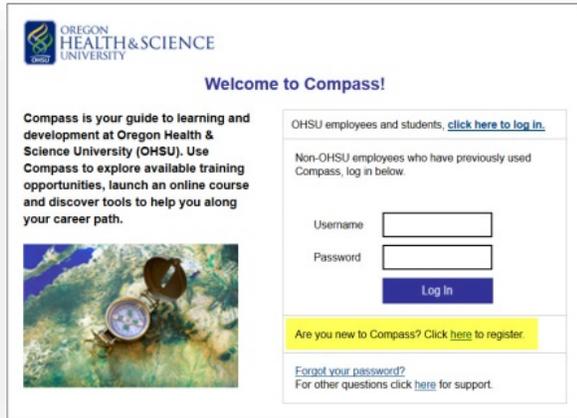


## How to Request a Compass Account Compass Job Aid for the OCNE Clinical Preceptor Learning Program



- Go to <https://ohsu.csod.com>
- 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 [Compass online request form](#)
- **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.

\* Required Field

\* First Name:

\* Last Name:

\* Email Address:

\* Phone:

\* School, Company, or Facility Name

\* Role at OHSU

Account Needed Until (Select Date)

\* Password

\* Passwords must contain at least one special character.

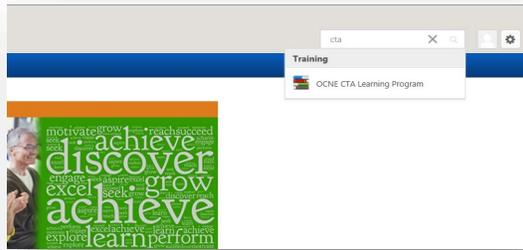
\* New password

\* 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**



- 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

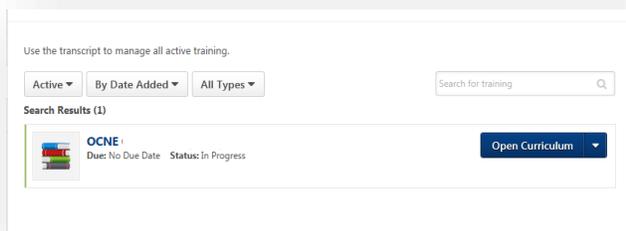


- Scroll down and click on the Curriculum links to Part I, Part II or Part III
- When you “**Launch**” the course it is automatically added to your transcript

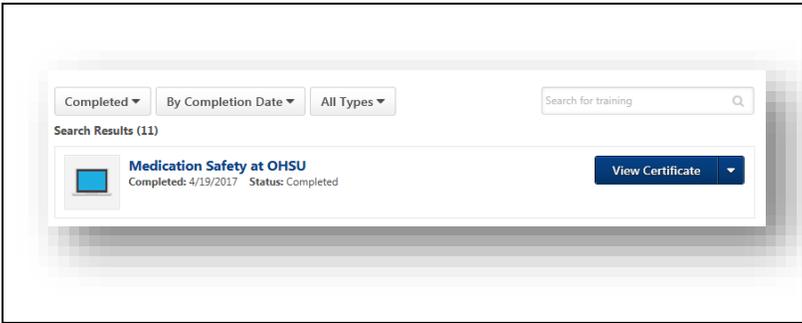


There are a number of ways to navigate to your transcript:

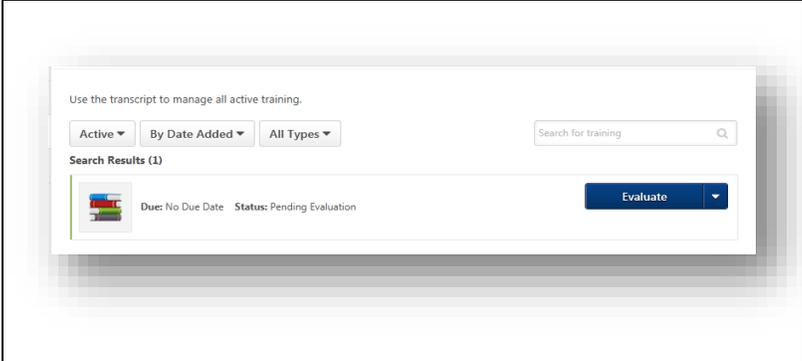
- From your home page, click on the Transcript button or link
- From the Course Curriculum page, use the back arrow



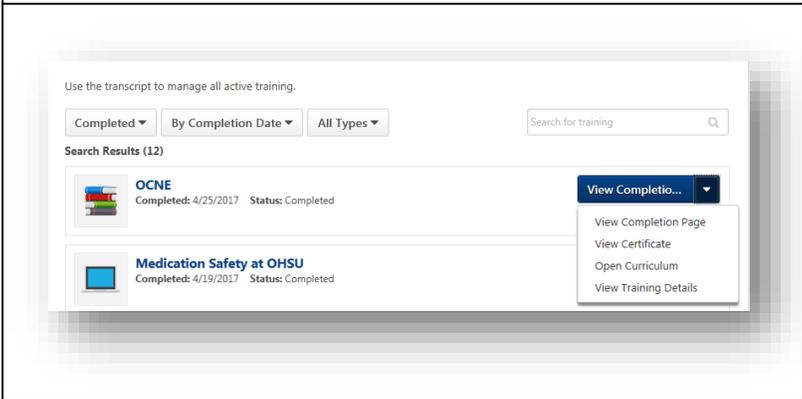
- “**Active**” courses are assigned but not yet completed. It is the default view.
- You may toggle back and forth between your Active transcript and the Course Curriculum page via “**Open Curriculum**”



- 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



- To retrieve the course evaluation after completing all 3 parts, return to your “Active” transcript and click on **“Evaluate”**



- 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](mailto:OCNE@ohsu.edu)

### Compass Support, Human Resources

Phone: 503 494-5902

Fax: 503 494-6110

Email: [learning@ohsu.edu](mailto: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 [login page](#) 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: <https://ohsu.csod.com>
- 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.

