



## Online Compliance Training Instructions

Downstate's Compliance training programs are online programs, available from any computer with Internet access, whether at home or at work. You do not need to complete them all in one session. As long as you exit out of the program properly, it will bookmark where you left off so that you can begin at that location upon your next logged in session with the exception of the Downstate ICD10 course\*.

*\*The ICD10 is an audio program; you will need to make sure to have a headphone or speaker available when taking this course. In addition, the ICD10 courseware consists of an ICD 10 overview video, coupled with a specific video for each specialty. Please note that if you exit the course before completing the video in a specific module, when you log in again, the course will bring you back to the beginning of that video.*

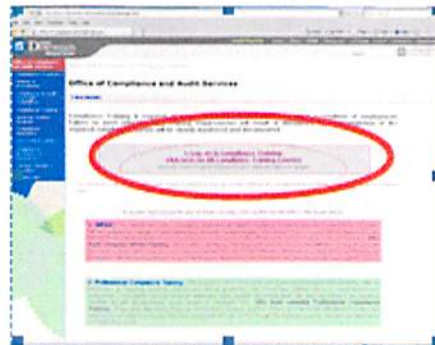
**Internet Explorer is recommended to run this program.**

**Please note that ALL POP-UP BLOCKERS MUST BE DISABLED BEFORE LOGGING ON.**

If you do not have access to a computer with Internet, the Learning Resource Center (LRC) in the basement of the DMC Library has designated terminals for the Compliance training programs. The LRC is open 7 days. Please check with LRC for their hours of operation.

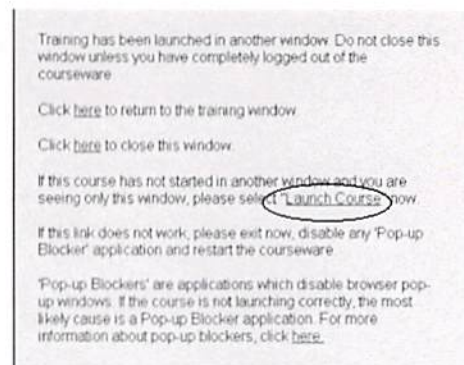
### 1) Navigate to the Website:

- To launch the compliance web-training, open up your web browser. In the address bar, type the following information: [www.downstate.edu](http://www.downstate.edu). Click on the "Compliance & HIPAA Training" (located on the lower left hand side of the Downstate main web-page).
- Click on the link to log on to Compliance Training: [Log-on to Compliance Training](#):



### 2) Pop-Up Blockers:

If you are running a pop-up blocker, a page similar to the one below may appear. Note the link that says 'Launch Couse' (it's circled on the diagram). Click that link to open the training.



### 3) Log-On Screen:

When prompted for 'log-in', please type the information provided to you into the corresponding fields of the login screen. Then select 'CONTINUE' to move on.

#### 4) Select Job Function & Viewing Options:

Please select an appropriate Job Function from the pull-down list (1).

Next, select your viewing options (2).

Hit the CONTINUE button (3) on the bottom of this screen to advance to the course menu.

#### 5) Course Login Screen:

Select a course by clicking on a course name or picture in the screen depicted below. Note that one or more courses may appear, depending on the Job Function you selected on the previous screen.

#### 6) Courseware Login Screen- Curriculum Track

Select an appropriate 'Curriculum Track' from the pull-down list on this screen. Based on your selection, the courseware will tailor the content to provide you with the most appropriate learning materials.

#### 7) Moving Through the Courseware:

To move through the courseware, there are two buttons at the bottom of each screen- 'Back' and 'Continue'. These buttons will be in the same place on every screen. The bar between will tell you how far you have moved along in a module.





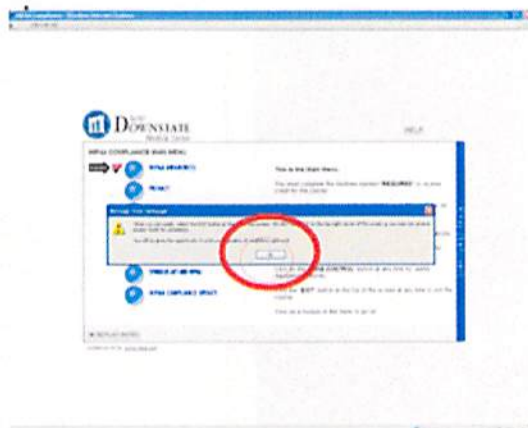
8) You must complete all modules that have an arrow with the word 'Required'. Each main module includes small sections/ sub-sections.

- Make sure you complete all required sections and sub-sections to receive credit for the course.
- You will receive credit for each module on the main menu of the course after you have viewed all of the required material and answered all of the test questions.
- A checkmark denoting completion of a module will be displayed on the main menu of the program.



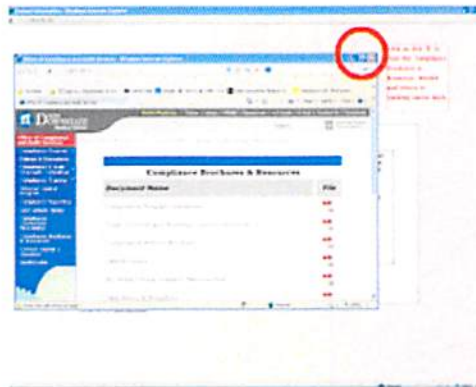
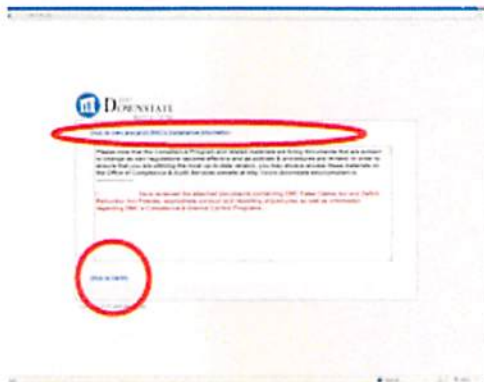
**\*DO NOT hit the "X" on the top-right corner of the screen or you may not receive proper credit for completion. You must continue to exit the program correctly. Always click on the 'EXIT' to leave the course work.**

9) Upon completion of the course, a pop-up screen with a message from the webpage will appear. Click 'OK', then Click 'Exit'. You will be given the opportunity to print a confirmation of completion upon exit.

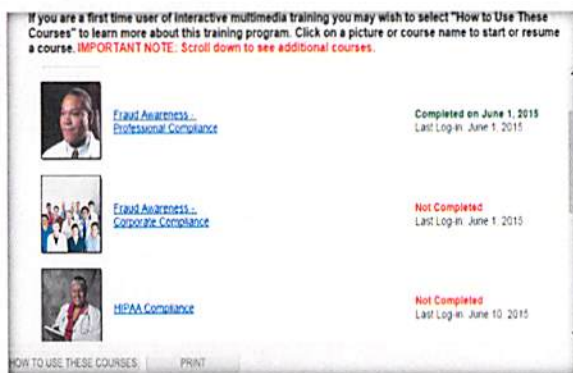


**Note:** For some courses, you might need to click and view DMC's compliance training information, as shown in the screen shots below.

- Click on link to view and print DMC's Compliance information.
- A separate window with list of pdf of DMC's Compliance information appears. Close this window by clicking the 'x'.



8) Make sure you complete all required sections and sub-sections within each course work. Upon completion of each course, a pop-up screen will appear that indicates you have completed all of the required material of the course work. If you do not get this message, you have not completed all of the required sections. Return to the Course menu screen and select any course without a completion status.



To ensure the server uploads your information and notate you as complete, please follow instructions on the screen to exit out each course work properly.

**Important: All registered courses shown on the main menu must be completed to be in full compliance.**

If you have any confusion/ difficulty with these instructions, please contact the Office Compliance & Audit Services at (718) 270-6734 / 2095/ 4033 for assistance.