

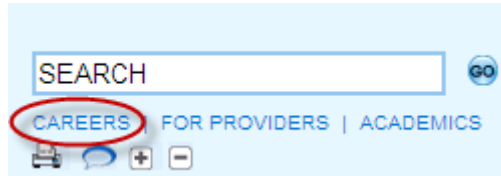
CHA REMOTE OLC TRAINING

Cambridge Health Alliance conducts and tracks many of its training via a learning management system (LMS). At CHA we refer to the learning management system as the OLC (Online Learning System). Generally staff will access the OLC from work; however there are times in which some employees will also need to access the OLC remotely. This **should not** be done via standard CHA remote access, as training scores do not get recorded. To do training remotely, follow the directions below.

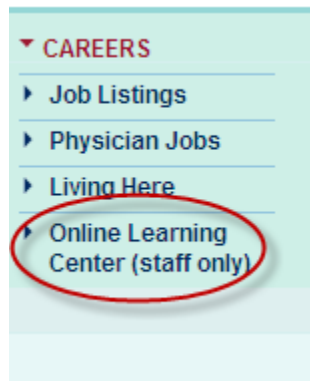
Accessing the OLC

Non-CHA Computer

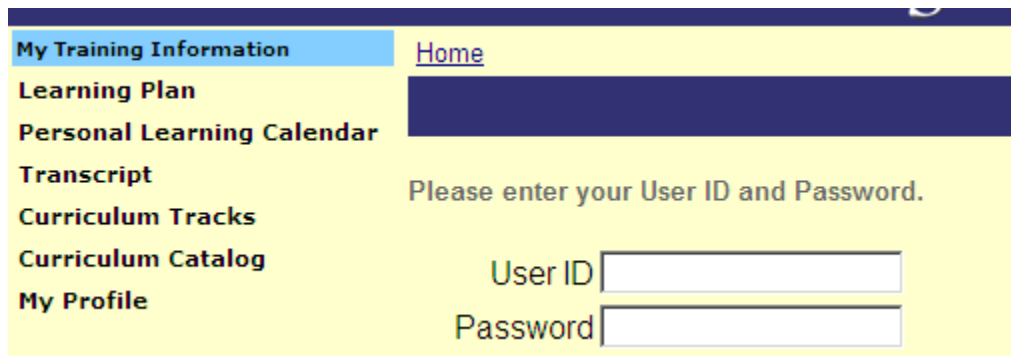
1. Log onto the Internet on a NON-CHA computer or if at CHA login using Alliance as the username and Alliance as the password. **NOTE: if you have a MAC it must be in PC mode to work properly.**
2. Go to <http://www.challiance.org/>
3. Click on the **Careers** option located under the search field.



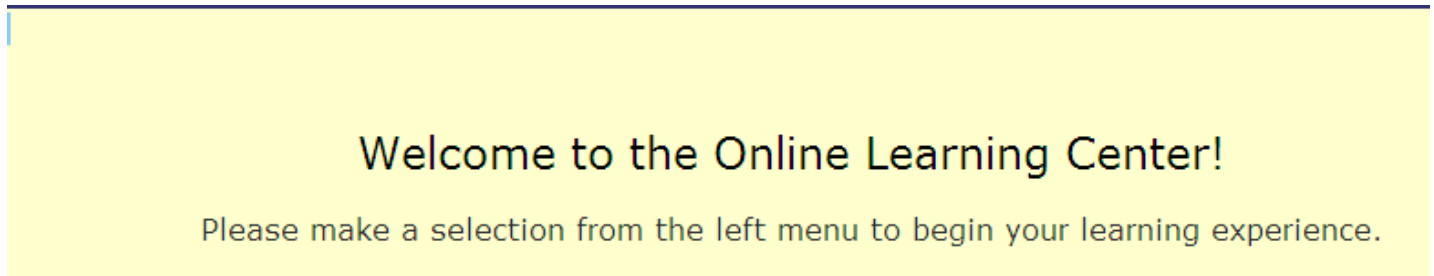
4. Then click on the Online Learning Center hyperlink located on the left menu bar.



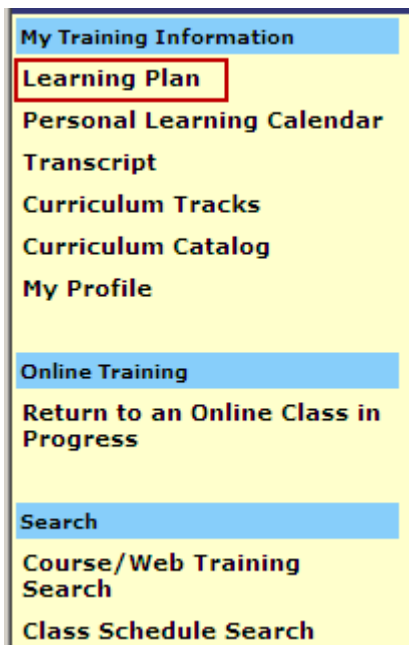
Remote Login Page



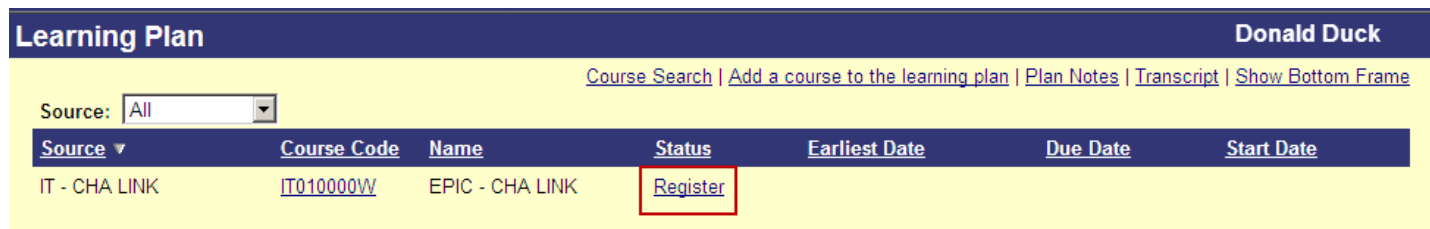
1. Enter your unique user ID and password provided by a manager as noted above.
2. Click the **OK** button to proceed.
3. A Welcome to the Online Learning Center message will appear.



Using the OLC



1. On the left of the screen is the OLC menu.
2. All individuals have access to the sections highlighted in light blue [My Training Information; Online Training and Search]
3. To take the required training, click on the Learning Plan hyperlink located in the My Training Information section.
4. Before starting to take any training, users need to make sure to clean out their internet cookies & files. Failure to do so can impact your training experience. Directions on how to do this are under the Training Housekeeping section of this document. Additionally to help make this easier, it is highly recommended that all other software on the computer being used get closed out.



5. To start the training click on the status hyperlink to the right of the course name. In the above example that is the word **Register**. Follow the prompts as they are presented.
6. The screen will split, on the bottom will be something like below. Click on the Start Course hyperlink.



- 7. The training should begin to load. If it hangs, please contact your administrator, you may need java loaded onto your computer.
- 8. When taking the training, keep in mind that the system times out after a few minutes of inactivity.
- 9. If there is a need to exit the training and return later, then the course status will be Training In Progress, after clicking that the following options will appear. Click on the Continue Course option. This should return the user to the last page prior to exiting.

