COMPLETE YOUR FIRST TRAINING

Last updated by: Collin May | 2021-08-13

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 of the courses in the "How to use CareLearn" series of trainings.
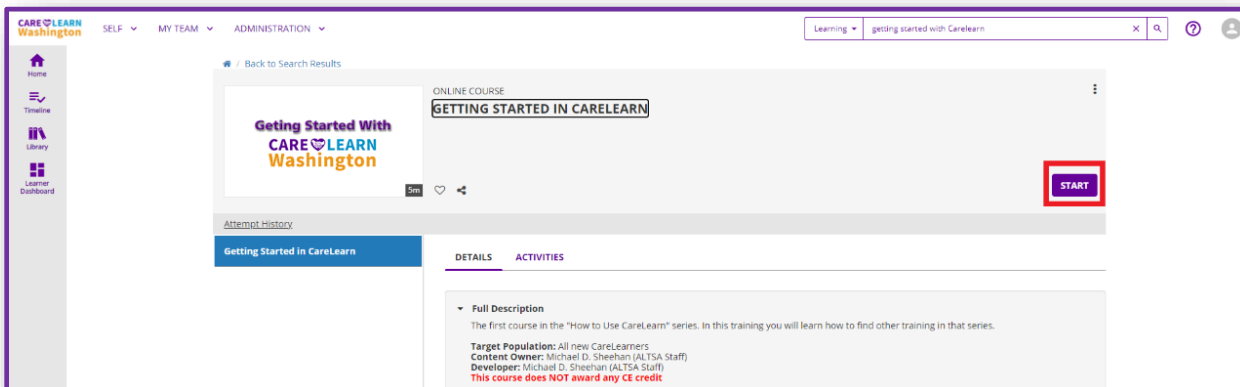
Process

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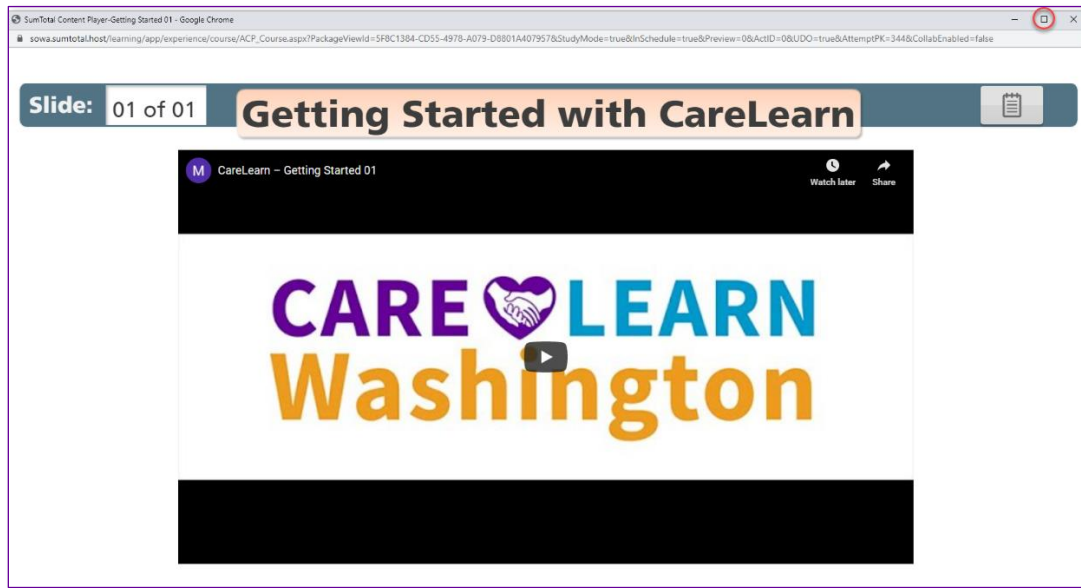

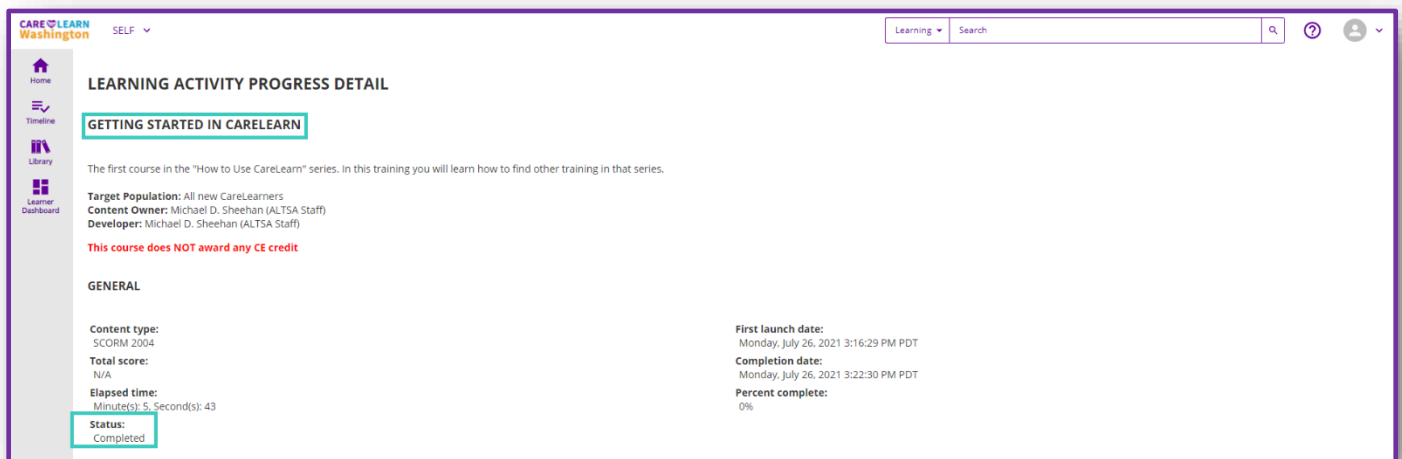2. Click the **Training button** located on the Home page.

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**.

4. 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.
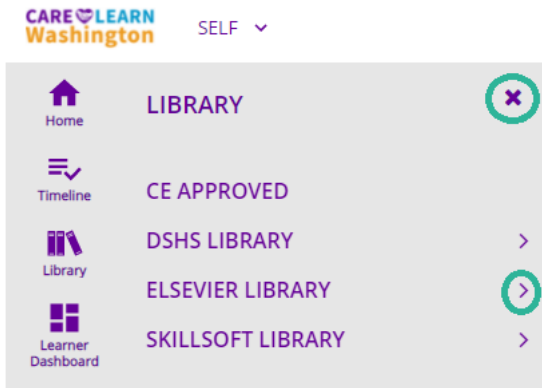

5. Click the **Play button**. When you do, an instructional video will begin to play.

6. When the video ends, you have completed your first training. Close the current browser window (the window that included the video).

7. Your other browser window will be updated, and will show you that you have completed the training.

8. Now that you have completed your first training, click the **Library icon** located in the **Header menu** (top-left).
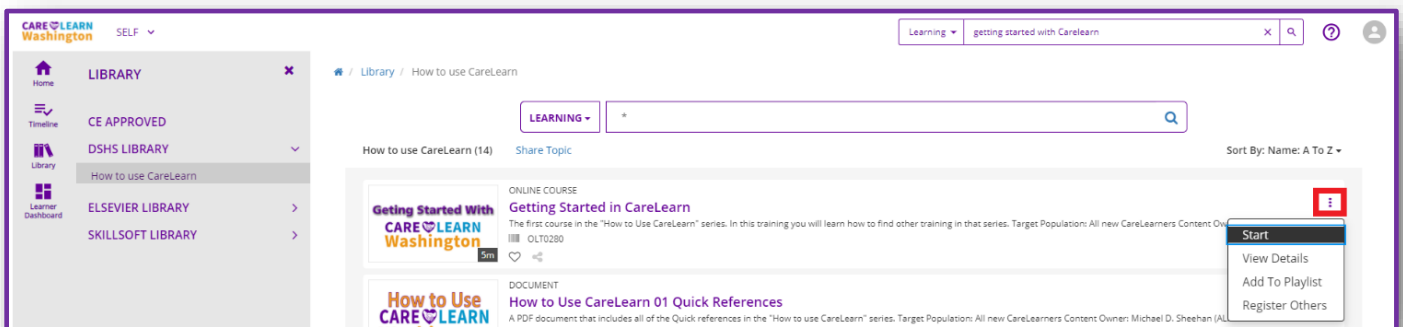
9. When you click the library icon, you will see a **slide-out menu** on the left of the **interface**. Click the **DSHS Library link**.

The **X** lets you close the slide-out menu that is showing you the library.

The **>** means that there are more levels of organization to view.

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

Slide-out menu	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 Start button in the course.**

- **When the video is over close the window**

- **Click the Library icon at the top of the page**
- **Click the DSHS Library**
- **Choose another course in the How to Use CareLearn series.**

Here is an area where you can make your own notes