



**Application Assister Learning
Management System (LMS)
Quick Reference Guide**

KHBE Application Assister LMS Quick Reference

This Quick Reference Guide is designed to help Application Assister access the My Purpose learning management system to view and complete Application Assister trainings.

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Introduction

Kentucky Health Benefit Exchange (KHBE) is introducing a new Learning Management System to the Application Assister program. A Learning Management System (LMS) is a web software application that hosts online trainings for organizations. KHBE has partnered with the Kentucky Personnel Cabinet to bring their My Purpose LMS to the Application Assister Program. Application Assisters will access My Purpose through their already established KYID accounts. My Purpose allows Application Assisters to not only complete and track their required trainings but take courses that will expand their knowledge and skills!



System Requirements

The My Purpose Learning Management System does not require special hardware requirements. However, Application Assisters will need to use the one of the supported web browser versions below to access My Purpose. Links are provided for download.

Browser Versions



- Internet Explorer 11
 - Download Internet Explore → [HERE](#)



- Firefox 4 and above
 - Download Firefox → [HERE](#)



- Safari 8 and above
 - Download Safari → [HERE](#)

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- Opera 27 and above
 - Download Opera → [HERE](#)



- Microsoft Edge
 - Download Edge → [HERE](#)



- Google Chrome
 - Download Chrome → [HERE](#)

Accessing the My Purpose Learning Management System

To access the My Purpose Learning Management System Application Assisters should follow the steps below.

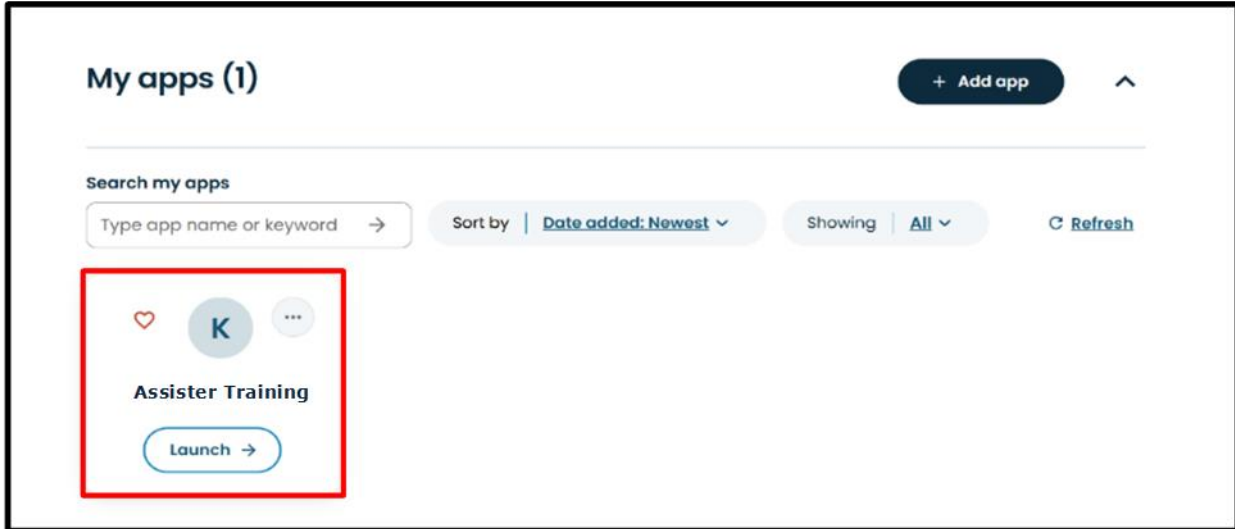
1. Navigate to the KYID Homepage
 - KYID Homepage can be accessed here: [LINK](#)
2. Log into KYID using your Application Assister KYID credentials
 - For help accessing KYID reference the Application Assister Quick Reference Guide here: [LINK](#)

A screenshot of the KYID homepage. The top left features the KYID logo. The top right has links for 'Help Center', 'English (English)' with a dropdown arrow, and 'Sign in'. The main content area is split into two sections. On the left, the text reads 'All your applications, one secure place.' followed by 'Through KYID, you can access all your Kentucky applications—simply and securely.' and a 'Create Account' button. On the right, there is a 'Sign In' form with a note '* Indicates a required field.' Below this is an 'Email*' field containing 'sample@email.com', a checkbox for 'I consent to the System Notice', and a 'Next' button. A 'Privacy - Terms' link is visible in the bottom right corner of the form area.

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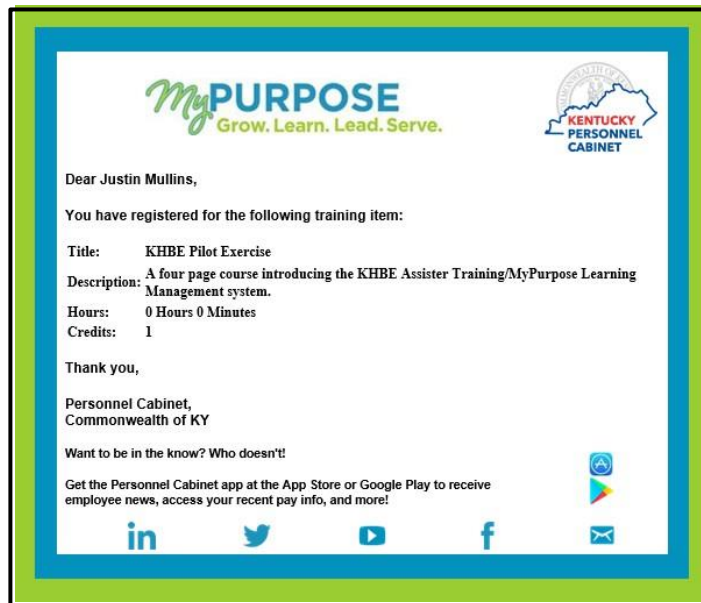
3. Navigate to the Assister Training Tile from the KYID My Apps dashboard.

Assister Training Tile:



Finding and Completing a Training Course in the My Purpose LMS

When an Application Assister has been registered for a training by the KHBE team, they will receive a registration email in the same email account linked to KYID. See an example of a registration email below.



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Once an Application Assister has received a registration email or decided to view and complete a training, they should first access My Purpose. Then, they should follow the steps below to find and complete Application Assister training courses on the My Purpose Learning Management System.

1. Navigate to the My Purpose homepage.



2. Scroll down and locate the "My Training" box.

	Due Date	Action
Active Shooter	3/31/2020	Launch
KHBE Assister KI-HIPP Policy Training	None	Launch
ISTEP for Non-Personnel Cabinet Users	None	Launch
New Employee Orientation	None	None
OCR Access to Health and Human Services	None	None
CHFS New Employee Orientation	None	None
Understanding and Abiding by Title VI of the Civil Rights Act 1964	None	None

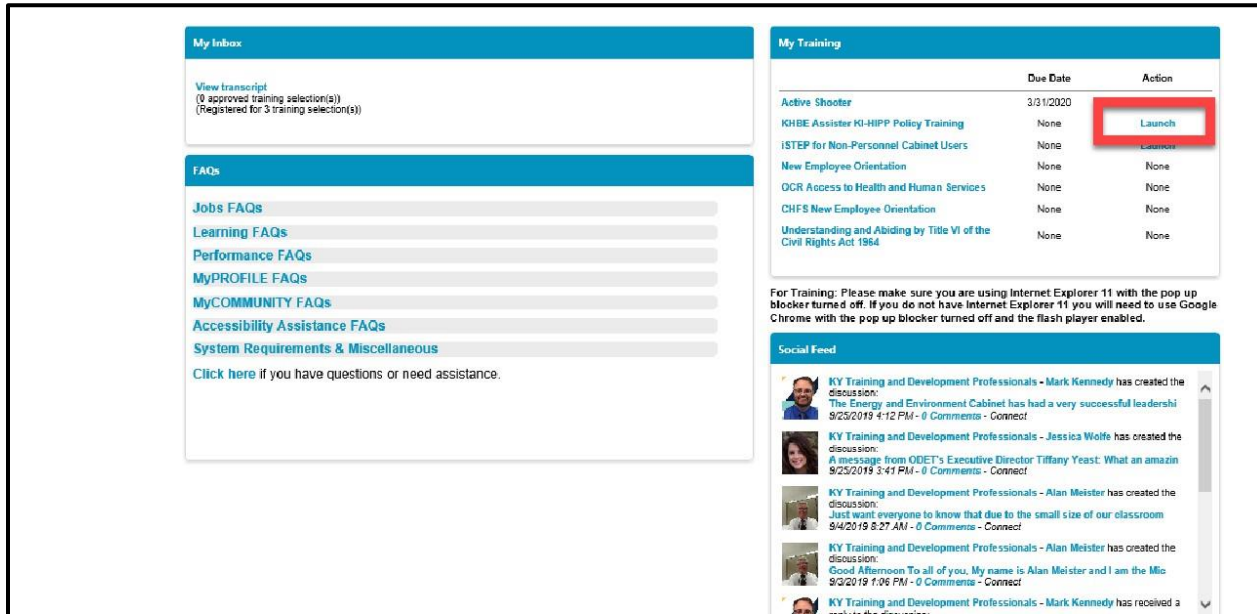
For Training: Please make sure you are using Internet Explorer 11 with the pop up blocker turned off. If you do not have Internet Explorer 11 you will need to use Google Chrome with the pop up blocker turned off and the flash player enabled.

Social Feed

- KY Training and Development Professionals - Mark Kennedy has created the discussion: The Energy and Environment Cabinet has had a very successful leadership 9/25/2019 4:12 PM - 0 Comments - Connect
- KY Training and Development Professionals - Jessica Wolfe has created the discussion: A message from ODET's Executive Director Tiffany Yeast: What an amazing 9/25/2019 3:41 PM - 0 Comments - Connect
- KY Training and Development Professionals - Alan Meister has created the discussion: Just want everyone to know that due to the small size of our classroom 9/20/19 8:27 AM - 0 Comments - Connect
- KY Training and Development Professionals - Alan Meister has created the discussion: Good Afternoon To all of you, My name is Alan Meister and I am the Mic 9/20/19 1:06 PM - 0 Comments - Connect
- KY Training and Development Professionals - Mark Kennedy has received a reply to the discussion:

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- To launch the training, locate the Application Assister training and select "Launch".



The screenshot displays the LMS interface. On the left, there is a 'My Inbox' section with a 'View transcript' link and a list of FAQs including 'Jobs FAQs', 'Learning FAQs', 'Performance FAQs', 'MyPROFILE FAQs', 'MyCOMMUNITY FAQs', 'Accessibility Assistance FAQs', and 'System Requirements & Miscellaneous'. The main area is titled 'My Training' and contains a table of training items. The 'Launch' button for the 'KHBE Assister KI-HIPP Policy Training' is highlighted with a red box. Below the table, there is a note about browser requirements for training. At the bottom, there is a 'Social Feed' section with several posts from 'KY Training and Development Professionals'.

	Due Date	Action
Active Shooter	3/31/2020	
KHBE Assister KI-HIPP Policy Training	None	Launch
ISTEP for Non-Personnel Cabinet Users	None	Launch
New Employee Orientation	None	None
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Social Feed

- [KY Training and Development Professionals - Mark Kennedy](#) has created the discussion: [The Energy and Environment Cabinet has had a very successful leadership 9/25/2019 4:12 PM - 0 Comments - Connect](#)
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- [KY Training and Development Professionals - Mark Kennedy](#) has received a [comment on the discussion: 9/3/2019 1:06 PM - 0 Comments - Connect](#)

- If the training is part of a curriculum the training details screen will appear, otherwise proceed to Step 6.

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The screenshot shows the LMS interface with a navigation bar at the top containing links: Home, Need Assistance?, Profile, Connect, Learning, Certification, Content, ILT, Performance, Open Opportunities, Reports, and Admin. Below the navigation bar is the page title 'KHBE New Application Assister Training' and a 'Move to' button. A 'Training Details' section contains the following information:

- Training Type: Curriculum
- Provider: Cabinet for Health & Family Services
- Version: 1.0
- Training Hours: 0 Hours 0 Min
- Description: A fundamental training for Application Assisters and Certified Application Counselors in KHBE's Application Assister Program. This training provides Application Assisters and C...
- Status: Registered
- Training Purpose:
- Due Date: None
- Expiration Date:

Below the details is a 'Curriculum' section with a 'Select A Training View' dropdown menu (options: All Training, Activated Training, Not Activated Training) and a checkbox for 'Check to sort by due date (uncheck box to return to default view)'. A table lists the curriculum items:

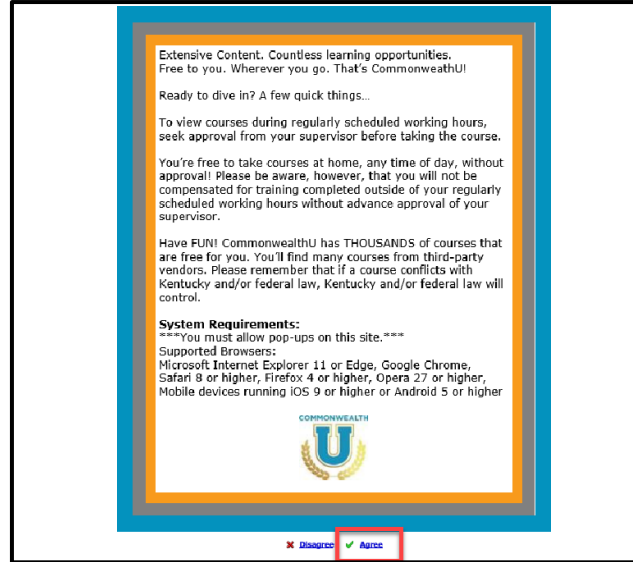
TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS
KHBE New Application Assister Training (Min. required: 4)	Section				
⊕ KHBE New Application Assister Training Module 1	Online Class	None	No	Registered	Launch
⊕ KHBE New Application Assister Training Module 2	Online Class	None	No	Pending Prior Training	None
⊕ KHBE New Application Assister Training Module 3	Online Class	None	No	Pending Prior Training	None
⊕ KHBE New Application Assister Training - Assessment	Online Class	None	No	Pending Prior Training	None

5. Scroll down and select on the "Launch".

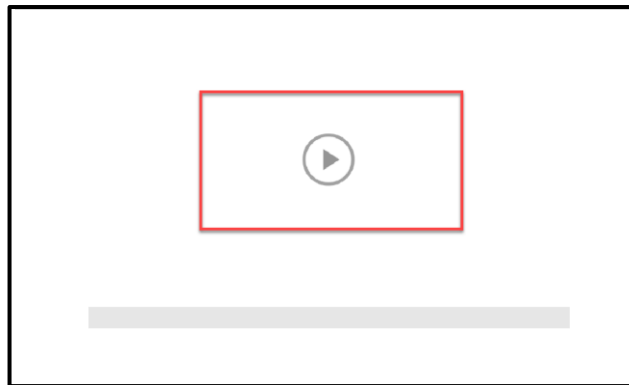
This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Launch' button in the 'OPTIONS' column of the first row in the curriculum table.

6. Select "Agree" from the Training Agreement page.

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7. Select the training play button once the training pop-up appears to start the training.



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Please Note: You may need to disable your pop-up blocker for the training window to appear. This can be done by going to your browser's settings.

Navigating to the Training Profile

After logging into My Purpose Application Assisters can view their training profile called "MyProfile". The training profile allows Application Assisters to view profile information, training status, training confirmation, and training scores. To access the training profile, follow the steps below.



1. Navigate to the My Purpose home page.
2. Hover over the "Profile" tab.

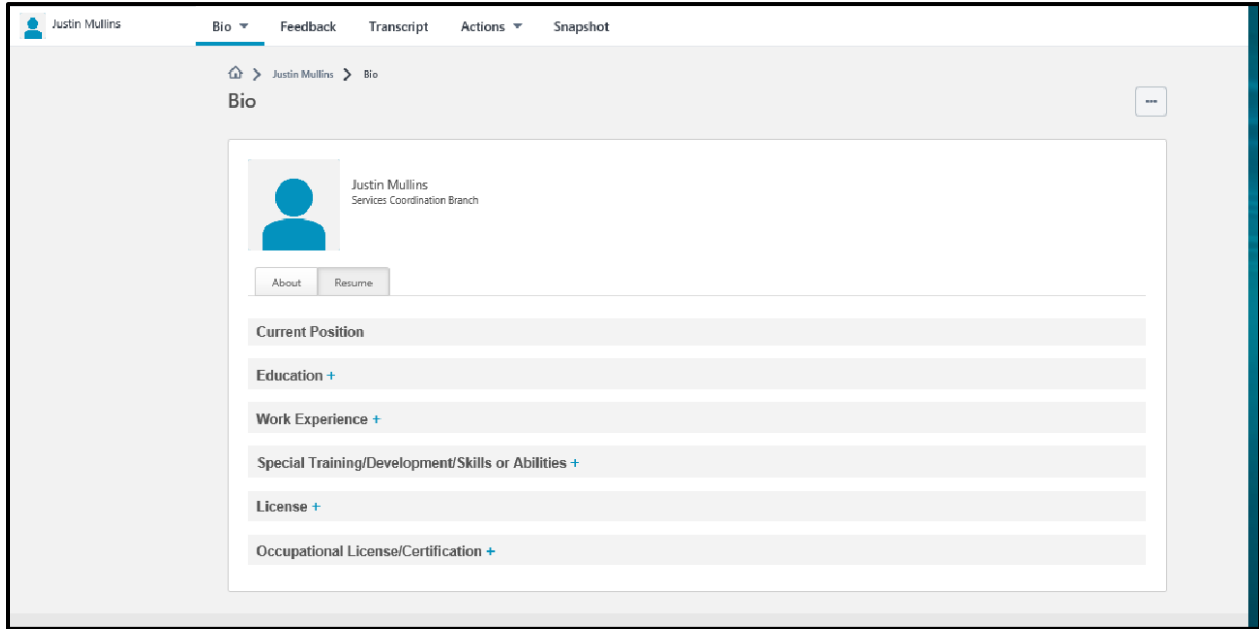
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3. Select on "MyProfile" to go the training Bio.



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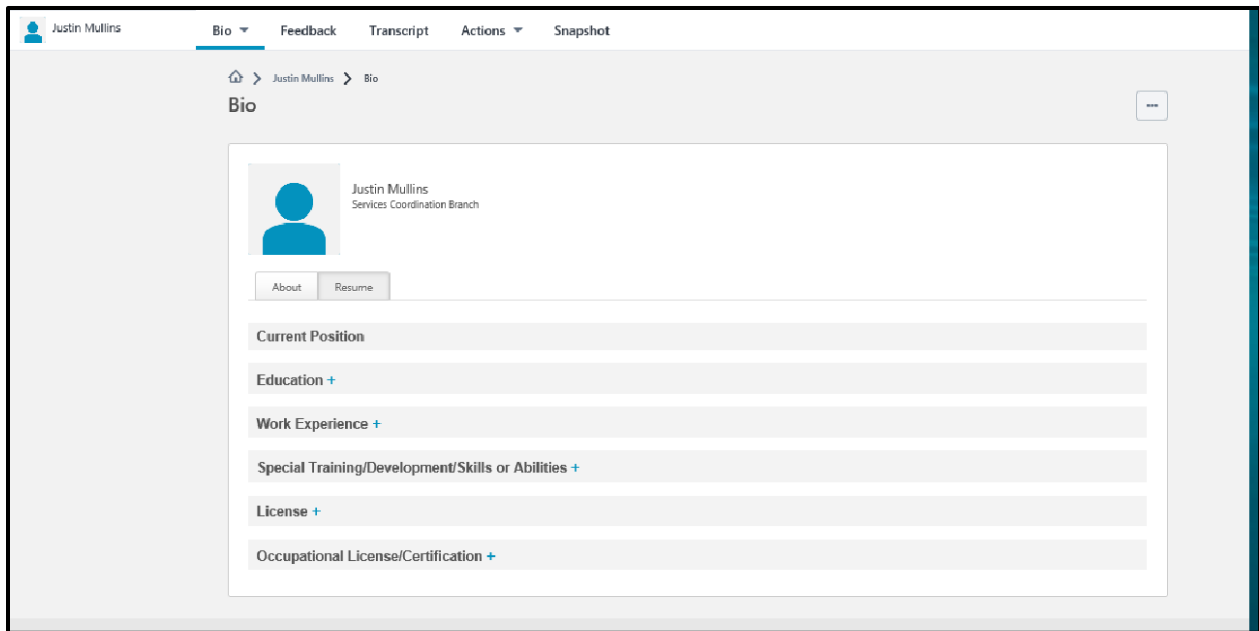


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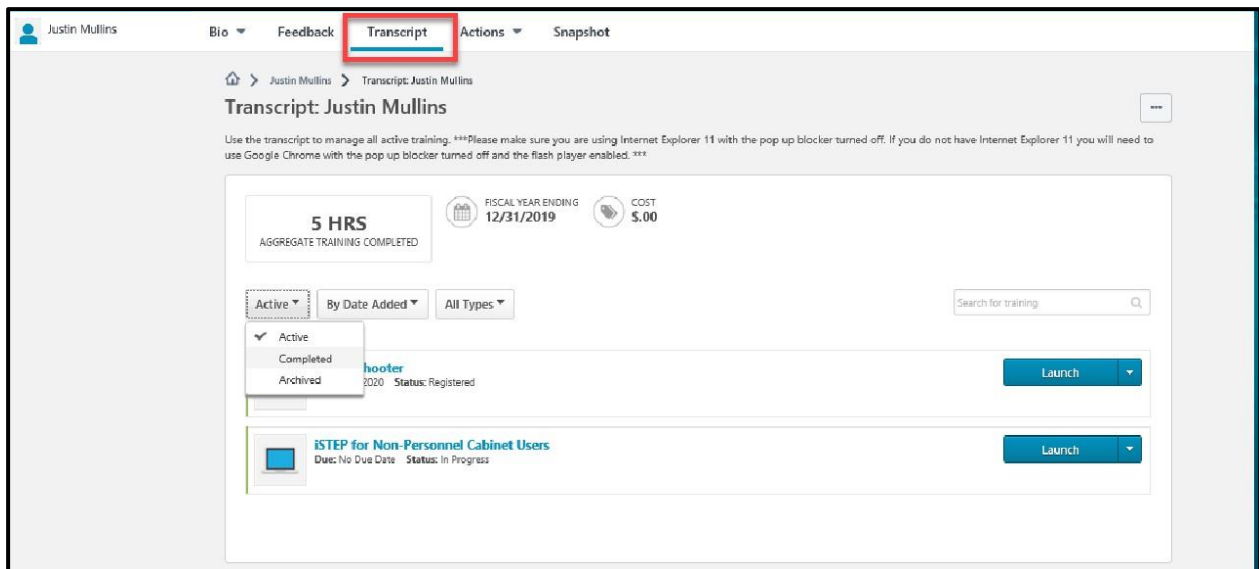
Navigating to the Training Transcript

Application Assisters can go to their training transcript to view their training status, certificates, and details from within the training profile. Going to the training transcript allows Application Assisters to verify that the training was completed. See the steps below to access the training transcript.

1. Navigate to the training profile (MyProfile).



2. Select on the "Transcript" tab.

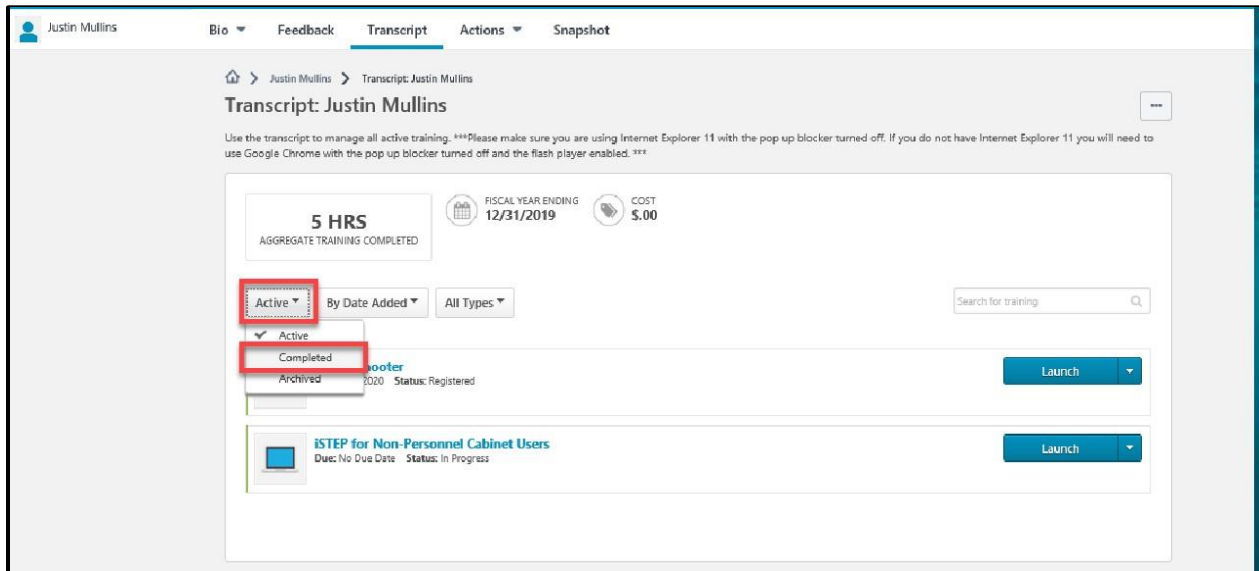


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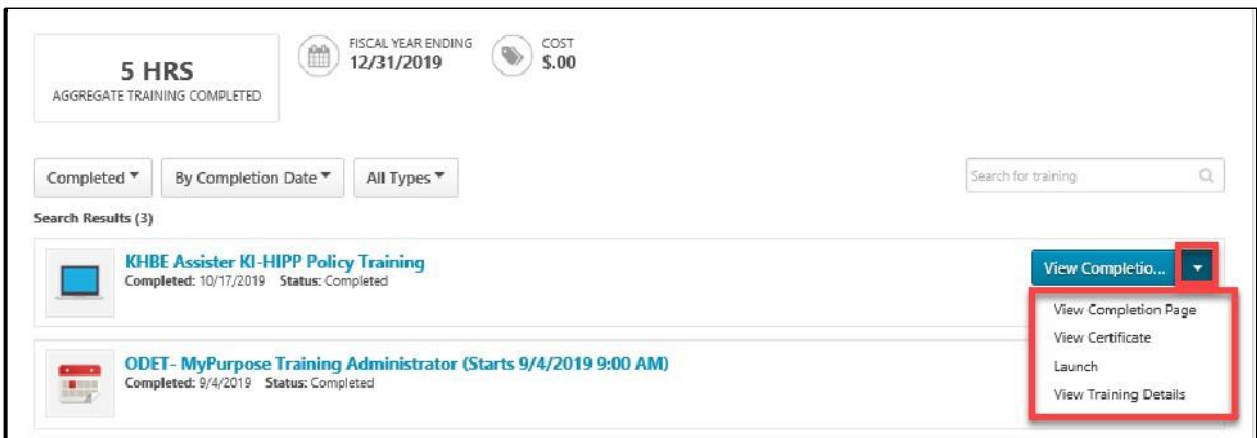
Navigating to the Completion Page

The "Completion Page" allows Application Assisters to verify they have completed a training. See steps below to view the "Completion Page".

1. Locate the training status drop down on the "Transcript" tab and select "Completed".

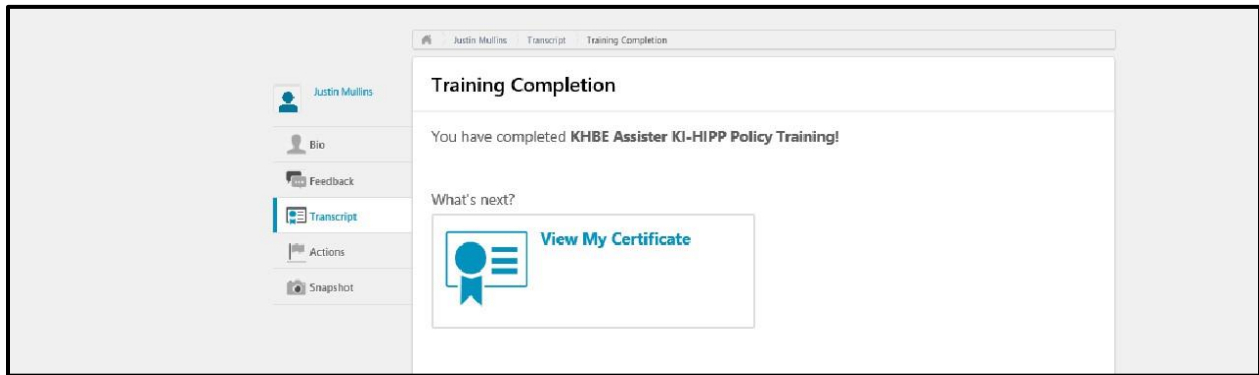
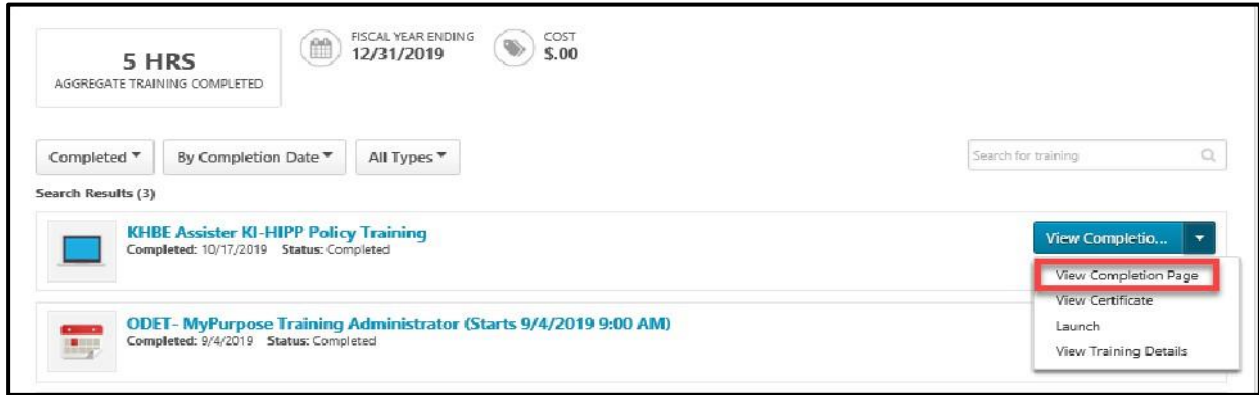


2. Select on the "Launch" drop-down arrow to show the links to the "Complete Page", the "Certificate", and the "Training Details" screens.



3. Select on the "View Completion Page" link to go to the "Completion Page".

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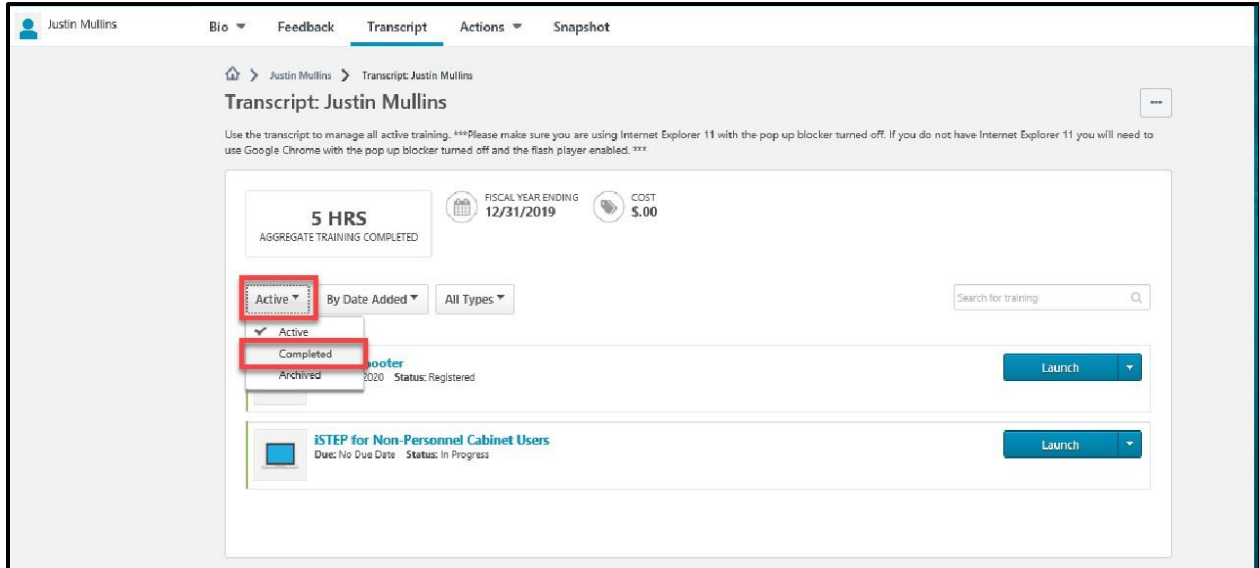


Navigating to the Certificate Screen

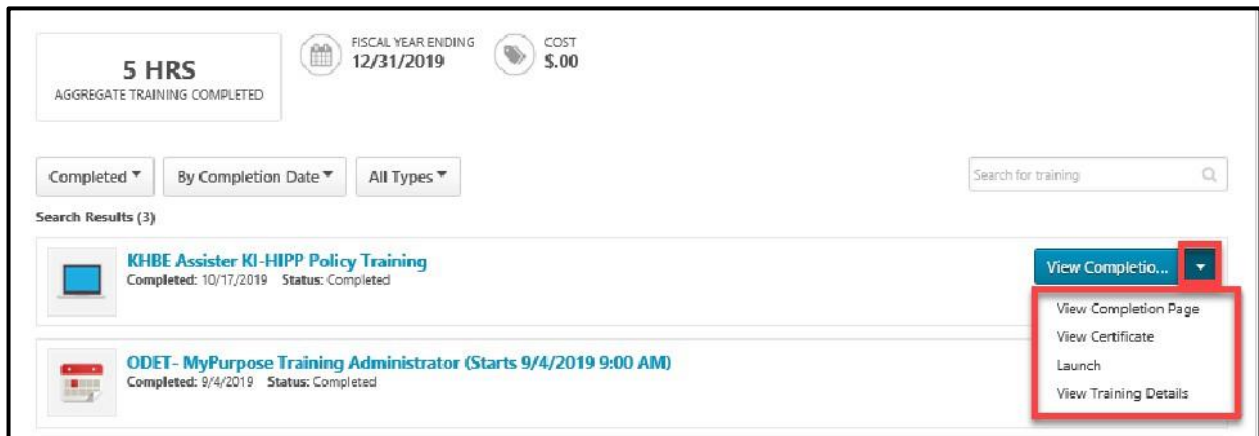
The "Certificate" screen allows Application Assisters to view a certificate of their training that can be printed off if needed. This screen also shows Application Assisters to see the date when their training was completed. See the steps below to view the "Certificate" screen.

1. Locate the training status drop down on the "Transcript" tab and select "Completed".

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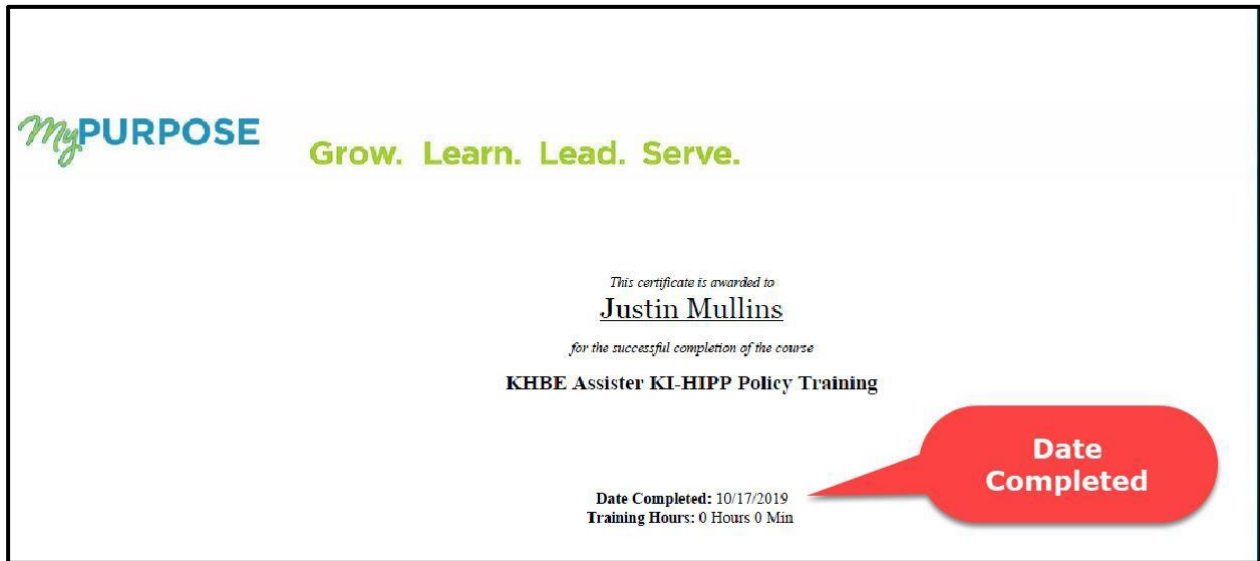


2. Select on the "Launch" drop-down arrow to show the links to the "Completion Page", the "Certificate", and the "Training Details" screens.



3. Select on the "View Certificate" link to go to the "Certificate" screen.

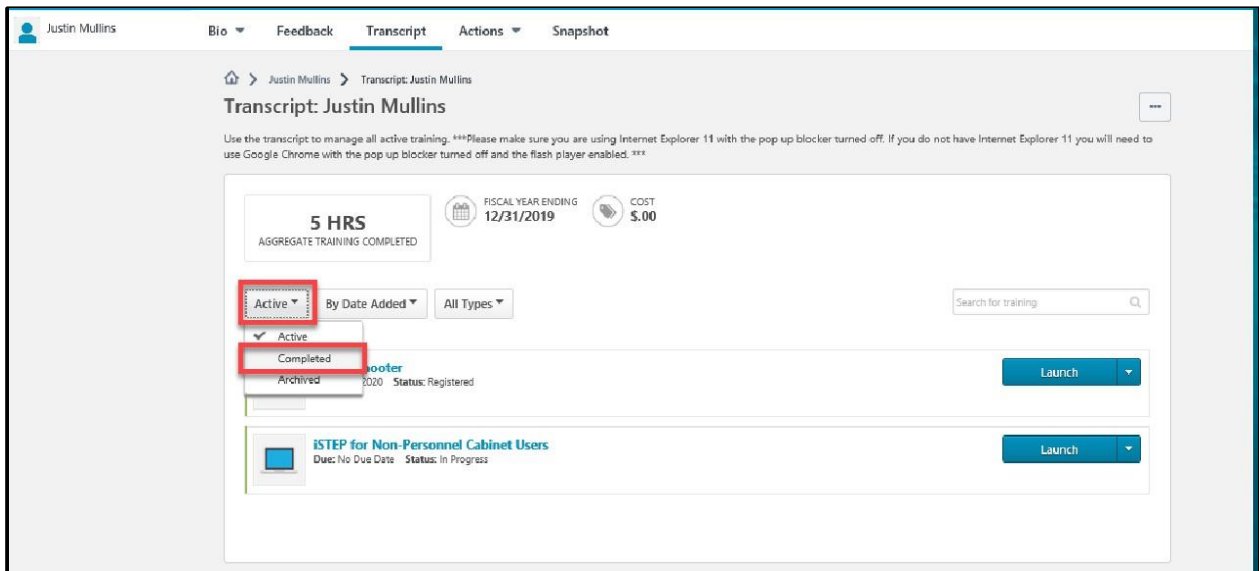
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Navigating to the Training Details

The "Training Details" screen allows Application Assisters to view training details such as training description and training progress. To view the "Training Details" screen follow the steps below.

1. Locate the training status drop down on the Transcript tab and select "Completed".



2. Select on the "Launch" drop-down arrow to show the links to the "Complete Page", the "Certificate", and the "Training Details" screens.

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5 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 12/31/2019 COST \$0.00

Completed ▾ By Completion Date ▾ All Types ▾ Search for training

Search Results (3)

- KHBE Assister KI-HIPP Policy Training**
Completed: 10/17/2019 Status: Completed
[View Completion...](#)
 - View Completion Page
 - View Certificate
 - Launch
 - View Training Details**
- ODET- MyPurpose Training Administrator (Starts 9/4/2019 9:00 AM)**
Completed: 9/4/2019 Status: Completed

3. Select on the "View Training Details" link to go to the "Training Details" screen.

5 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 12/31/2019 COST \$0.00

Completed ▾ By Completion Date ▾ All Types ▾ Search for training

Search Results (3)

- KHBE Assister KI-HIPP Policy Training**
Completed: 10/17/2019 Status: Completed
[View Completion...](#)
 - View Completion Page
 - View Certificate
 - Launch
 - View Training Details**
- ODET- MyPurpose Training Administrator (Starts 9/4/2019 9:00 AM)**
Completed: 9/4/2019 Status: Completed

KHBE Assister KI-HIPP Policy Training

Training Details

Training Type: Online Class
Provider: Cabinet for Health & Family Services
Version: 1.0
Training Hours: 0.5
Description: This web-based training is intended for Application Assisters. This training provides a review of the current KI-HIPP program as well as insights on the upcoming changes to the program beginning on November 4, 2019.
Status: Completed [View Completion Page](#)

Training Purpose:
Due Date: None
Certificate: [Print Certificate](#)

TRAINING PROGRESS

Progress: 100% (1 of 1 units complete)
Last Accessed: 10/17/2019
Total Views: 2
View Time: 0 Hour(s) 5 Minute(s)
Status: Completed [View Completion Page](#)
Modules: [View details of modules for KHBE Assister KI-HIPP Policy Training](#)

Assignment and Version History

Transcript History

Training Description

Training Details