

ODHS VIRTUAL TRAINING PROGRAM

ODHS TRAINING PROGRAM: Fire and Life Safety course for Adult Foster Homes
As of June 2021, ODHS virtual trainings can be accessed and completed through Workday Learning.

INFORMATION CONTAINED IN THIS DOCUMENT

- Course information
- How to request a Workday Learner account
- How to enroll in, and complete the course
- How to find your Workday Learning Transcript

COURSE INFORMATION

Once you have requested and been approved for a Workday Learning account (instructions below) you can register for classes and trainings.

The Fire and Life Safety course contains a video and a test. The video must be watched first. All test questions come from information in the video. A score of 80% must be obtained to pass the test. A score less than 80% will require you to retake the test. The test can be retaken up to three times. The last score recorded will be your score. You can use your notes you take while watching the video. However, you cannot receive assistance from anyone or provide assistance to anyone.

When you have passed the test, your TRANSCRIPT in Workday will show the date and time you have completed and passed the test. A certificate will not be issued. You can save your transcript as a PDF and print it for your records. Instructions on how to do this are below.

How to Request a Workday Learning account

***If you already have or had a Workday Learning account,**
Request help here: <https://www.surveymonkey.com/r/WDLhelp>



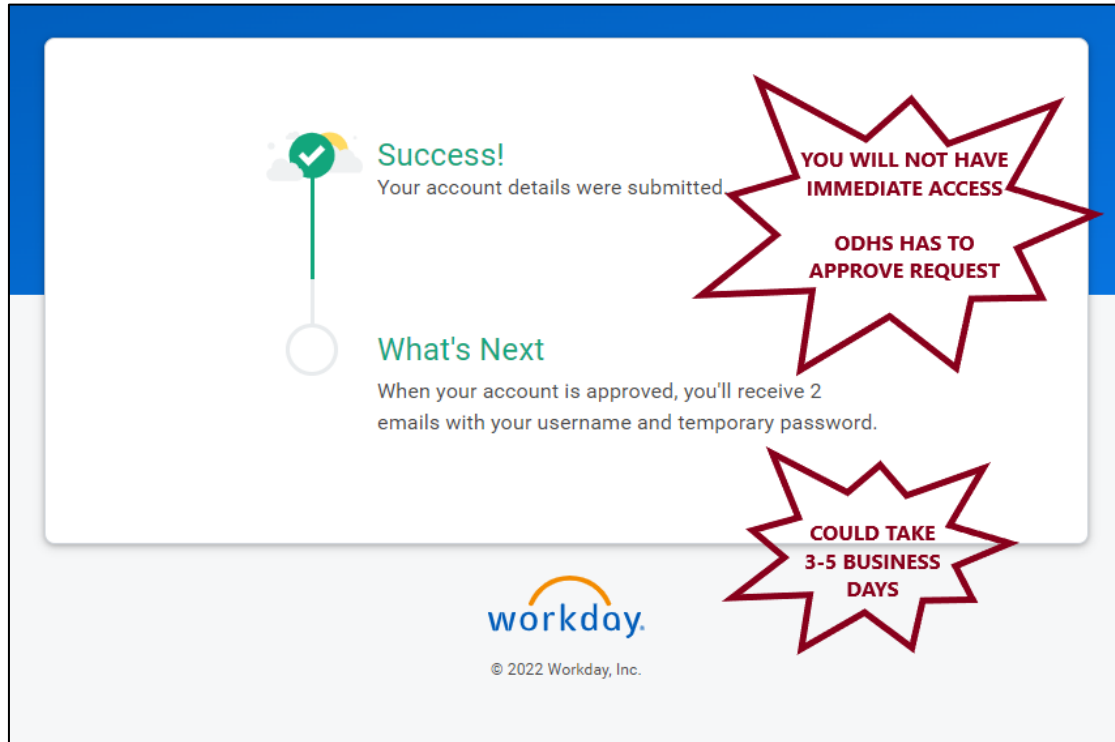
1. [Click here to open the Workday Learning account request webpage.](#)
2. Choose your Country and click the “Next Step” button.

The screenshot shows the 'Register to Learn' interface at Step 1 of 2. It features a dropdown menu for 'Country' with 'United States of America' selected. Below the dropdown is a blue 'Next Step' button. The Workday logo is at the bottom.

3. Your name on your Workday Learning account must match your government-issued ID (Driver's License, ID Card, Passport, Visa, etc.). Enter your First (given) Name, Last (surname) Name and your personal email address. Only one email address is allowed per account in Workday Learning. Click the “Submit Registration” button.

The screenshot shows the 'Register to Learn' interface at Step 2 of 2. A red starburst graphic on the left contains the text: 'Name must match your government-issued ID'. The form fields are: 'First Name' with placeholder 'GIVEN NAME', 'Last Name' with placeholder 'SURNAME', and 'Email' with placeholder 'PERSONAL EMAIL'. Below these fields is a blue 'Submit Registration' button and a link to 'Back to Previous Step'. The Workday logo is at the bottom.

That's it! ODHS will review your account request within 3-5 business days. If there is an issue with your request, you will receive an email from AFH Training with next steps. If there is not an issue and your request is approved, you will receive two emails from Workday Learning. One will contain your username and one will contain your password.



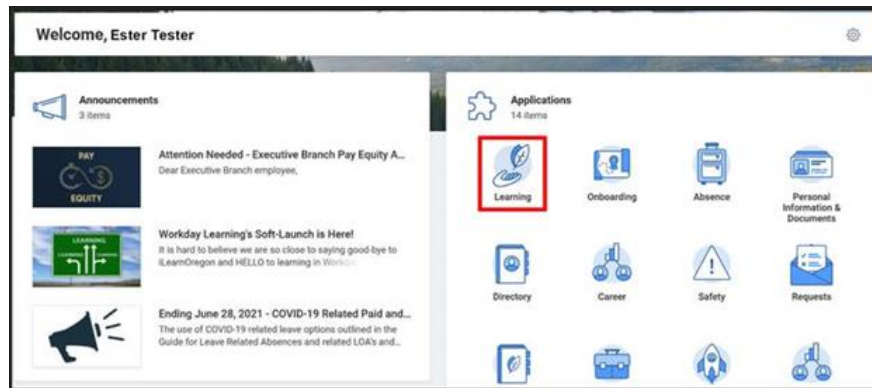
If you have questions regarding your account request, or need help resetting your password, fill out a help request at <https://www.surveymonkey.com/r/WDLhelp>.

After your account has been set up, you can click here to [log in to Workday Learning](#). It is recommended you bookmark this page for future use.

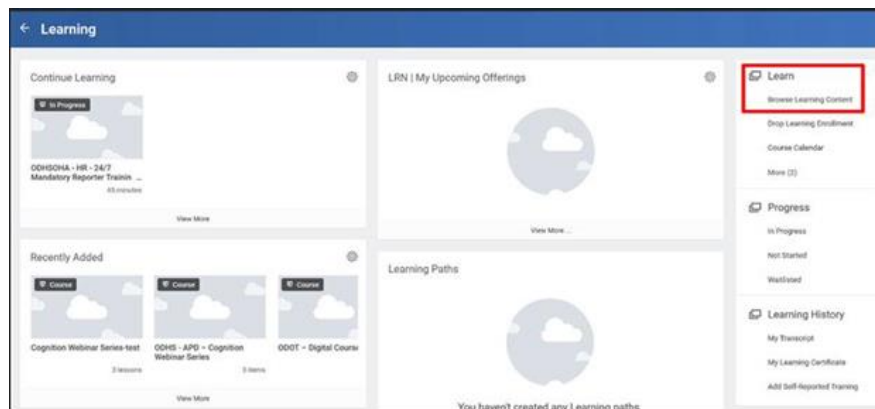
Registering for the Fire and Life Safety Course and Completing the Test

STEP 1: Log into your Workday Learning Account.

STEP 2: Click on the Learning application.

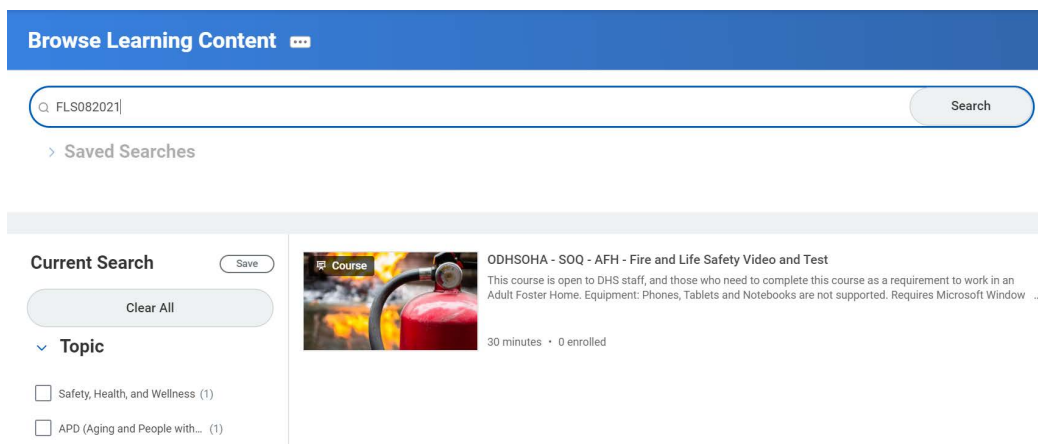


STEP 3: Click on browse learning.



STEP 4: Search on the course code (blue) to locate the course you want and select

- ODH SOA SO AFH Fire and Life Safety Video and Test **FLS082021**




STEP 5: Click the **BLUE** Select Offering button.

ODHSOHA - SOQ - AFH - Fire and Life Safety Video and Test

This course is open to DHS staff, and those who need to complete this course as a requirement to work in an Adult Foster Home.

Equipment:
Phones, Tablets and Notebooks are not supported.

[Show All](#) ▾



Select Offering

Duration

30 minutes

Lessons

2

Skill Level

Beginner

Delivery Mode

Self-Directed

[Lessons in This Course](#) [Additional Course Details](#)

STEP 6: Select the offering listed. Then click the "OK" button. On the next page, click the "SUBMIT" button. You will receive confirmation. Then click the "DONE" button.

Select Offering

Offerings 1 item

Order	Select Offering	Seats Available	Waitlist Available	Status	Unlimited Capacity
1	<input checked="" type="checkbox"/>	Unlimited	No	Open	<input checked="" type="checkbox"/>

OK

Cancel

You have submitted Enroll in Content: ODHSOHA - SOQ - AFH - Fire and Life Safety Video and Test



Process Successfully Completed

Done


STEP 7: Start the course by clicking on the "START COURSE" button.

ODHSOHA - SOQ - AFH - Fire and Life Safety Video and Test

This course is open to DHS staff, and those who need to complete this course as a requirement to work in an Adult Foster Home.

Equipment:
Phones, Tablets and Notebooks are not supported.

[Show All](#) ▾



Start Course

NOT STARTED

Duration

30 minutes

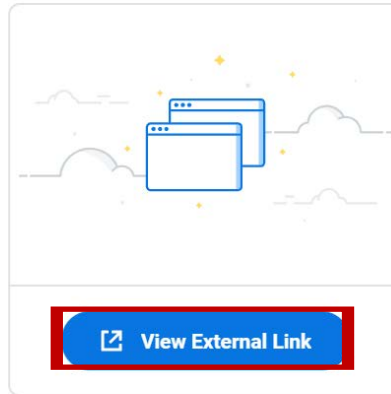
Lessons

2

STEP 8: Click the "VIEW EXTERNAL LINK" button to watch the video. It will open in a separate browser tab or window, depending on your system settings.

Fire and Life Safety Video

 Once you have viewed the link, return to this page to continue this course.



STEP 9: After you have watched the video, come back to the course training tab and click the "NEXT LESSON" button.



Up Next

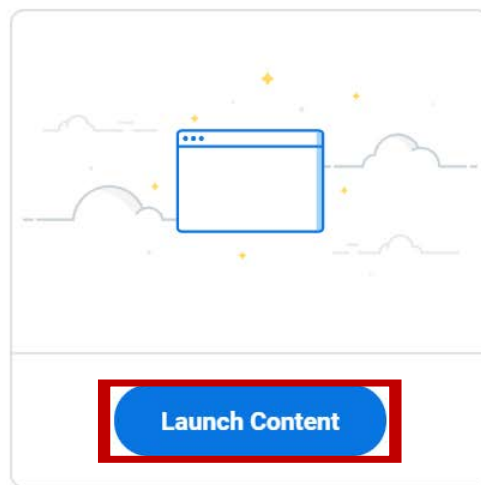
Fire and Life Safety Test



STEP 10: Click the "LAUNCH CONTENT" button. This will open the test in a new window. It may take a few moments, depending on your system settings. When you have completed the test, follow the directions you see at the end of the test. If you do not pass the test on the first try, you can retake the test. If you want to take the test at a later time, close it by clicking the "X" it the top right corner.

Fire and Life Safety Test

i This is a content package. It will open in a new window, and may include multiple pages, types of content, and its own navigation. When you finish viewing the entire content package, close the window and return here.



Viewing and Printing Your Workday Learning Transcript

STEP 1: Log into your Workday Learning Account on a laptop or computer.

STEP 2: Click on the View All Apps Link.

 [View All Apps](#)

STEP 3: Click on the Learning icon.



STEP 4: Click on the My Learning link.

 [My Learning](#)

STEP 5: Click on the View Learning Transcript link.



View Your Learning History

Access your learning transcript to view a record of your learning history.

[View Learning Transcript](#) →

STEP 6: You are now looking at your transcript. It will show classes you have registered for and need to begin, classes that are in progress and classes you have completed. You may have to scroll down the page to see all your information.

Under **Learning History**, locate your class. Your Grade will show as "Pass" and your test score will be listed under "Score".



My Transcript

10:19 AM
04/13/2023
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Not Started										
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Expiration Date	Attendance Status	Grade	Score	Record Type
H D Burks [E] - ODHSOHA - SOQ - Six Rights Final Test-C02865FT	Digital Course	Enrolled	03/06/2023	Not Started			Do Not Track		0	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Six Rights Prerequisite Test B	Digital Course	Enrolled	03/01/2023	Not Started			Do Not Track		0	Enrollment
In Progress										
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Expiration Date	Attendance Status	Grade	Score	Record Type
Learning History										
H D Burks [E] - ODHSOHA - SOQ - Ensuring Quality Care (EQC) Essentials	Course Offering	Enrolled	04/13/2023	Completed	04/12/2023 05:00:00 PM		Not Entered	Pass	95	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Six Rights of Safe Medication Administration - C02865	Course Offering	Enrolled	02/16/2023	Completed	02/15/2023 04:00:00 PM		Attended	Pass	0	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Infection Control Test A- C01532T (Inactive)	Digital Course	Enrolled	01/04/2023	Completed	01/04/2023 10:00:36 AM		Do Not Track		0	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Infection Control - C01532	Course Offering	Enrolled	12/08/2022	Completed	12/08/2022 09:25:27 AM		Attended	Pass	100	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Six Rights of Safe Medication Administration Homework C02865H	Digital Course	Enrolled	11/30/2022	Completed	11/30/2022 10:35:32 AM		Do Not Track		0	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Summer 2022 Training Series - Physical and Chemical Restraints	Course Offering	Enrolled	06/27/2022	Completed	07/12/2022 12:00:00 PM	07/21/2022	Attended		0	Enrollment