FACT SHEET

ODHS VIRTUAL TRAINING PROGRAM

ODHS TRAINING PROGRAM: Fire and Life Safety course for Adult Foster Homes
As of June 2021, ODHS virtual trainings can be accessed and completed through Workday Learning.

INFORMATION CONTAINED IN THIS DOCUMENT
- Course information
- How to request a Workday Learner account
- How to enroll in, and complete the course
- How to find your Workday Learning Transcript

COURSE INFORMATION

Once you have requested and been approved for a Workday Learning account (instructions below) you can register for classes and trainings.

The Fire and Life Safety course contains a video and a test. The video must be watched first. All test questions come from information in the video. A score of 80% must be obtained to pass the test. A score less than 80% will require you to retake the test. The test can be retaken up to three times. The last score recorded will be your score. You can use your notes you take while watching the video. However, you cannot receive assistance from anyone or provide assistance to anyone.

When you have passed the test, your TRANSCRIPT in Workday will show the date and time you have completed and passed the test. A certificate will not be issued. You can save your transcript as a PDF and print it for your records. Instructions on how to do this are below.

How to Request a Workday Learning account

***If you already have or had a Workday Learning account, STOP**
Request help here: https://www.surveymonkey.com/r/WDLhelp

1. Click here to open the Workday Learning account request webpage.
2. Choose your Country and click the "Next Step" button.

Register to Learn

STEP 1 of 2

Country *

United States of America ▼

Next Step

workday.

3. Your name on your Workday Learning account must match your government-issued ID (Driver's License, ID Card, Passport, Visa, etc.). Enter your First (given) Name, Last (surname) Name and your personal email address. Only one email address is allowed per account in Workday Learning. Click the "Submit Registration" button.

Register to Learn

STEP 2 of 2

Name must match your government-issued ID

First Name *

GIVEN NAME

Last Name *

SURNAME

Email *

PERSONAL EMAIL

Submit Registration

← Back to Previous Step

workday.

That's it! ODHS will review your account request within 3-5 business days. If there is an issue with your request, you will receive an email from AFH Training with next steps. If there is not an issue and your request is approved, you will receive two emails from Workday Learning. One will contain your username and one will contain your password.
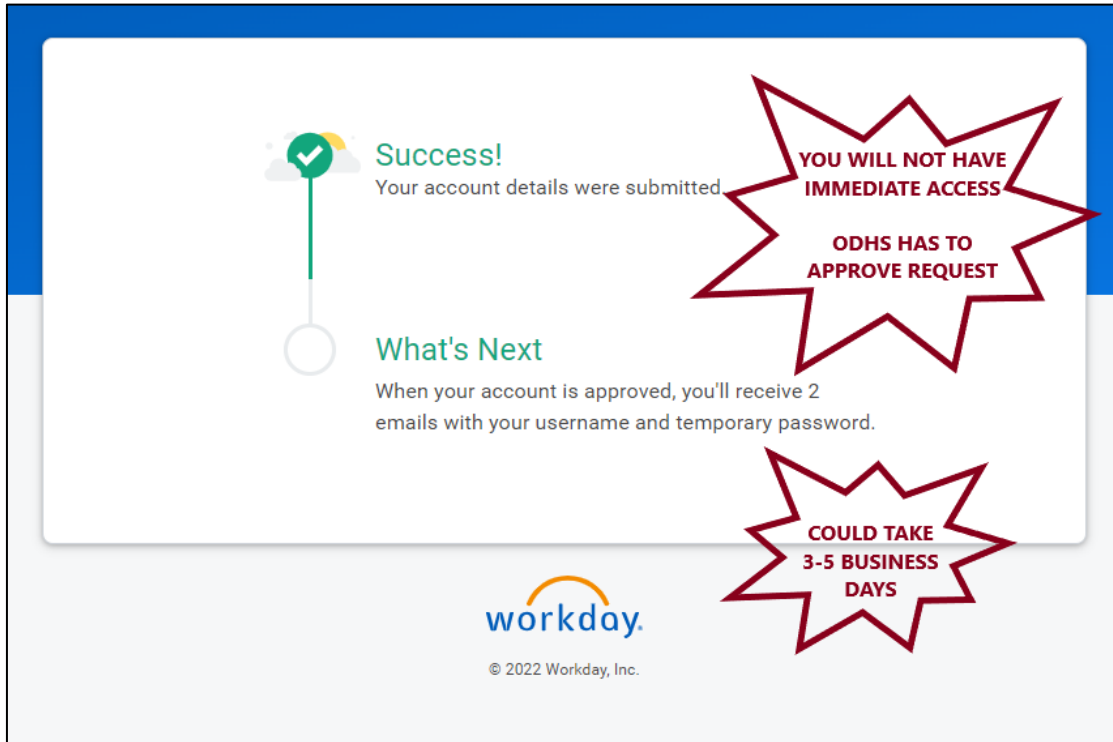

If you have questions regarding your account request, or need help resetting your password, fill out a help request at **https://www.surveymonkey.com/r/WDLhelp**.

After your account has been set up, you can click here to log in to Workday Learning. It is recommended you bookmark this page for future use.
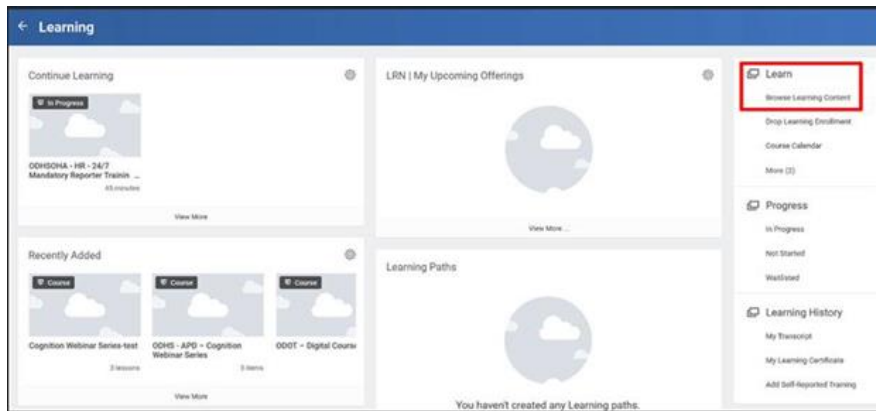
Registering for the Fire and Life Safety Course and Completing the Test

STEP 1: Log into your Workday Learning Account.

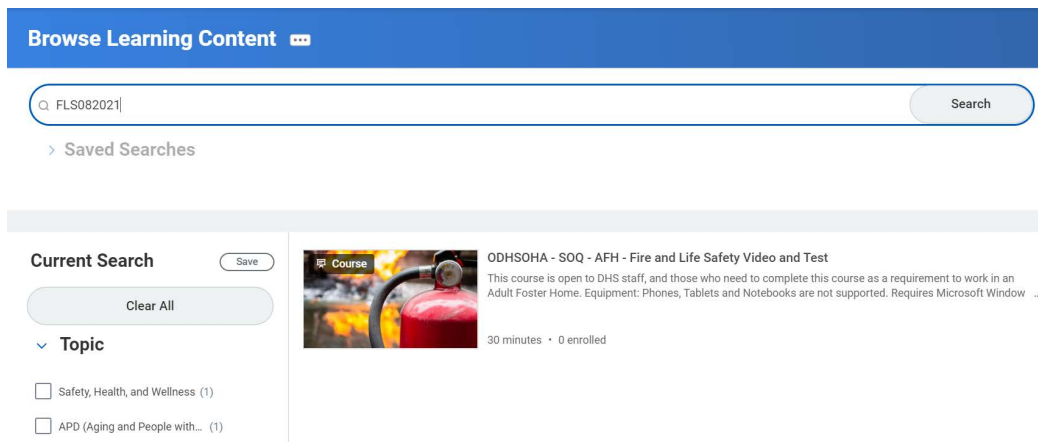**STEP 2:** Click on the Learning application.
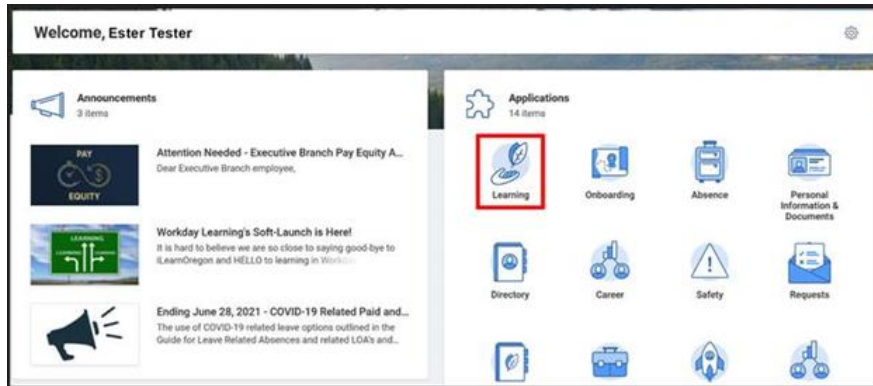
STEP 3: Click on browse learning.

STEP 4: Search on the course code (blue) to locate the course you want and select

- ODHSOHA SO   AFH Fire and Life Safety ideo and Test   **FLS082021**

STEP 5: Click the BLUE Select Offering button.

ODHSOHA - SOQ - AFH - Fire and Life Safety Video and Test

This course is open to DHS staff, and those who need to complete this course as a requirement to work in an Adult Foster Home.

Equipment:
Phones, Tablets and Notebooks are not supported.

Show All ⌄

📅 Select Offering

Duration	Lessons
30 minutes	2
Skill Level	Delivery Mode
Beginner	Self-Directed

Lessons in This Course   Additional Course Details

STEP 6: Select the offering listed. Then click the "OK" button. On the next page, click the "SUBMIT" button. You will receive confirmation. Then click the "DONE" button.

Select Offering

Offerings 1 item

	Order	Select Offering	Seats Available	Waitlist Available	Status	Unlimited Capacity
	1	☑	Unlimited	No	Open	✓

OK   Cancel

You have submitted   Enroll in Content: ODHSOHA - SOQ - AFH - Fire and Life Safety Video and Test •••

✓

Process Successfully Completed

Done

STEP 7: Start the course by clicking on the "START COURSE" button.

ODHSOHA - SOQ - AFH - Fire and Life Safety Video and Test

This course is open to DHS staff, and those who need to complete this course as a requirement to work in an Adult Foster Home.

Equipment:
Phones, Tablets and Notebooks are not supported.

Show All ⌄

▶ Start Course

NOT STARTED

Duration	Lessons
30 minutes	2

STEP 8: Click the "VIEW EXTERNAL LINK" button to watch the video. It will open in a separate browser tab or window, depending on your system settings.

Fire and Life Safety Video

ⓘ Once you have viewed the link, return to this page to continue this course.

[⇱ View External Link]
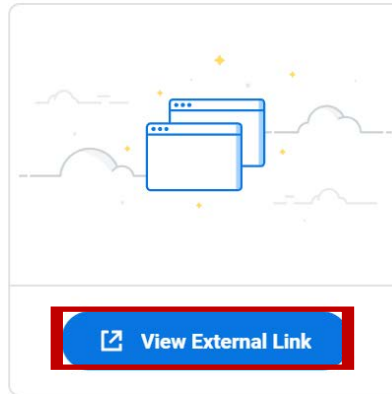
STEP 9: After you have watched the video, come back to the course training tab and click the "NEXT LESSON" button.

✓

Up Next

Fire and Life Safety Test

(View Again)   **Next Lesson**

STEP 10: Click the "LAUNCH CONTENT" button. This will open the test in a new window. It may take a few moments, depending on your system settings. When you have completed the test, follow the directions you see at the end of the test. If you do not pass the test on the first try, you can retake the test. If you want to take the test at a later time, close it by clicking the "X" it the top right corner.

Fire and Life Safety Test

ⓘ This is a content package. It will open in a new window, and may include multiple pages, types of content, and its own navigation. When you finish viewing the entire content package, close the window and return here.

Launch Content
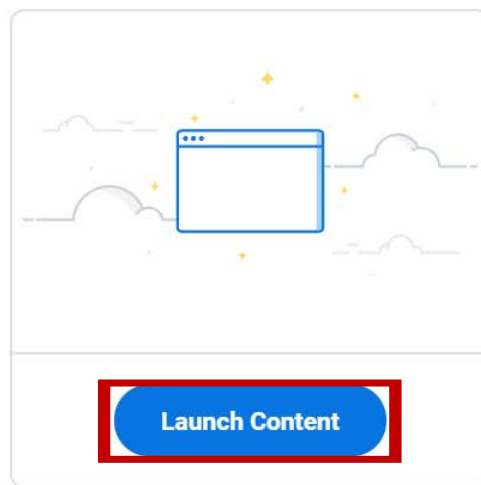
Viewing and Printing Your Workday Learning Transcript

STEP 1: Log into your Workday Learning Account on a laptop or computer.
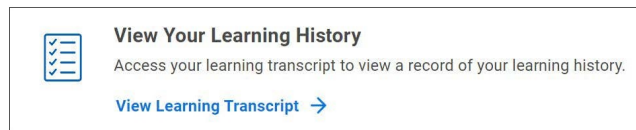
STEP 2: Click on the View All Apps Link.

▣▣ **View All Apps**

STEP 3: Click on the Learning icon.

Learning

STEP 4: Click on the My Learning link.

📖 **My Learning**

STEP 5: Click on the View Learning Transcript link.

View Your Learning History
Access your learning transcript to view a record of your learning history.

View Learning Transcript →

STEP 6: You are now looking at your transcript. It will show classes you have registered for and need to begin, classes that are in progress and classes you have completed. You may have to scroll down the page to see all your information.

Under **Learning History**, locate your class. Your Grade will show as "Pass" and your test score will be listed under "Score".

My Transcript

10:19 AM
04/13/2023
Page 1 of 1

Not Started

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
H D Burks [E] - ODHSOHA - SOQ – Six Rights Final Test- C02865FT	ODHSOHA - SOQ – Six Rights Final Test- C02865FT	Digital Course	Enrolled	03/06/2023	Not Started	Do Not Track		0	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Six Rights Prerequisite Test B	ODHSOHA - SOQ - Six Rights Prerequisite Test B	Digital Course	Enrolled	03/01/2023	Not Started	Do Not Track		0	Enrollment

In Progress

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type

Learning History

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Expiration Date	Attendance Status	Grade	Score	Record Type
H D Burks [E] - ODHS - SOQ - Ensuring Quality Care (EQC) Essentials	ODHS - SOQ - Ensuring Quality Care (EQC) Essentials	Course Offering	Enrolled	04/13/2023	Completed	04/12/2023 05:00:00 PM		Not Entered	Pass	95	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Six Rights of Safe Medication Administration - C02865	ODHSOHA - SOQ - Six Rights of Safe Medication Administration - C02865	Course Offering	Enrolled	02/16/2023	Completed	02/15/2023 04:00:00 PM		Attended	Pass	0	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Infection Control Test A- C01532T (Inactive)	ODHSOHA - SOQ - Infection Control Test A- C01532T (Inactive)	Digital Course	Enrolled	01/04/2023	Completed	01/04/2023 10:00:36 AM		Do Not Track		0	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Infection Control - C01532	ODHSOHA - SOQ - Infection Control - C01532	Course Offering	Enrolled	12/08/2022	Completed	12/08/2022 09:25:27 AM		Attended	Pass	100	Enrollment
H D Burks [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Administration Homework C02865H	ODHS OHA - SOQ - Six Rights of Safe Medication Administration Homework C02865H	Digital Course	Enrolled	11/30/2022	Completed	11/30/2022 10:35:32 AM		Do Not Track		0	Enrollment
H D Burks [E] - ODHS-SOQ AFH Summer 2022 Training Series - Physical and Chemical Restraints	ODHS-SOQ AFH Summer 2022 Training Series - Physical and Chemical Restraints	Course Offering	Enrolled	06/27/2022	Completed	07/12/2022 12:00:00 PM	07/21/2022	Attended		0	Enrollment