

# Compass

## Using Seton Learning Central to Complete COMPASS Training

### 1) Access Seton Learning Central (SLC).

- Open Internet Explorer
- Type the following address in your Internet Browser to access the login page



Address

- The Ascension Health University home page will open. Enter your SLC username and password and click on **Submit**. *If you do not know you SLC credentials, call the Seton ServiceDesk at (512) 324-1675.*

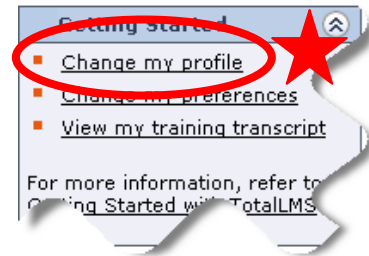


- Your Seton Learning Central home will appear.



## 2. If this is your first time using SLC, you should now change the default password.

- Click on **Change my profile** on your SLC home page.



- The Profile window will pop up. Enter and Confirm your new password.

A screenshot of the 'Profile' window. At the top, there are two tabs: 'Profile' (selected) and 'Preferences'. Below the tabs is a section titled 'Security'. It contains the text 'Security role: AH - Learner ( Ascension Corporate )' and 'Username:'. There are two input fields: 'Enter new password:' and 'Confirm new password:'. The 'Enter new password:' field is highlighted with a red box.

## 3. Accessing your COMPASS training courses

- You are already enrolled in the COMPASS courses required to use the electronic health record at the hospitals for which you are credentialed.
- On the lower half of the SLC Home page are your current training requirements.

	Activity Name	Start Date
launch →	COMPASS 2007 Overview ViewOnly (avail 2/23)	
launch →	COMPASS 3A Message Center Overview for IS Associa...	
launch →	COMPASS Physician CPOE	

- Click the Launch button to begin your first course.
- Completing the Assessment at the end of each course will mark you complete in SLC, remove the course from your current training display and place it onto your Transcript.
- If you would like to re-take a course as a refresher, just click on the course name on your Transcript.



## 4. Logging Off SLC

- Click **Log Off** in the upper-right corner of the SLC home page.

