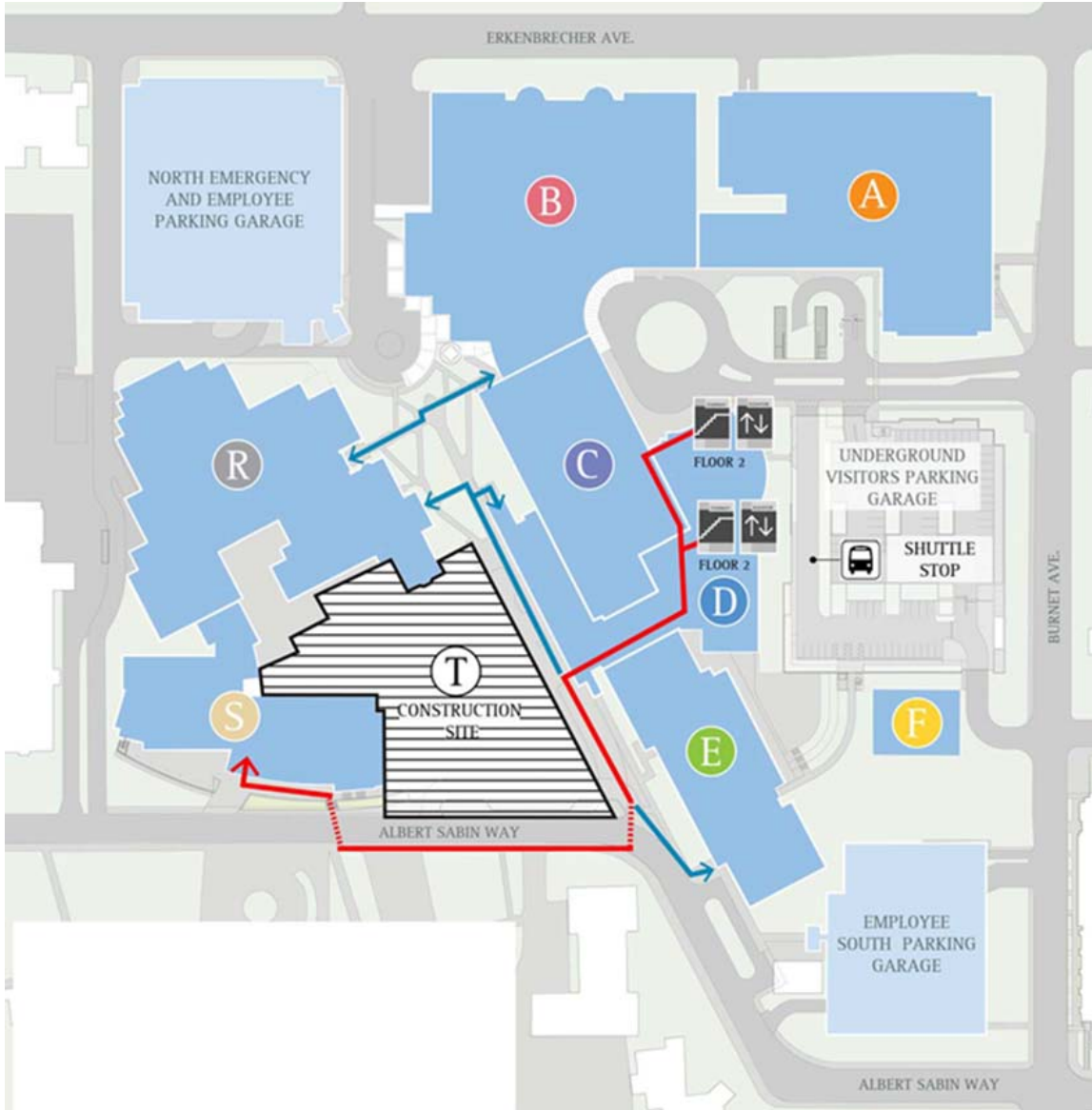


Children's Hospital: New Badges

The online training *can* be done from your computer at home. However, if it does not work right, try a different browser. If you can still not get it to work after a few tries, it is recommend doing the training on the computers at CHMC.



General map of Children's Hospital, 3333 Burnett Ave

Part 1 – Doing the training

From the internet: The training may be done online if your computer meets the requirements for the Children's network. If you wish to do the training on the internet from home or elsewhere, go to extranet.cchmc.org and login with your user ID and password from the email. The next screen should show 'CCHMC links' and click on 'MyHub' (the 3rd on the list at the time of writing these instructions). If you can login from the internet, skip the next page.

At the hospital: If you need to do the training at Children's Hospital, you will need to be at Children's Hospital main base, 3333 Burnett Ave, Cincinnati, OH 45229. During normal business hours, you may go to the D building above the cafeteria, room D2.47



After hours you may use the computers in the D building, again above the cafeteria but straight in front of the stairs to the second floor, to the left of the bathrooms.

The computers should be on, just move the mouse to turn on the screen. Find and open Internet Explorer. The first page should be Children's Centerlink but, if not, navigate to centerlink.cchmc.org. On the centerlink page there should be a quicklink to 'MyHub'

The screenshot displays the CenterLink website interface. The browser address bar shows the URL <http://centerlink.cchmc.org/...>. The page features a navigation menu with categories like Employees, Managers, Medical Staff, Patient Services, Residents, Research, and Phone Directory. A 'Quick Links' section is visible, with 'MyHub' highlighted by a red circle and a red arrow. Other quick links include Safety Reporting, Kronos, ePAS, Epic, Menus, MyHealthPath, and MyPassword. A 'Tracking: Patient Safety and Employee Safety' section shows '287 days' and '35 days'. A 'CenterNews' section features a photo of a family at a 'Walk for Kids' event. The Windows taskbar at the bottom shows the Internet Explorer icon highlighted with a red circle and a red arrow.

1. The next screen will require your login again. It is the same login information from your email. If you have changed your password and/or cannot remember it, you may need to call computer help desk at 513-636-4100.



2. The next screen is MyHub for online learning. On the left, click on the 'MyLearning'. If your account is already enrolled in any courses, they can be seen here and you can click on the view/launch to learn more. If you want to see all your courses, you can click on the All My Learning button and also launch the course from there.

You are required to finish 3 online courses, Integrity and Compliance, General Health and Safety Information, and PAPR certification.

3. If your account is not assigned to the right courses, you will need to Search the catalog for them, and enroll yourself.

Cincinnati Children's How Do I... Home

Search Catalog

Basic Search

Select Search Category: [Activities](#) | [Catalog Items](#) | [Programs](#) | [All](#)

Search the Catalog:

[Advanced Search](#) [Browse Catalog](#) [Search Tips](#) [Preferences](#)

Search Results: Previous Next

Results 1 - 1 of 1 for integrity and compliance

[Integrity and Compliance 2015 \(OI_05104\)](#)

In our pursuit of operational excellence, annual integrity training will help promote a culture of integrity throughout CCHMC by helping employees to avoid potential violations of the law.

Search Results Previous Next

[Contact Us](#)

Activity Options for Integrity and Compliance 2015					
Activity Code	Type	Start Date	Price		Add
OI_05104_20150101_0000_WB_WEBB	Web-Based		0.00 USD	View Details	<input type="button" value="Enroll"/>

[Return to Previous Page](#) [Contact Us](#)

Cincinnati Children's How Do I... Home

Enroll In Activity

Review Information

Activity Name:	Integrity and Compliance 2015	Type:	Web-Based
Activity Code:	OI_05104_20150101_0000_WB_WEBB	Contact:	Compliance and Safety
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	--	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	--	Available Waitlist:	0
Language:	English	Duration:	20 Mins

[Search Catalog](#) [Browse Catalog](#)

Enroll In Activity

Enrollment Confirmation

- ✓ You have successfully enrolled in Integrity and Compliance 2015. This change in status will be updated on the All Learning page.

Activity Name:	Integrity and Compliance 2015	Type:	Web-Based
Activity Code:	OI_05104_20150101_0000_WB_WEBB	Contact:	Compliance and Safety
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	2434037
Start Date:	--	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--
		Duration:	20 Mins

[Launch](#)

[Search Catalog](#) [Browse Catalog](#) [My Learning](#) [Request New Learning](#)

View Progress Page

Table Of Contents

Component Name:	Integrity and Compliance 2015	Type:	Web-based
Activity:	Integrity and Compliance 2015	Duration:	--

Table Of Contents			
Title	Status	Score	
integ15	Not Attempted		Launch

[Return To Activity Progress](#)

4. Most training is just to read the information and then close the window at the end of slideshow. If you see Employee Health and Vaccination and Testing, that is just a reminder to get your yearly flu shot, no online training to do there. The General Health and Safety Information is a little different. You should read the PDF file and then change the course status to completed. The following screen shots will guide you through how to change the status of this course. NOTE: you may be required to sign in multiple times while choosing the courses. This is 'normal'.

The screenshot displays the Cincinnati Children's Learning Management System (LMS) interface. On the left, there is a vertical navigation menu with five items: 'MY INFORMATION', 'MY PERFORMANCE', 'MY BENEFITS', 'MY PAY', and 'MY LEARNING'. The 'MY LEARNING' item is currently selected. The main content area is titled 'My Learning' and contains two tables. The first table, 'My Learning', lists a course 'General Health and Safety Information' with a status of 'Enrolled' and an 'Enroll Date' of '10-02-2015'. A 'View/Launch' link is present in the right column of this row and is circled in red. The second table, 'Upcoming Classroom Sessions', lists a course 'Employee Health Vaccination and Testing 2015' with a status of 'Enrolled' and a 'Start Date' of '01-05-2015'. Below these tables are five buttons: 'All My Learning', 'Print Transcript', 'Supplemental Learning', 'Search Catalog', and 'Team Learning'. The top of the page features the Cincinnati Children's logo, a search bar, and navigation links for 'Home' and 'My How Do I's'.



Activity Progress

General Health and Safety Information

You can view the Schedule, Grades and Attendance, Notes and Attachments, Payment Details and Approvals associated with the Activity by selecting the corresponding links. You can view the Activity Details by selecting the Activity Name and view the progress of a Learning Component by selecting the corresponding Learning Component Name.

Activity Name:	General Health and Safety Information	Type:	Web-Based
Activity Code:	OI_03418_20120701_0000_WB_WEBB	Contact:	Employee Health
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	2410069
Start Date:	--	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--
		Duration:	30 Mins

[Progress](#) [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Activity Progress Summary

Progress:	Enrolled	Grade:	Not Graded
Passing Status:	Pending	Comments:	

Instructor: Nina Martin

Activity Syllabus

You must complete this activity by 12/31/2020.
To receive credit for this activity you must complete all required tasks.

[General Health and Safety Information](#)

Required Assignment

Progress: Not Attempted

Drop

[Return to Previous Page](#)

Activity Progress

Assignment Progress

Component Name: General Health and Safety Information **Type:** Assignment
Activity Name: General Health and Safety Information

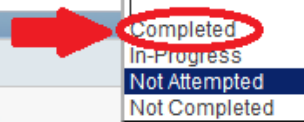
Description:

Completion Details

Attendance	Passing	Grade	Score	Progress
-	-	-	-	Not Attempted

Links

Name	Assignment URL
GENERAL HEALTH AND SAFETY INFORMATION	Please view this document 1st then.. /ELPRD/content/OI/OI_03418/GENERAL_HEALTH_AND_SAFETY_INFORMATION_2014.pdf



Comments

Comments:

Learner Agreement

Review the 'Terms and Agreements' and select your option.

Terms and Agreements

Please read the agreement.

Selecting "Agree" button below will ask you for password. Your learning will be complete only if you enter correct password. Selecting "Disagree" will set the learning to Not Completed.

I Agree I Disagree



Learner Agreement

Review the Terms and Agreements and select your option.

Terms and Agreements

Please read the agreement.

Selecting "Agree" button below will ask you for password. Your learning will be complete only if you enter correct password. Selecting "Disagree" will set the learning to Not Completed.

I Agree

Submit

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID:

Password:

Continue

Cancel

- Finally, you should check the final status of your training in the All my Learning button to see that you have finished all web-based courses.

All Learning
INTERPRETE, Linguistic Services

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter:

Name:

Title	Type	Status	Status	Date	Launch
Employee Health Vaccination and Testing 2015	Classroom	<input type="checkbox"/>	Enrolled	08/10/2015	
Integrity and Compliance 2015	Web-Based	<input checked="" type="checkbox"/>	Completed	03/09/2015	<input type="button" value="Launch"/>
2015 PAPER Certification: Online Respiratory Protection Training	Web-Based	<input checked="" type="checkbox"/>	Completed	03/09/2015	<input type="button" value="Launch"/>
General Health and Safety Information	Web-Based	<input checked="" type="checkbox"/>	Completed	03/09/2015	<input type="button" value="Launch"/>

[My Learning](#) [Search Catalog](#) [Browse Catalog](#) [Request New Learning](#)
[Contact Us](#)

Part 2 – Getting the badge

- You will have to go to Children’s Hospital at 3333 Burnet Ave. You can park in the visitor parking and if you need to get a parking ticket, you may get it validated at any guest information desk.
- Go to the D building (please refer to the map for help finding the buildings). Take the elevators in front of the cafeteria to the fifth floor. Leaving the elevator, turn left and then an immediate right through the glass doors. Then turn right and continue down the hallway until arriving at the double brown doors on the left. Go through the doors and continue to room 282, cashier’s office. You will need to pay \$15 for your badge and hold on to the receipt.
- Next go back downstairs to the D building, 2nd floor (just above the cafeteria). Follow the signs towards the rear exit (as if going to the S building). As you leave the rear of the D building, turn left and follow the sidewalk to the parking garage, employee south garage. When you enter the garage, there should be an elevator on your right and stairs on your left. Go down the stairs 1 floor and follow the signs to ‘protective services’. At the badge desk for protective services, present your receipt or your old badge and they will take your picture and give you your Children’s badge.