How to Request a Compass Account Compass Job Aid for the OCNE Clinical Preceptor Learning Program

* Required Field	 Go to <u>https://ohsu.csod.com</u> Register if you are a New User or Login if you are an existing user If you are a New User you will first need to complete and submit the <u>Compass online request form</u> Username: Your username will be the full email address entered in the form. Please make note of your user name and password. You will need these when you are granted access to Compass.
* First Name: * Last Name: * Last Name: * Email Address: * Phone: * School, Company, or Facility Name * Role at OHSU Account Needed Until (Select Date) * Role at OHSU Account Needed Until (Select Date) * Password * Passwords must contain at least one special * New password * Confirm password	 In the drop-down menu under "Reason for Compass Account Request" select: OCNE Training Enter SoN as the Name of OHSU Authorizer/Approver Please allow one to two business days for the processing of your request. Once your request is approved, you will receive a confirmation email with a link to the login page where you enter your username and password to access Compass.



Locate Training	
ta ★ Taining Che CTA Learning Program Che	 Use the "Universal Search" in the upper right hand corner to search for OCNE Clinical Preceptor Learning Program Click on OCNE Clinical Preceptor Learning Program
Price Stop Antibiok Languages Explored Professoral Development & Craver Detructment Controllum Image: Part Education Stategies Part Education Stategies	 Scroll down and click on the Curriculum links to Part I, Part II or Part III When you "Launch" the course it is automatically added to your transcript
Compass is an instrument designed to guide you on your porter to performance excellence. Use the navi complete assigned courses and manage important tasks. Explore the many opportunities available to you an path, Compass is here to help you learn, grow and succeed! Wy To Dos View transcript (Registered for 2 training selection(s)) (Registered for 2 training selection(s))	 There are a number of ways to navigate to your transcript: From your home page, click on the Transcript button or link From the Course Curriculum page, use the back arrow
Use the transcript to manage all active training. Active By Date Added All Types Search for training Cons : Open Curriculum Open Curriculum	 "Active" courses are assigned but not yet completed. It is the default view. You may toggle back and forth between your Active transcript and the Course Curriculum page via "Open Curriculum"



COMPASS

Completed ▼ By Completion Date ▼ All Types ▼ Search for training Q Search Results (1) Medication Safety at OHSU Completed: 4/19/2017 Status: Completed View Certificate	 Change the view to "Completed" to see the courses you have completed The OCNE CTA Learning Program will not show up on your "Completed" transcript until all 3 parts and the evaluation are complete
Use the transcript to manage all active training. Active By Date Added All Types Search for training Q Search Results (1) Due: No Due Date Status: Pending Evaluation	 To retrieve the course evaluation after completing all 3 parts, return to your "Active" transcript and click on "Evaluate"
Use the transcript to manage all active training. Completed By Completion Date All Types Search for training Search Results (12) Search Results (12) COCNE Ocneleted: 4/25/2017 Status: Completed Completed: 4/25/2017 Status: Completed View Completion. Medication Safety at OHSU View Completed View Completed Completed: 4/19/2017 Status: Completed View Training Details	• From your "Completed" transcript, you can "View Certificate" and print your CE certificate of completion

Here are a few tips when working with Compass:

Be sure you are using one of the three browsers Compass currently supports; Internet Explorer, Firefox and Chrome. Other browsers like Safari and mobile devices are not currently supported.

- If you are having this issue with Internet Explorer, try Firefox or Chrome.
- If that does not resolve the issue disable the pop-up blocker. Often the browser will present an option to "always allow pop ups for this site" that you can click on.

Also there may be system requirements and/or viewing requirements for the applications used to create the online training.



Questions? Please contact:

OCNE@ohsu.edu

Compass Support, Human Resources

Phone: 503 494-5902 Fax: 503 494-6110 Email: learning@ohsu.edu

Frequently Asked Questions

What happens after I submit my request?

Please allow one to two business days for the processing of your request. Once your request is approved, you will receive a confirmation email with a link to the <u>login page</u> where you enter your username and password to access Compass.

What if I don't remember my username?

Your username is the full email address you entered in the request form.

What if I don't remember my password?

- Be sure you are accessing Compass from the correct login page: <u>https://ohsu.csod.com</u>
- If that does not resolve the issue, go to the login page and click on the "Forgot your password?" link. Enter your login credential (username/full email address). You will then receive an email enabling you to reset your password.

How do I find the trainings I need?

Use the "Universal Search" in the upper right hand corner to search: When you "Launch" the course it is automatically added to your transcript.

When will my completed training appear in my transcript?

After you have successfully completed your training modules, they will automatically be listed on the Completed section of your Transcript page.

Why can't I see my completed trainings in my Transcript?

The default setting on the Transcript page is set to *Active*. You must click on *Completed* to view your completed training modules.

