



**Application Assister Learning
Management System (LMS)**

Quick Reference Guide

KHBE Application Assister LMS Quick Reference Guide

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

Table of Contents

Introduction.....	3
System Requirements	3
Accessing the My Purpose Learning Management System	4
Finding and Completing a Training Course in the My Purpose LMS	5
Navigating to the Training Profile.....	10
Navigating to the Training Transcript	13
Navigating to the Completion Page.....	14
Navigating to the Certificate Screen.....	15
Navigating to the Training Details.....	17

KHBE Application Assister LMS Quick Reference Guide

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 Kentucky Online Gateway (KOG) 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](#)

KHBE Application Assister LMS Quick Reference Guide



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



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

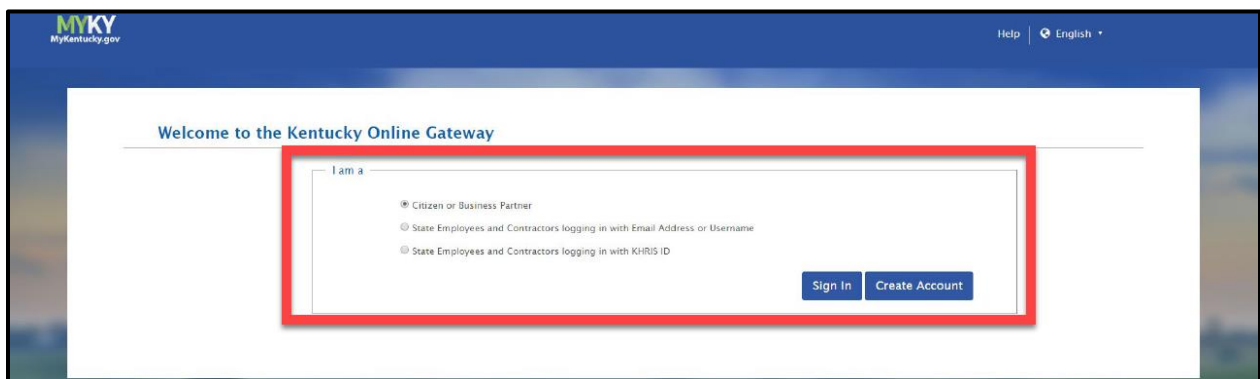


- Google Chrome
 - Download Chrome → [HERE](#)

Accessing the My Purpose Learning Management System

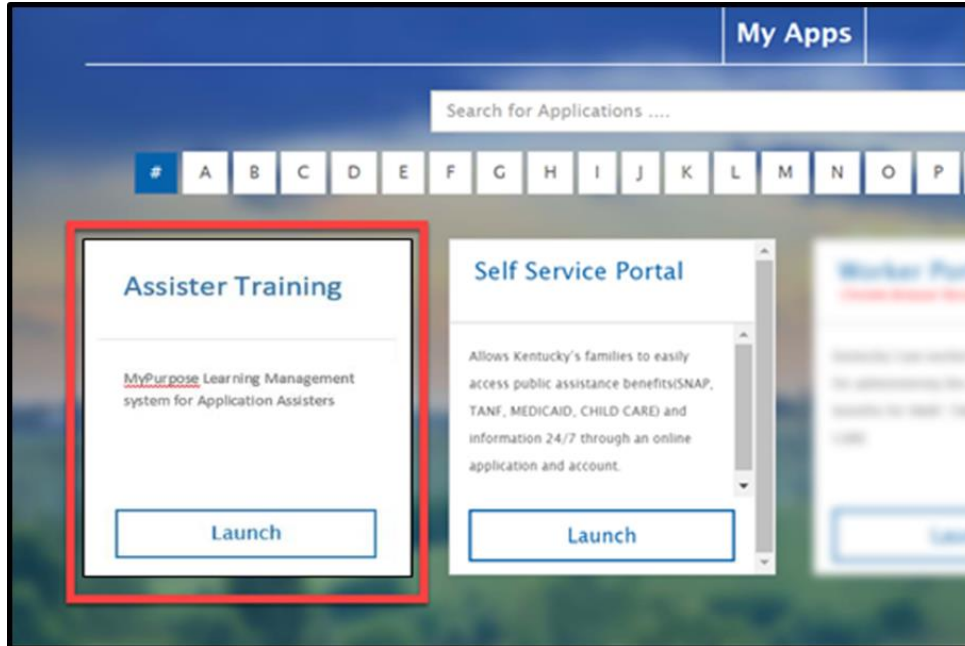
To access the My Purpose Learning Management System Application Assisters should follow the steps below.

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

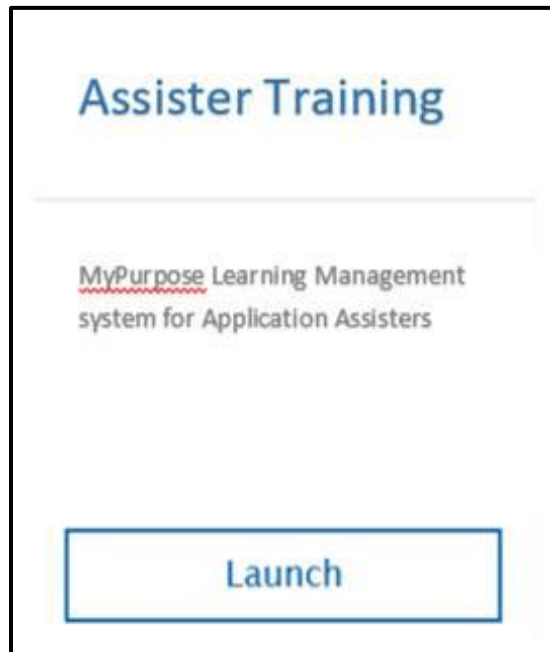


3. Navigate to the Assister Training Tile from the KOG My Apps dashboard

KHBE Application Assister LMS Quick Reference Guide



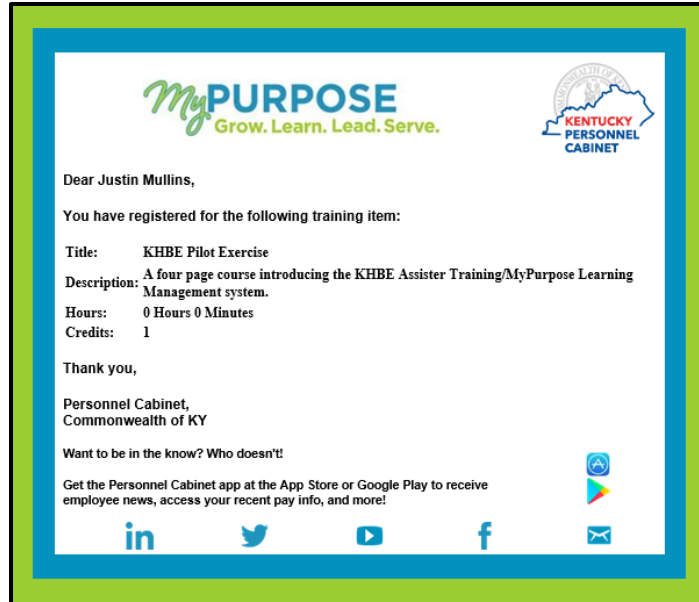
Assister Training Tile:



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 KOG. See an example of a registration email below.

KHBE Application Assister LMS Quick Reference Guide



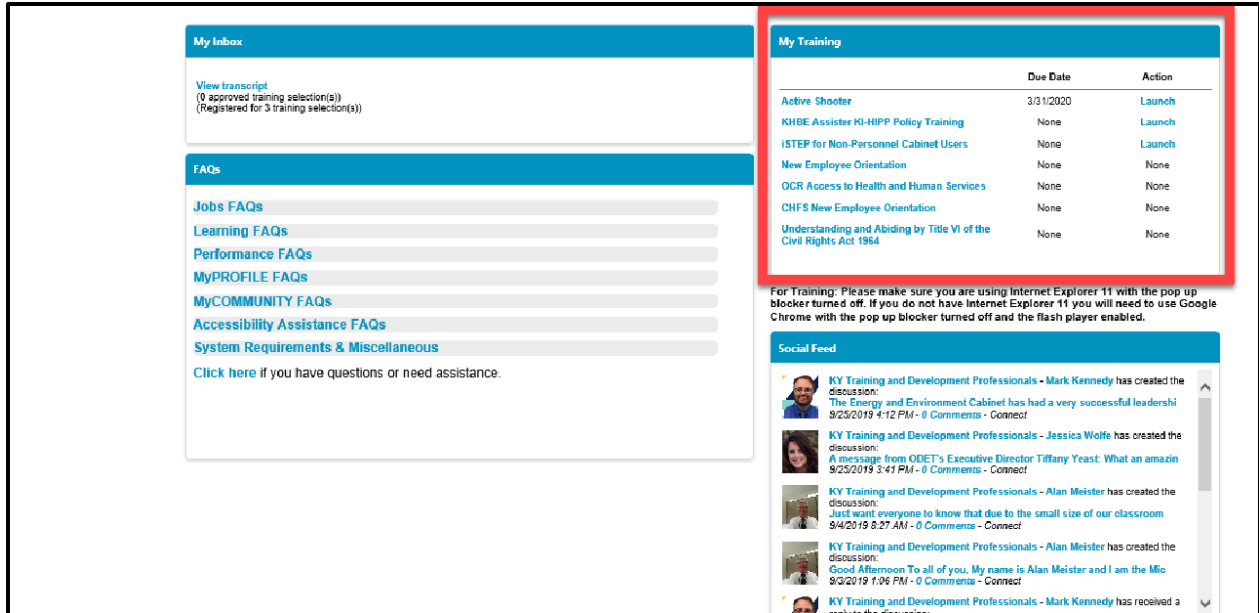
Once an Application Assister has received a registration email or decided to view and complete a training, they should first access My Purpose. Then, they should follow the steps below to find and complete Application Assister training courses on the My Purpose Learning Management System.

1. Navigate to the My Purpose homepage

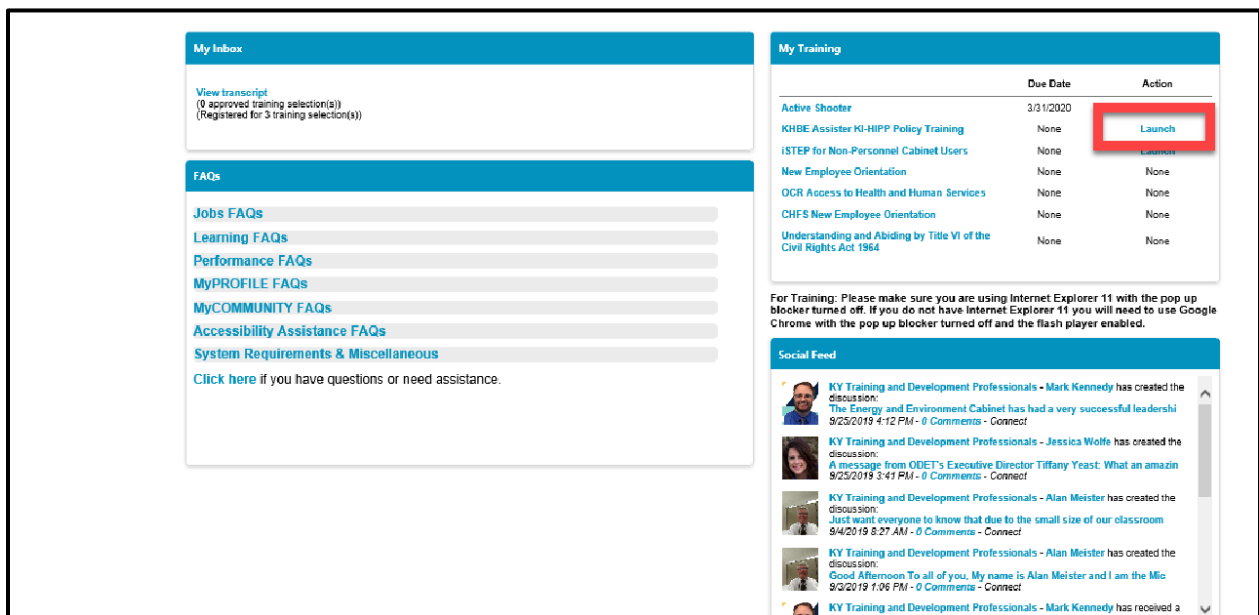


2. Scroll down and locate the "My Training" box

KHBE Application Assister LMS Quick Reference Guide



3. To launch the training, locate the Application Assister training and click "Launch"



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

KHBE Application Assister LMS Quick Reference Guide

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, the page title is "KHBE New Application Assister Training". A "Move to" button is visible in the top right corner. The "Training Details" section includes 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 Assistants and Certified Application Counselors in KHBE's Application Assister Program. This training provides Application Assistants and C practices and essential information for helping Kentuckians receive health coverage.
- Status: Registered
- Training Purpose:
- Due Date: None
- Expiration Date:

The "Curriculum" section features a "Select A Training View" dropdown with options: All Training (selected), Activated Training, and Not Activated Training. There is also a checkbox for "Check to sort by due date (uncheck box to return to default view)". Below this is a table with the following columns: TITLE (CLICK ON TO SEE COURSE DESCRIPTION), TYPE, DUE DATE, EXCUSED, STATUS, and OPTIONS.

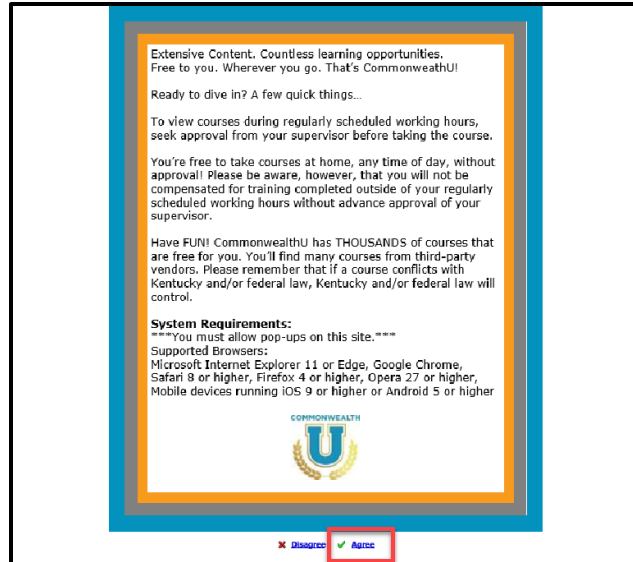
TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS
KHBE New Application Assister Training (Min. required: 4)	Section				
KHBE New Application Assister Training Module 1	Online Class	None	No	Registered	Launch
KHBE New Application Assister Training Module 2	Online Class	None	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 click 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. Click "Agree" from the Training Agreement page

KHBE Application Assister LMS Quick Reference Guide



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



KHBE Application Assister LMS Quick Reference Guide



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

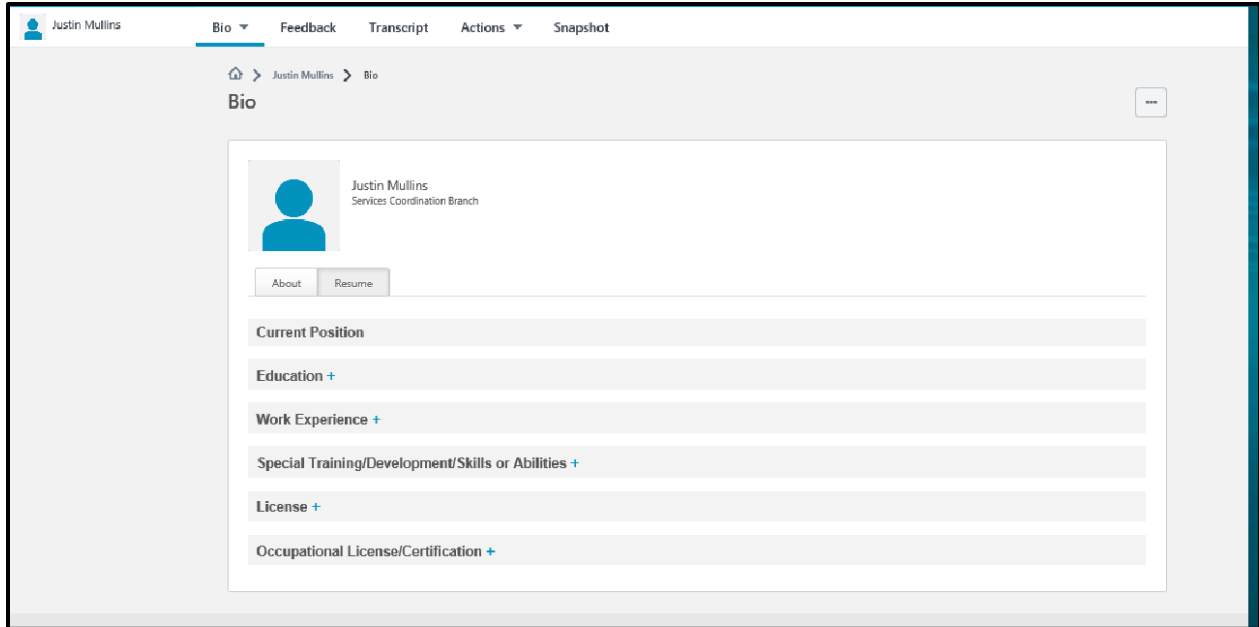
KHBE Application Assister LMS Quick Reference Guide



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



KHBE Application Assister LMS Quick Reference Guide

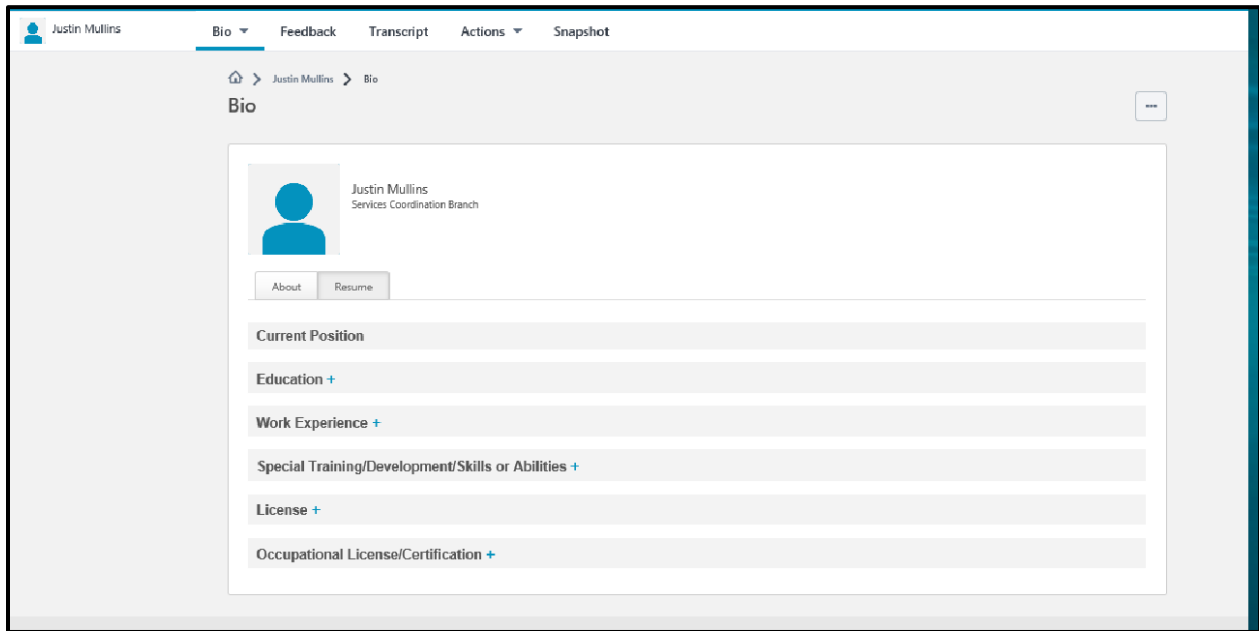


KHBE Application Assister LMS Quick Reference Guide

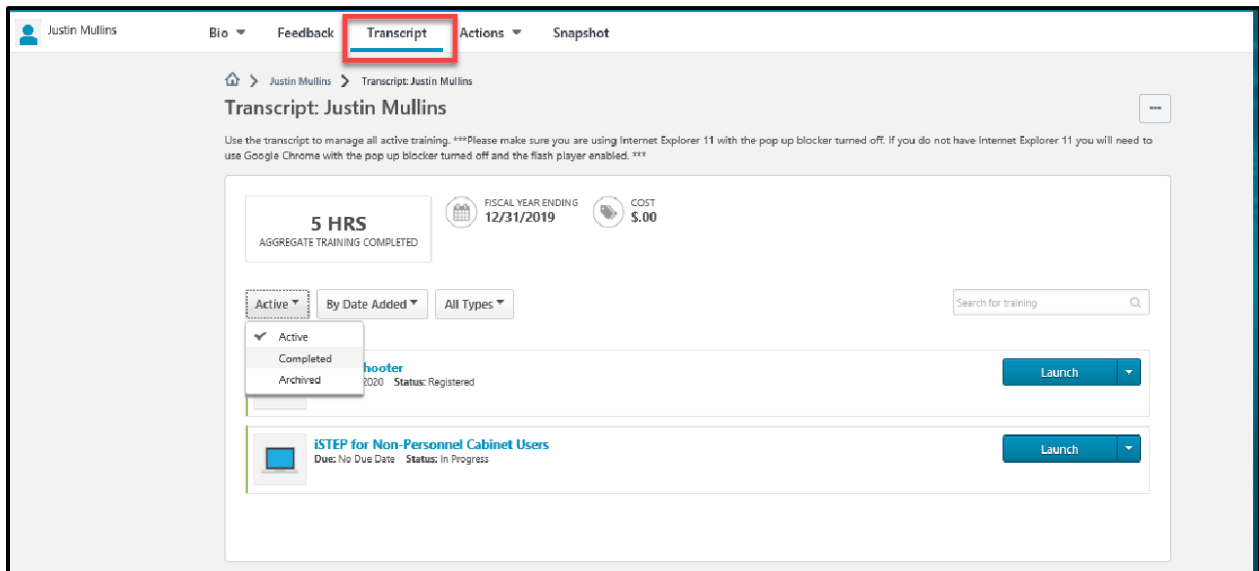
Navigating to the Training Transcript

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. Click on the "Transcript" tab

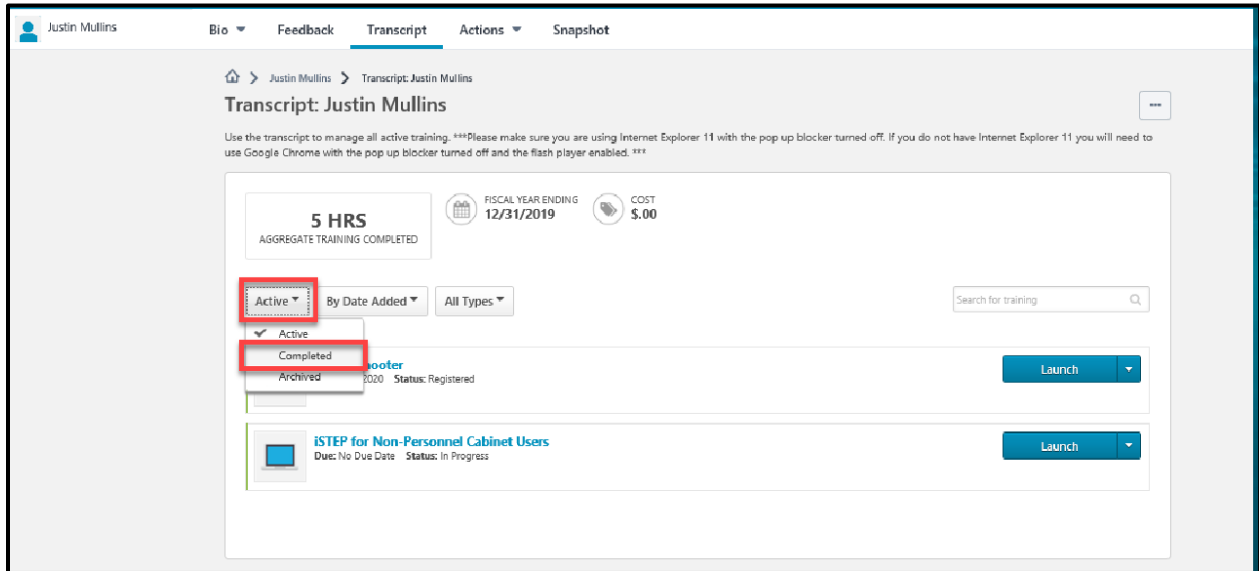


KHBE Application Assister LMS Quick Reference Guide

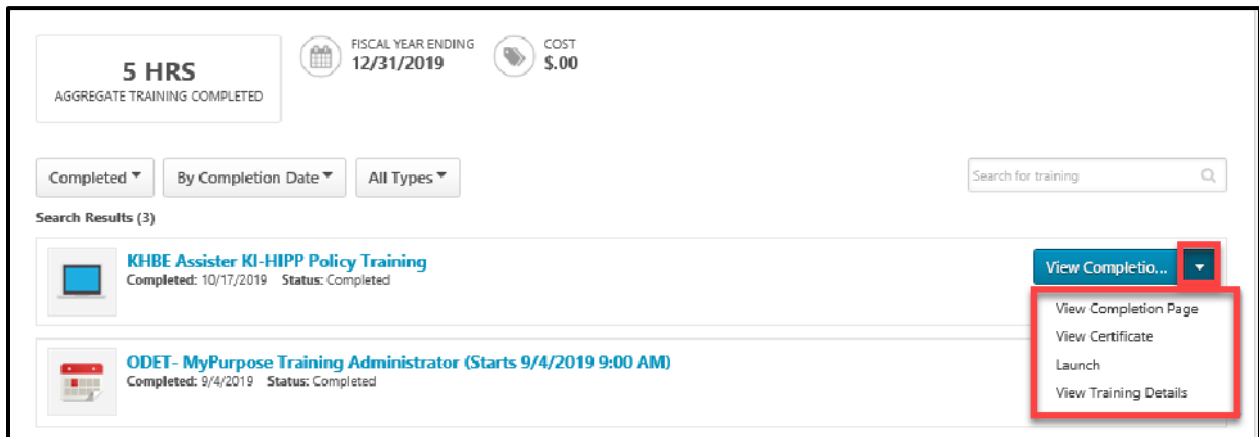
Navigating to the Completion Page

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



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

KHBE Application Assister LMS Quick Reference Guide

The screenshot shows the LMS dashboard with the following elements:

- 5 HRS** AGGREGATE TRAINING COMPLETED
- FISCAL YEAR ENDING **12/31/2019**
- COST **\$0.00**
- Filters: **Completed**, **By Completion Date**, **All Types**
- Search for training:
- Search Results (3)**
- Training Item 1: **KHBE Assister KI-HIPP Policy Training**
Completed: 10/17/2019 Status: Completed
Action: **View Completion...** (dropdown menu)
 - View Completion Page** (highlighted with a red box)
 - View Certificate
 - Launch
 - View Training Details
- Training Item 2: **ODET- MyPurpose Training Administrator (Starts 9/4/2019 9:00 AM)**
Completed: 9/4/2019 Status: Completed

The screenshot shows the 'Training Completion' screen for Justin Mullins. The page includes:

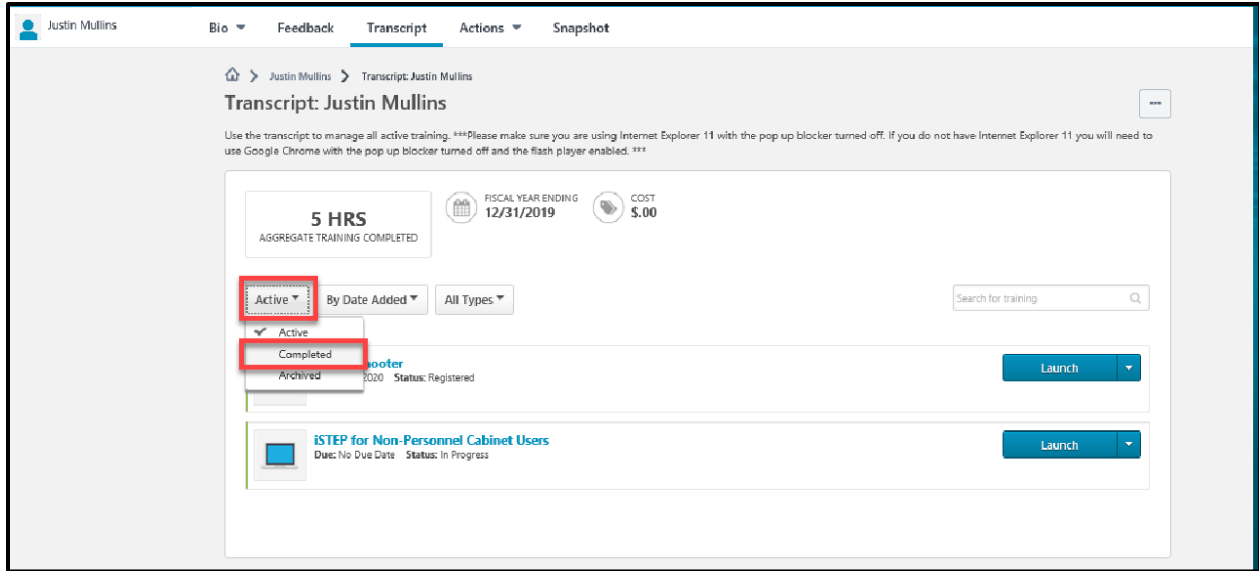
- Header: Justin Mullins | Transcript | Training Completion
- Section: **Training Completion**
- Message: You have completed **KHBE Assister KI-HIPP Policy Training!**
- Section: **What's next?**
- Action: **View My Certificate** (with a certificate icon)
- Left sidebar menu: Justin Mullins, Bio, Feedback, **Transcript**, Actions, Snapshot

Navigating to the Certificate Screen

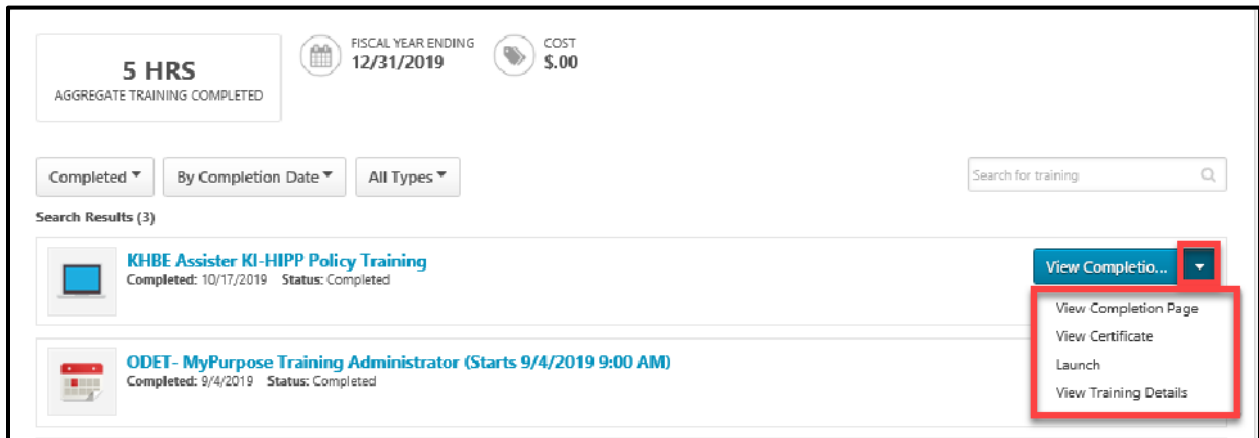
The "Certificate" screen allows Application Assisters to view a certificate of their training that can be printed off if needed. This screen also shows Application Assisters to see the date when their training was completed. See the steps below to view the "Certificate" screen.

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

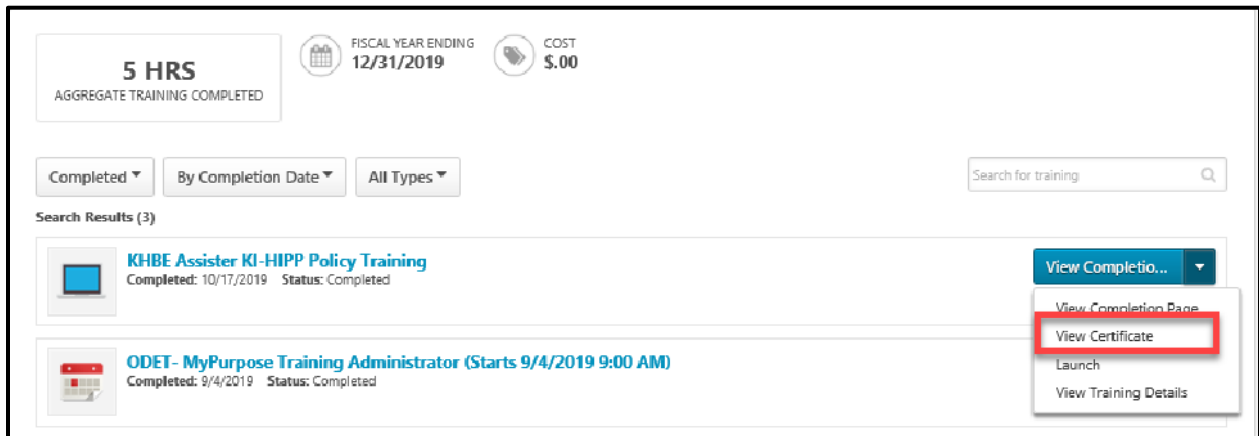
KHBE Application Assister LMS Quick Reference Guide



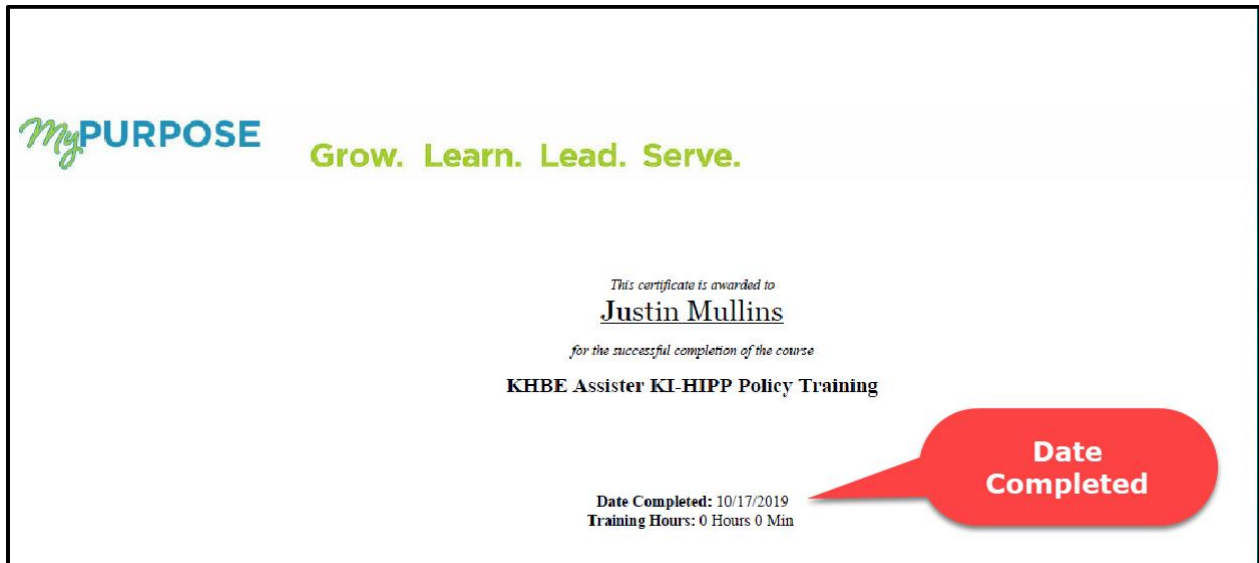
2. Click on the "Launch" drop-down arrow to show the links to the "Completion Page", the "Certificate", and the "Training Details" screens



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



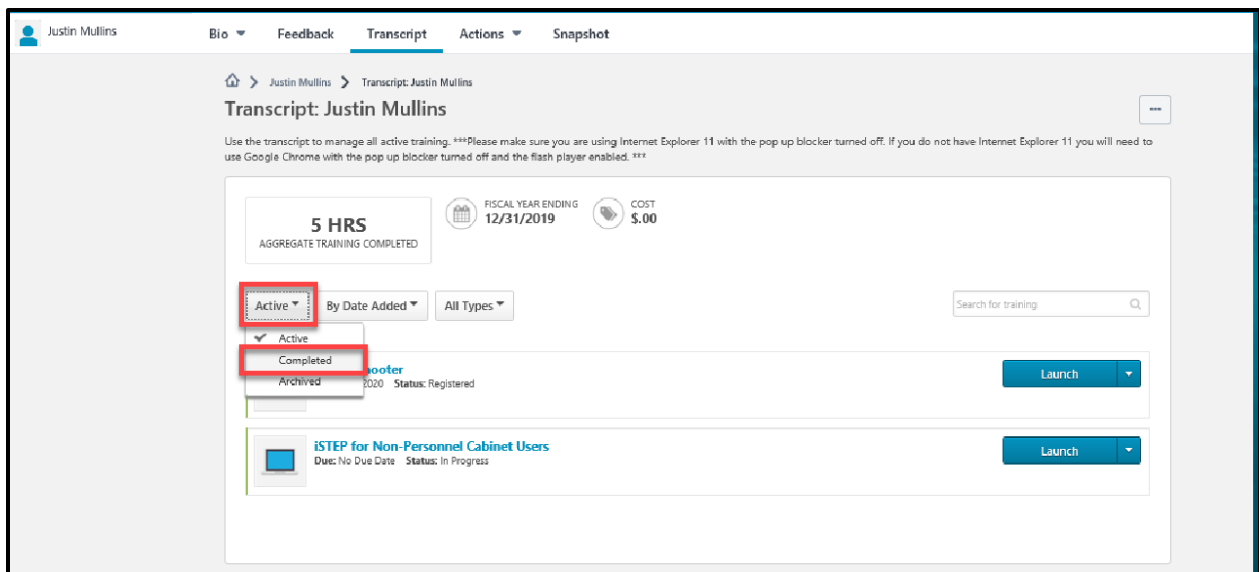
KHBE Application Assister LMS Quick Reference Guide



Navigating to the Training Details

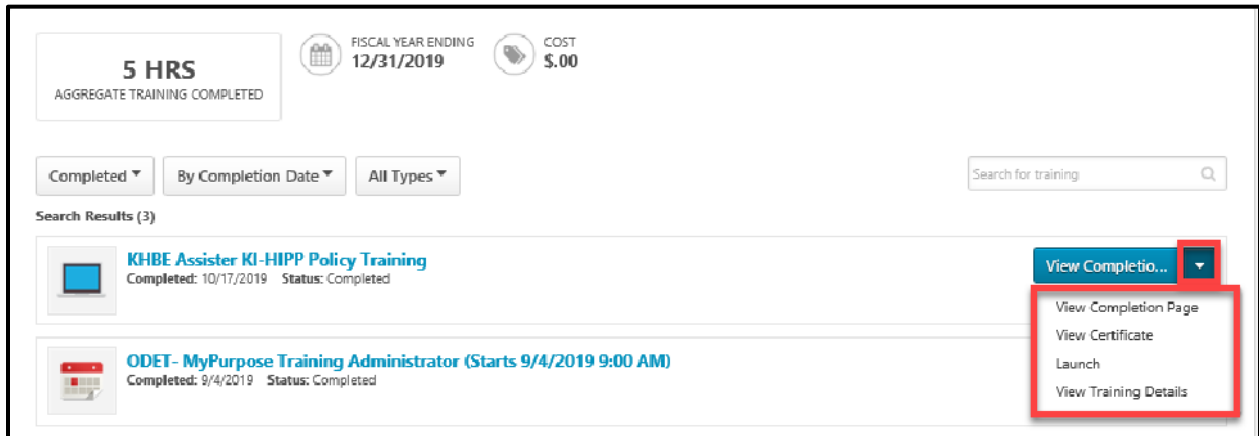
The "Training Details" screen allows Application Assisters to view training details such as training description and training progress. To view the "Training Details" screen follow the steps below.

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



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

KHBE Application Assister LMS Quick Reference Guide



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

