

COMPLETE YOUR FIRST TRAINING



Last updated by: Collin May | 2022-10-11

Purpose

When your CareLearn account is created, you will receive an email with a link to CareLearn and a reminder of the user name you used for Secure Access Washington and CareLearn. This document will help you find the very first training you should take, and how to find all the courses in the "How to use CareLearn" series of trainings.

Process

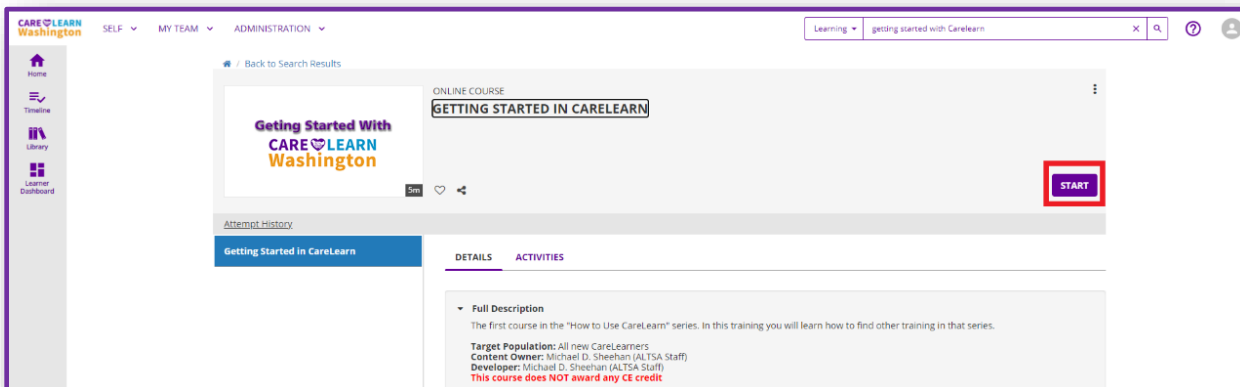
1. Log into CareLearn. If you are already in CareLearn, click the **Home icon** at the top of the **interface**.



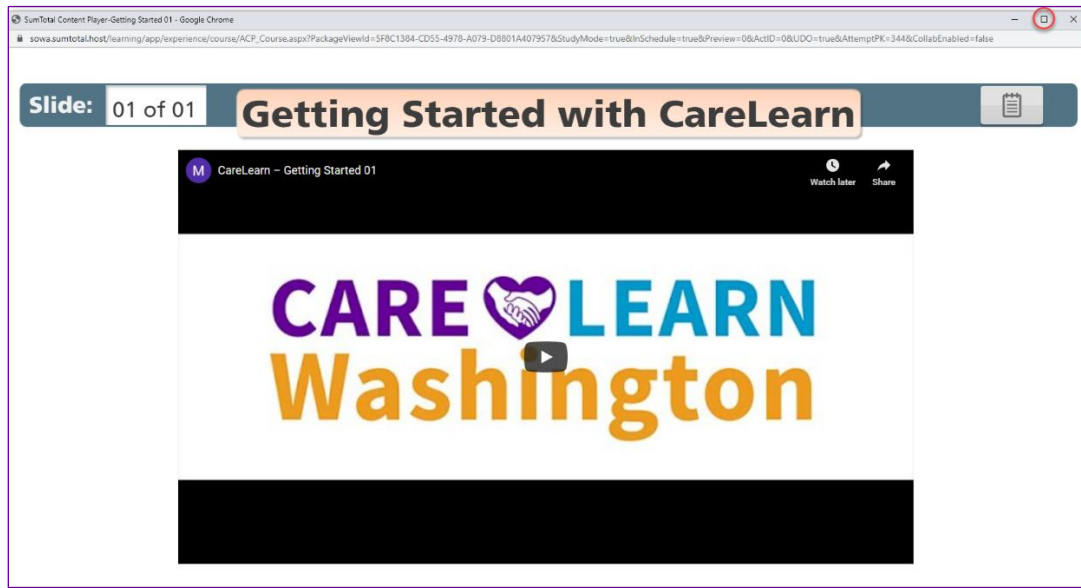
2. Click the **Training button** located on the Home page.



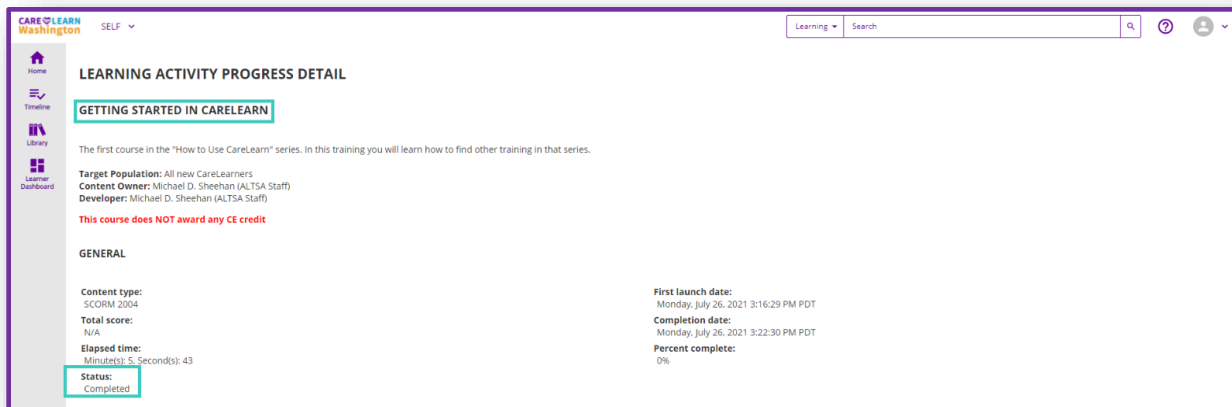
3. The training link on the home page will take you to a course titled **Getting Started in CareLearn**. It is the very first course in the **How to use CareLearn** series of trainings. Click the **Start button**.



- When you click the start button a new window will open. Do NOT close either browser window. Click the browser's **Maximize button** (top-right) to increase the size of that window.



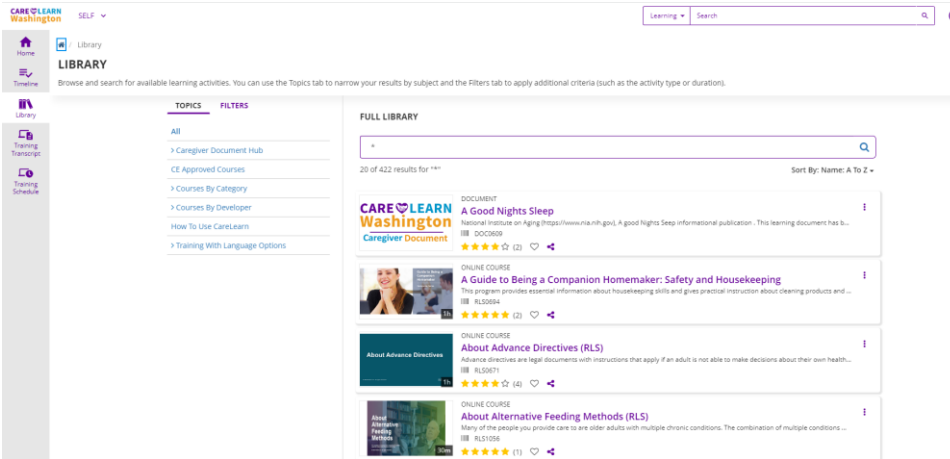
- Click the **Play button**. When you do, an instructional video will begin to play.
- When the video ends, you have completed your first training. Close the current browser window (the window that included the video).
- Your other browser window will be updated and will show you that you have completed the training.



- Now that you have completed your first training, click the **Library icon** located in the **dashboard menu** (top-left)



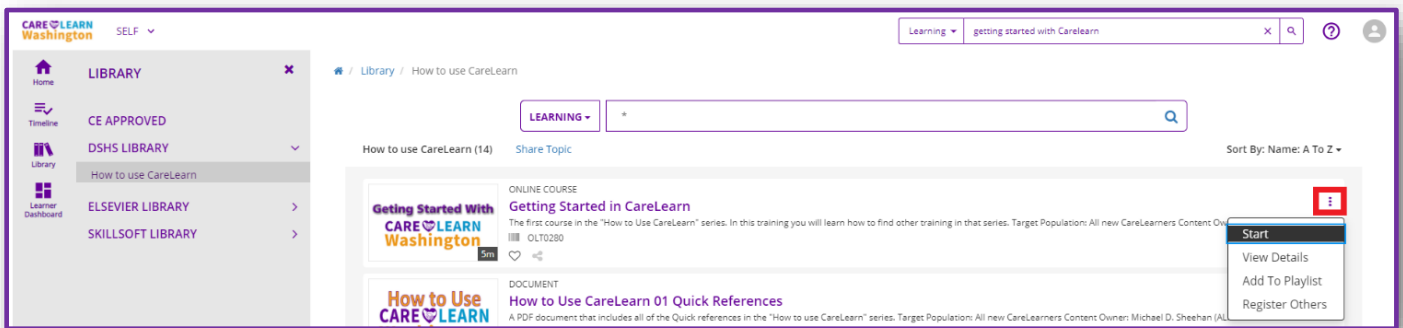
9. When you click the library icon, you will be redirected to a new page with library topics on the left and course listings on the right. Click the [How to Use Carelearn link](#).



Library Topic Note:
Library topics with subcategories will have an **>** button next to the library name.

Click the **>** button expand the selection to see the additional subcategories.

10. You will see a list of all courses in the *How to use CareLearn* series of trainings. Choose one, click the 3 verticle dots and then click the **Start button**.



Notes

Glossary of Terms (just the most useful)

Expand / Contract Header menu Interface
Maximize button
Slide-out menu

Many menus can be expanded and contracted to show or hide their more information. At the top of most every page. Contains the **Home, Search, and Library** icons.
The area of the screen that CareLearn uses.
Located at the top-right of a browser window. Will enlarge the window.
A menu that slides in an out of the current page.

First Training Quick Reference Guide

- Log into CareLearn Washington.
- Click the Training link on the Home page.
- Click the Library icon at the top of the page
- Click the How to Use CareLearn Library

- Click the Start button in the course.
- Choose another course in the How to Use CareLearn series.
- When the video is over close the window

Here is an area where you can make your own notes

A large, empty rectangular area with a light gray background, intended for users to take their own notes. It is bounded by a thin black line.