CSC Employee Online Training Portal

User Manual

Navigating to the Employee Online Training Portal

1. Open the browser and enter the URL address:

    centerforsocialchange.org/cscTraining/csc_training_master_login.php

2. Click on the 'CSC Online Training' link.

Logging into the Employee Online Training Portal

1. Enter your CSC issued username
2. Enter your CSC password
3. Click the 'Login' button

Viewing Your& Staff's Training Status

1. Click on 'Staff Training Status'

2. Click on the drop-down menus to search for a staff member by their First or Last Name

3. Alternatively, you can manually type the First or Last Name in the appropriate box

4. Click on the 'Search' button

5. Click on the First name of the staff member from the resulting staff list

6. You can now view the trainings of the selected staff 's previously attempted

Test Code	Test Name	Start Date	End Date	Test Score	Test Percent		Print Certificates
CSC-01	Seizure Disorders	2/13/2013		100	100	✓	
CSC-02	Infection Controls and Blood-Borne Pathogens (OSHA)	1/11/2015	12/31/2015	88	88	✓	
CSC-03	The Aging Process and the Special Needs of the Elderly	2/13/2013		80	80	✓	
CSC-04	Fundamental Rights of Individuals with Developmental Disabilities	1/5/2012		83	83	✓	
CSC-05	Community Integration and Inclusion	2/18/2013		80	80	✓	
CSC-06	Supporting Individuals and Families in Making Choices	1/5/2012		83	83	✓	
CSC-07	General Characteristics and Needs of Individuals Served	3/31/2013		100	100	✓	
CSC-08	Communications Skills	1/5/2012		100	100	✓	
CSC-09	Individual-Directed, Outcome-Oriented Planning for Individuals	3/31/2013		100	100	✓	
CSC-10	Communicable Diseases	1/5/2012		100	100	✓	
CSC-11	CPR			0	0	✗	
CSC-12	First Aid			0	0	✗	
CSC-13	Principles of Behavior Change			0	0	✗	

NOTE: The Start Date (date of completion) will only be presented for a Training test that has been passed by the staff member. If he/she has not scored the minimum of 80, the date of completion will remain blank.

NOTE: The End Date (date of expiration) will be the end of the current year. This will only apply to Trainings which have an expiry date.

Printing Certificates

1. Navigate to specific staff member's Training Status page
2. Find the specific Training for which you want to print the certificate
3. Click on the 🏅 icon in the 'Print Certificates' column
4. This will open a new page in PDF file format displaying the certificate for the selected training either to print or save
5. Right-click on the certificate
6. Click on 'Print'
7. Click on 'Print' again. (Ensure the computer is connected and appropriately setup to allow printing of documents)

Taking or Viewing Available Trainings

1. Place the cursor on the 'Trainings' tab

2. Click on 'Take/View Trainings' on the drop-down menu

Login	Trainings	Reports	Account Settings	Admin Settings	Logout

Take/View Trainings

Edit/Add Trainings

STAFF TRA| |ULT TRAININGS | CHILDREN TRAININGS | MANDATED TRAININGS

3. Select the appropriate training section by selecting one of the following:

    ▪ Adult Trainings

    ▪ Children Trainings

    ▪ Mandated trainings

ADULT TRAININGS	CHILDREN TRAININGS	MANDATED TRAININGS

4. Find the Training Code & Training Name of the required training from the list below

5. Click on the ⏩ icon to the right of the required training to view the associated Study Material

6. Click on the ▦ icon to the right of the required training to take the Online Test

Taking the Training Online Test

1. Find the Training Code & Training Name of the required training from the list

2. Click on the ▦ icon to the right of the required training to take the Online Test

3. Enter the password given to you

4. Click on the 'Continue' button

Please type in the password given to you to take this online test.

Continue ▶

5. By default your First and Last name will be displayed. If not, please enter your First & Last name in the appropriate boxes

6. Click on 'Start Test'

First name

Last name

Start Test ▶

7. Select the appropriate answer for each question
8. Click 'Next' to view the following questions

   NOTE: You cannot view the following questions unless you answer all the questions on the current page.

9. Once you have reached the last question, you can click on the 'Finish now' button to submit the test

   Finish now

   NOTE: You can view the previous questions by selecting the 'Display previously viewed questions' option at the bottom of the page. By clicking on a specific question number, you will be taken to that question.

   1 ▶ Which of the following is not a type of seizure?

   2 ▶ First aid for seizure include

   3 ▶ Seizures can be triggered by

   4 ▶ Medication administered to manage seizures must be given at the same time each day to maintain a safe level of the drug in the body

   5 ▶ An absence seizure may look like

   6 ▶ Describe what a tonic-clonic seizure may look like

   7 ▶ During seizure, call 911 if

   8 ▶ If a person is having a seizure, you should hold the person until it stops

NOTE: The timer at the top of the page tells you how much time you have left before the test will automatically finish.

Time left: 0:11:44

10. Click 'Confirm finish now' to confirm the test submission

Confirm finish now

11. You will then be told whether your achieved score for the test is a pass or a fail

Feedback: Feedback:

Congratulations!! You 've Passed   Sorry!! You 've Failed

12. Click 'Show My Results' to go back to your Training Status page

Continue here.

⬈ Show My Results

Editing or Adding Trainings Manually

1. Place the cursor on the 'Trainings' tab
2. Click on 'Edit/Add Trainings' on the drop-down menu

| Login | Trainings | Reports | Account Settings | Admin Settings | Logout |

Take/View Trainings
STAFF TRAI   ULT TRAININGS   CHILDREN TRAININGS   MANDATED TRAININGS
Edit/Add Trainings

3. Use the search option to search for staff members by using the drop-down menus or manually entering either the First Name, Last Name or Location in the appropriate box

4. Click the 'Search' button

5. The staff list will be generated below

6. Click the ▶ button to the left of the required staff member's name

7. Click on either the Edit Current Trainings or Add Trainings tab at the top of the page

8. To edit the staff member's trainings, click on the Edit Current Trainings tab. You can then change the Test Start Dates, Test End Date and Scores of Trainings that staff member has already completed. When you are finished, click on 'Submit', otherwise click on 'Cancel'. You will then need to confirm the change by clicking 'OK'.

Edit Trainings

Test No	Test Name	Test Start Date	Test End Date	Test Score
CSC-01	Seizure Disorders			2
CSC-02	Infection Controls and Blood-Borne Pathogens (OSHA)			10
CSC-03	The Aging Process and the Special Needs of the Elderly			10
CSC-05	Community Integration and Inclusion			4
CSC-06	Supporting Individuals and Families in Making Choices	10/19/2015		9
CSC-07	General Characteristics and Needs of Individuals Served			9
CSC-08	Communications Skills			9
CSC-09	Individual-Directed, Outcome-Oriented Planning for Individuals			8
CSC-10	Communicable Diseases			9
CSC-19	Emergency Preparedness and General Safety Practices	10/13/2015	12/31/2015	9
CSC-25	Food Preparation & Safety			7
CSC-26	Cultural Diversity	10/12/2015	12/31/2015	9
CSC-27	Incident Reporting			10

Submit   Cancel

9. To add trainings, click on the Add Trainings tab. You can then select the training by clicking on the appropriate Test No. You can then change Test Score, and add the appropriate Test Start Dates and Test End Date. When you are finished, click on 'Submit', otherwise click on 'Cancel'.

List of CSC Trainings

Test No	Test Name
CSC-01	Seizure Disorders
CSC-02	Infection Controls and Blood-Borne Pathogens (OSHA)
CSC-03	The Aging Process and the Special Needs of the Elderly
CSC-04	Fundamental Rights of Individuals with Developmental Disabilities
CSC-05	Community Integration and Inclusion
CSC-06	Supporting Individuals and Families in Making Choices
CSC-07	General Characteristics and Needs of Individuals Served
CSC-08	Communications Skills
CSC-09	Individual-Directed, Outcome-Oriented Planning for Individuals
CSC-10	Communicable Diseases
CSC-11	CPR
CSC-12	First Aid
CSC-13	Principles of Behavior Change
CSC-14	Medication Administration
CSC-15	RCYCP
CSC-16	Suicide Risk Assessment and Prevention
CSC-17	Approved Forms of Discipline and Behavior Management
CSC-18	Child Abuse
CSC-19	Emergency Preparedness and General Safety Practices
CSC-20	Special Needs of Population Served
CSC-21	Psycho Social and Emotional Needs
CSC-22	Parenting Issues, Collaboration with Families
CSC-23	The Role of Child Care Employee
CSC-24	Child Development
CSC-25	Food Preparation & Safety

Records per page [25 ▼] 1 of 3

Add/Edit CSC Training Results

First Name	Carol
Last Name	Pearsall
Test Score	9
Test No	CSC-07
Test Name	General Characteristics and Needs of Individuals Served
Test Start Date	
Test End Date	

Submit   Delete   Cancel

10. When you are done, click on 'Back to Staff List'

Back to Staff List

REPORTS

Viewing the Staff Training Status by Tests

1. Place the cursor on the 'Reports' tab
2. Click on 'Staff Training Status (by Tests)' on the drop-down menu

3. Select the required training from the drop-down menu next to 'Test Name'
4. Click on 'Search'

5. The report will be generated for that specific training
6. Click on either 'Export to PDF' or 'Export to Excel' links placed at the top of the report to export the reports either in PDF file or excel

Viewing& Printing the Staff Training Status by Staff Name

1. Place the cursor on the 'Reports' tab
2. Click on 'Staff Training Status (by Staff)' on the drop-down menu

3. An alphabetical list of all staff will be displayed

4. To select a specific staff member and view their trainings, click on their First Name

5. That particular staff member's training details will be displayed

6. Click on the 'Printable Version' link

7. Right-click on the page

8. Click on 'Print'

9. Click on 'Print' again. (Ensure the computer is connected and appropriately setup to allow printing of documents)

Viewing the Training Expiration

1. Place the cursor on the 'Reports' tab

2. Click on 'Training Expiration' on the drop-down menu

3. Select the required training from the drop-down menu next to 'Test Name'

4. Select the Date From

5. Select the Date To

6. Click on the 'Search' button

7. The report will be generated for that training during the specified time period

8. Click on either 'Export to PDF' or 'Export to Excel' above the report to export the report

Changing Your Password

1. Place the cursor on the 'Account Settings' tab

2. Click on 'Change My Password' on the drop-down menu

3. Your details will be displayed

4. Click on your First Name

5. Enter your new password in the text box nest to 'New Password'

6. Confirm your new password by entering it in the text box nest to 'Confirm Password'

7. Click on 'Submit' to confirm the change, or 'Cancel' to cancel it

NOTE: A user can change his/her password at any time using this feature.

Viewing the User List

1. Place the cursor on the 'Account Settings' tab

2. Click on 'User List' on the drop-down menu

3. A list of all staff and their details will be displayed

ADMIN SETTINGS

NOTE: All settings under this module are only available to the super administrators.

Resetting Staff Passwords of users

1. Place the cursor on the 'Admin Settings' tab
2. Click on 'Password Reset' on the drop-down menu

3. Select the staff member, either from the drop-down meu or by manually searching through the pages.
4. Click on the staff member's First Name
5. Enter the new password in the text box nest to 'New Password'
6. Confirm the new password by entering it in the text box nest to 'Confirm Password'
7. Click on 'Submit' to confirm the change, or 'Cancel' to cancel it

Editing Training Tests

1. Place the cursor on the 'Admin Settings' tab
2. Click on 'Training Tests' on the drop-down menu

3. A list of all Training tests with their details will be displayed

4. Click on the 'Id' number to the left of the Test Code to edit it

5. You can now edit any details for that particular test

6. Click on 'Submit' to confirm the change, or 'Delete' to delete the Training test, or click 'Cancel' to cancel any changes

Logging Out

1. To logout from the online training portal, click on the 'Logout' button.

| Login | Trainings | Reports | Account Settings | Admin Settings | Logout |

2. Confirm the logout by clicking on the 'Logout' link again.

Logout

For HR Department Users only

Employees Enrolment on CSCHRM software

   a. Click add button under PIM Module

Employee Information

╋ Add   ✖ Delete

   b. Enter first and last name of new employee and click 'Save' button

Employee Information

Code   005093

* Last Name   * First Name

Middle Name   Nick Name

Photo   Browse...   No file selected.

Fields marked with an asterisk * are required.

◄ Back   💾 Save   ⊖ Reset

   c. Fill the following details under the 'Job' Module

      a. Job title

      b. Location

      c. Joined Date

      d. Employment Status

Selection of Employment Status

	Nature of employment	Employment Status
1	Regular employee	Full time permanent
2	Employee under recruitment process	Emp_Progress
3	Administrative staffs – as user to training software	*CSCHRM-Training User
4	Administrative Staffs – as Supervisor to training software	**CSCHRM – Training Supervisor
5	Administrative Staffs – as Manager to training Software	***CSCHRM – Training Manager
6	OPEN positions	Full Time Contract

     *   No access to Printing certificates, Reports and Settings
     **   No access to Reports and settings
     ***   Full access except admin settings

Scheduling Employees for online training from CSCHRM
The data transfer of employees details from CSCHRM to training software application are scheduled four times a day temporarily. So please make sure to enter the new employee details on CSCHRM at least one day before the new staff scheduled to take the trainings. This is only a temporary adjustment and the real time transfer will be enabled after evaluating data traffic between the hosted servers.