NYC HEALTH+ HOSPITALS

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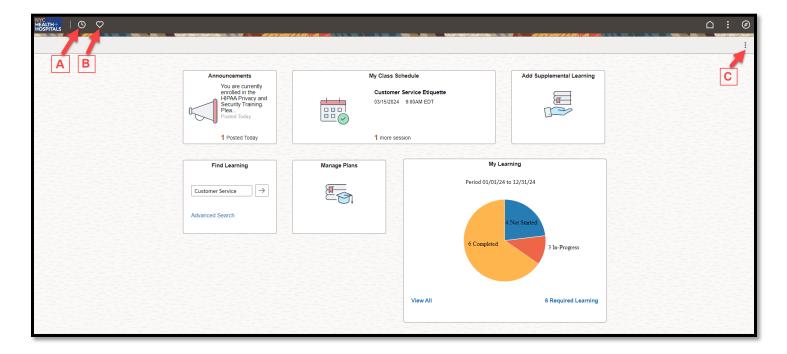


Navigating the Employee Self Service Homepage

This aide serves as an overview of your Home Screen via the Enterprise Learning Management (ELM) application.

Employee Self Service Homepage Icons

- 1. Icons & Functions defined:
- A. Recent Places Icon Displays a summary of the last few pages you have accessed
- **B. Favorites Icon** Displays the pages you have saved as your favorites
- C. Refresh Icon Allows you to refresh your page





Employee Self Service Homepage Icons (Cont'd)

- **D. Home Icon** Allows you to navigate back to the homepage from your current page
- E. Actions List Icon Allows you to open a new window, add to favorites or sign out
- F. Nav Bar Icon Displays Recently Visited, Favorites, and Menu options

| | | | | ○ : ∅ |
|--|--|--|---|---|
| | | | | 111 |
| Announcements You are currently enrolled in the HIPAA Privacy and Pera Posted Today 1 Posted Today | Custon 03/15/20 | ner Service Etiquette 24 9:00AM EDT | Add Supplemental Learning | DEF |
| Find Learning Customer Service → Advanced Search | Manage Plans | | 4 Not Started | |
| | | View All | 3 In-Progress | |
| | Announcements You are currently enrolled in the HiPAA Privacy and Security Training, Posted Today 1 Posted Today Find Learning Customer Service in the security of th | Announcements You are currently encled in the HPAR Privacy and Security Training. Posted Today 1 Posted Today Find Learning Customer Service | Announcements My Class Schedule Vou are currently miled in the HPAA Privacy and Stear. Customer Service Etiquette 1 Posted Today 1 more session Find Learning 1 more session Customer Service Image Plans Advanced Search Eficit | Announcements Vou are currently PHPAA Privacy and PHPAA Privacy and PHPAA Privacy and PHPAA Privacy and PHPAA Privacy and PHPAA Privacy and PHPAA Privacy and Manage Plans Customer Service Advanced Search Manage Plans Customer Service Advanced Search |



How to Launch Your Web Based Trainings

- 1. Log into PeopleSoft ELM by navigating to: elm.nychhc.org
- 2. Click on the **View All** link within the **My Learning** tile to access your Trainings.
 - You can click on the Required Learning link to view Required Trainings

| Announcements You are currently enrolled in the HIPAA Privacy and Security Training Posted Today | | Schedule r Service Etiquette 4 9:00AM EDT | Add Supplemental Learning | |
|---|--------------|---|---------------------------|--|
| 1 Posted Today | 1 more se | ession | | |
| Find Learning | Manage Plans | My L | earning | |
| Enter Search Keyword) | | Period 01/01/2 | 14 to 12/31/24 | |
| Advanced Search | | | 4 Not Started | |
| | | 6 Completed | 3 In-Progress | |
| | | | | |

- 3. A list of your training enrollments will display in the **Current** Tab.
 - Click on the **Launch** button next to the training you would like to complete.
 - You may filter by Learning Type or Status using the filter icon

| ly Learning | | | |
|---|---|---|---|
| Current Planned History | | | |
| Current Learning | | | |
| Customer Service Etiquette Scheduled Internal Classroom Starts 15 Mar 2024 Fanolled Voodhull Hospital | Sexual Harassment Prevention - C Required Self-Paced Web-Based F Enrolled ▲ Complete by 31 Aug 2024 | Identifying and Managing Uncons Required Self-Paced Web-Based F Enrolled ▲ Complete by 30 Sep 2024 | NYC Health + Hospitals Infection Required Self-Paced Web-Based |
| | Launch 🔠 | Launch | Launch |
| HIPAA Privacy and Security Required Self-Paced Web-Based | NYC H+H Workplace Violence Pre Required Self-Paced Web-Based ③ 45 Minutes Duration F Enrolled ▲ Complete by 31 Dec 2024 | Conflict of Interest Board Training Required Self-Paced Web-Based | VOICE User Training Self-Paced Web-Based F Enrolled |
| Launch | Launch | Launch | Launch |

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How to Print your Completion Certificate

- 1. Log into PeopleSoft ELM by navigating to **elm.nychhc.org**
- 2. Click on the **View All** link within the **My Learning** tile to access your trainings.

| Announcements You are currently ended in the HIPAA Privacy and Security Training. Peaked Today | | Schedule er Service Etiquette 4 9:00AM EDT | Add Supplemental Learning | |
|---|--------------|--|---------------------------|--|
| 1 Posted Today | 1 more s | ession | | |
| Find Learning | Manage Plans | | My Learning | |
| Enter Search Keyword > | | Period 0: | 01/01/24 to 12/31/24 | |
| Advanced Search | | | 4 Not Started | |
| | | 6 Comp | pleted 3 In-Progress | |
| | | | | |

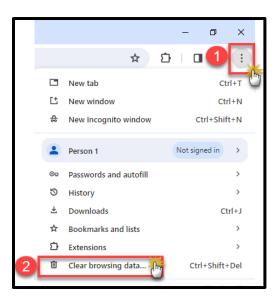
3. Click on the History Tab, then click Print next to your completed training

| urrent Planned History | | | |
|---|---|---|--|
| earning History | | | |
| | | | |
| General Compliance/ HIPAA Training Required Self-Paced Web-Based Completed on 10 Jul 2023 | NYC H+H Workplace Violence Pre Required Self-Paced Web-Based Completed on 10 Jul 2023 | Active Shooter Preparedness and Self-Paced Web-Based Completed on 10 Jul 2023 | Conflict of Interest Board Training Required Self-Paced Web-Based Completed on 10 Jul 2023 |
| Print | Print | Print | Print |
| Sexual Harassment Prevention - C | Cadence Referral 100 | Cadence Outpatient Scheduling & | NYC Health + Hospitals System N |
| Required Self-Paced Web-Based | Scheduled Audio/Video Conference | Scheduled Audio/Video Conference | Blended Learning |
| Completed on 17 Oct 2022 | Completed on 02 Sep 2022 | Completed on 31 Aug 2022 | Completed on 29 Jul 2022 |
| Print | Print | Print | Launch Print |

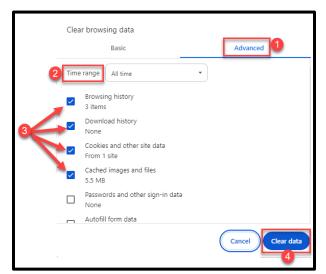


Clearing Cache for Google Chrome

1. Select **Controls** (via the Dots Icon) on the far-right corner of the browser window. Select **Clear Browsing Data**.



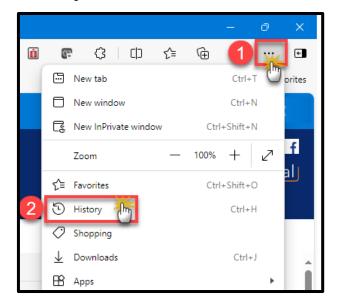
- 2. In the **Clear browsing data** box, click the checkboxes for **Browsing History**, **Download History**, **Cookies and other site data** and **Cached images and files**.
 - Select the Time Range
 - Click the Clear Data button



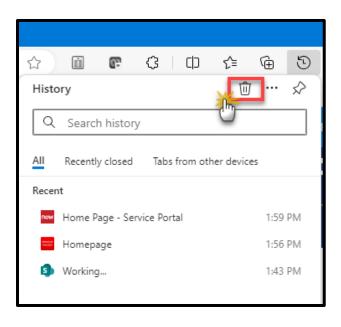


Clearing Cache for Microsoft Edge

1. Select **Settings** (via the Dots icon), on the far-right corner of the browser window, then select **History**.



2. Click on the Trash Can icon





<u>Clearing Cache for Microsoft Edge (Cont'd)</u>

- 3. Select the Time range: All Time
- Select the Check boxes next to: **Browsing history**, **Download history**, **Cookies and other site data**, **Cached images and files**.
- Click **Clear Now.**

| | Clear browsing data | × |
|---|--|---|
| | Time range | |
| | All time | × |
| | Browsing history | |
| 2 | Download history | |
| | Cookies and other site data | |
| | Cached images and files | |
| | Clear browsing data for Internet Explorer mode | |
| | Clear now Cancel | |