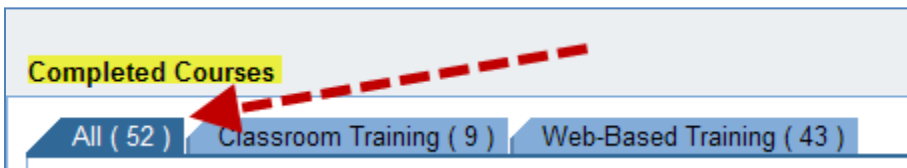
- In the **Completed Courses** area, the last WBT completed will be at the bottom of the list

The screenshot shows the 'My Learner Account' sidebar on the left. The main content area is titled 'Completed Courses' and has tabs for 'All (52)', 'Classroom Training (9)', and 'Web-Based Training (43)'. Below the tabs, it says 'You already participated in these courses in the past.' and displays a table with the following data:

User Name	Course	Delivery Method	Schedule	Test Score	Test Passed
Charles Drummond 00001500	HIPAA - New Hire WBT	WBT	Released until 11/25/2011		

While viewing the **Completed Courses** area, if you wish to print a transcript of the completed courses:

- Click the **All** tab



- Look above to the **My Training Activities** area to locate the **Print** button
- Click the **Print** button to print a transcript of your completed trainings

Note: the transcript will **no longer show test scores or passed** after approximately Oct. 1, 2011

