

Application Assister Learning Management System (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

#### 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.

#### **Brower Versions**



- Internet Explorer 11
  - Download Internet Explore → <u>HERE</u>



- Firefox 4 and above
  - Download Firefox → <u>HERE</u>



- Safari 8 and above
  - Download Safari → <u>HERE</u>



- Opera 27 and above
  - Download Opera → <u>HERE</u>



- Microsoft Edge
  - Download Edge → <u>HERE</u>



- Google Chrome
  - Download Chrome  $\rightarrow$  <u>HERE</u>

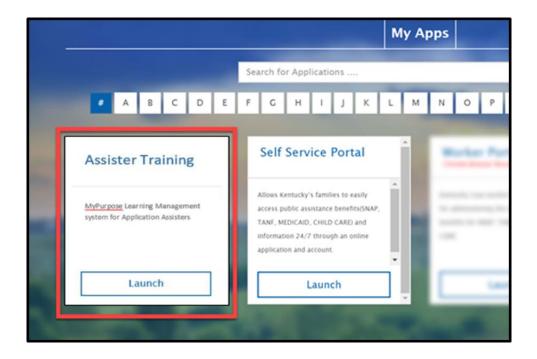
#### Accessing the My Purpose Learning Management System

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: <u>LINK</u>

Welcome	the Kentucky Online Gateway
	I am a     Citizen or Business Pattner     State Employees and Contractors logging in with Enail Address or Username     State Employees and Contractors logging in with KHRIS ID
	Sign In Create Account

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



# Assister Training Tile:

Assister Training	
MyPurpose Learning Management system for Application Assisters	
Launch	

### 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.



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

My Inbox	My Training		
View transcript		Due Date	Action
0 approved training selection(s)) Registered for 3 training selection(s))	Active Shooter	3/31/2020	Launch
( official of the second s	KHBE Assister KI-HIPP Policy Training	None	Launch
	iSTEP for Non-Personnel Cabinet Users	None	Launch
FAQs	New Employee Orientation	None	None
	OCR Access to Health and Human Serv	ces None	None
Jobs FAQs	CHFS New Employee Orientation	None	None
Learning FAQs	Understanding and Abiding by Title VI Civil Rights Act 1964	f the None	None
Performance FAQs			
MyPROFILE FAQs			
MyCOMMUNITY FAQs	For Training: Please make sure you a blocker turned off. If you do not have	internet Explorer 11 you w	vill need to use Goog
Accessibility Assistance FAQs	Chrome with the pop up blocker turne	d off and the flash player	enabled.
System Requirements & Miscellaneous	Social Feed		
Click here if you have questions or need assistance.	Image: State	Cabinet has had a very succ nts - Connect Professionals - Jessica Wol	sessful leadershi
	KY Training and Developmen		
	discussion: Just want everyone to know 9/4/2019 8:27 AM - 0 Commen		
	discussion:	hat due to the small size of o as - Connect : Professionals - Alan Meiste	our classroom

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

My Inbox	My Training		
View transcript		Due Date	Action
proved training selection(s)) sistered for 3 training selection(s))	Active Shooter	3/31/2020	_
	KHBE Assister KI-HIPP Policy Training	None	Launch
	iSTEP for Non-Personnel Cabinet Users	None	Launch
FAQs	New Employee Orientation	None	None
	OCR Access to Health and Human Services	None	None
Jobs FAQs	CHFS New Employee Orientation	None	None
Learning FAQs	Understanding and Abiding by Title VI of the Civil Rights Act 1964	None	None
Performance FAQs			
MyPROFILE FAQs	For Training: Please make sure you are using	- Internet Fundament	44
MyCOMMUNITY FAQs	FOL Haining. Flease make sure you are using		
ing common r r r Aug	blocker turned off. If you do not have internet	t Explorer 11 you w	vill need to use G
Accessibility Assistance FAQs	blocker turned off. If you do not have internet Chrome with the pop up blocker turned off an	t Explorer 11 you w	vill need to use G
		t Explorer 11 you w	vill need to use Go
Accessibility Assistance FAQs	Chrome with the pop up blocker turned off an Social Feed	Explorer 11 you w d the flash player sionals - Mark Kenne t has had a very succ meet	vill need to use Gr enabled. dy has created the ressful leadershi
Accessibility Assistance FAQs System Requirements & Miscellaneous	Chrome with the pop up blocker turned off an Social Feed W Training and Development Profest discussion: The Energy and Environment Cabinet	Explorer 11 you w d the flash player sionals - Mark Kenne has had a very succ meet sionals - Jessica Wol	vill need to use G enabled. dy has created the ressful leadershi life has created the
Accessibility Assistance FAQs System Requirements & Miscellaneous	Chrome with the pop up blocker turned off an Social Feed With Training and Development Profes The Energy and Environment Cabinel 9/25/2019 4-12 PM - 0 Comments - Col With V Training and Development Profes discussion:	Explorer 11 you w ad the flash player sionals - Mark Kenne has had a very succ neor sionals - Jessica Wol rector Tiffany Yeast neor sionals - Alan Meiste to the small size of o	r has created the reaction of the reac
Accessibility Assistance FAQs System Requirements & Miscellaneous	Chrome with the pop up blocker turned off an Social Feed	Explorer 11 you w d the flash player of sionals - Mark Kenne - has had a very succ med sionals - Jessica Wol sionals - Jassica Wol sionals - Alan Meister to the small size of o wed sionals - Alan Meister sionals - Alan Meister	ill need to use Go enabled. dy has created the essful leadershi ife has created the What an amazin r has created the ur classroom r has created the

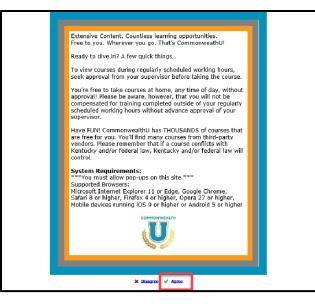
4. If the training is part of a curriculum the training details screen will appear, otherwise proceed to Step 6.

Home	Need Assistance?	Profile	Connect	Learning	Certification	Content I	LT Performan	ce Open Opportunities	Reports Admin
*									
HBE N	lew Application A	Assister T	raining						
									S Mo
Training I	Details								
	Training Topper O								
	Training Type: Ci		hard the second	100000					
		abinet for Healt	h & Family Ser	Nices					
	Version: 1.	T) (							
	Training Hours: 01								
						pplication Counselors rive health coverage.	in KHBE's Applicate	on Assister Program. This training	ng provides Application Assisters a
	100 C 1 C 1		Jenue motoria	tion or network	A Kelouckains vece	tive theatth coverage.			
	Status: Re	Agistiered							
	Training Purpose:								
	Due Date: No	one .							
	Expiration Date:								
Curricul	lum								
- Select	A Training View								
1.00000	0.040 MILLION 000 MILLION 000	and Albert		- <b>-</b>			on a name of a second		
(CAD )	Training O Activated Train	ing C Not Act	divated Training	[] L] Check b	is sort by due date (	(uncheck box to return	to default view]		
	CLICK ON I TO SEE COUR			TV	WE:	OUE DATE	EXCUSED	STATUS	OPTIONS
	iew Application Assister Tr			Sect		110000	12.11	distant in the	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.
	HBE New Application Assi				ine Class	None	No	Registered	Launch
	HBE New Application Assi				ine Class	None	No	Pending Prior Training Pending Prior Training	Rohe
	HIE New Application Assi			- COVID	ine Class	None	No	Pending Prior Training Pending Prior Training	None
(7 K)	<b>HBE New Application Assi</b>	unter Training	Assessment	Unit	THE CLASS	Norme	190	rending Prior Training	. Note

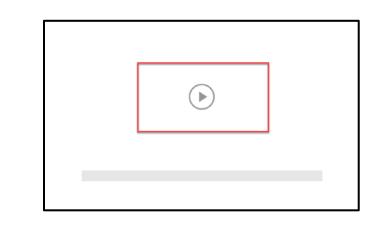
## 5. Scroll down and click on the "Launch"

	Learning Certification	Content IL	T Performan	ce Open Opportunities	Reports Admin
BE New Application Assister Training					
					<b>N</b>
raining Details					
Training Type: Cuniculum					
Provider: Cabinet for Health & Family Servi	ices				
Version: 1.0					
Training Hours: 0 Hours 0 Min					
Description: A fundamental training for Applica			NHBE's Application	in Assister Program. This trainin	g provides Application Assisters
practices and essential informatio	on for heiping Kiertfucklans rece				
		in the second seco			
Status: Registered					
Training Purpose:					
Training Purpose: Due Date: None					
Training Purpose:					
Training Purpose: Due Date: None Expiration Date:					
Training Purpose: Due Date: None Expiration Date:	1				
Training Purpose: Due Date: None Expiration Date: urricutum	Check to sort by due date		o default view)		
Training Purpose: Due Date: None Expiration Date: arricultum Select A Training View Attraining View Attraining O Activated Training ITTLE (CLICK ON ® To SEE COURSE DESCRIPTION)	Check to sort by due date		o default view) ExcusED	STATUS	OPTIONS
Training Purpose: Due Date: None Expiration Date: arriculum Select A Training View RAI Training O Activated Training O Not Activated Training ITTLE (CLICK ON ® TO SEE COURSE DESCRIPTION) HEE New Application Assister Training (Min. required: 4)	TYPE Section	(uncheck box to return t OUE DATE	EXCUSED	1100000 1000 T	
Training Purpose: Due Date: None Expiration Date: arriculum Select & Training View @ All Training Of Activated Training ITTLE (CLICK ON @ To SEE COURSE DESCRIPTION) INEE New Application Assister Training (Min. required 4) @ KHIER New Application Assister Training (Min. required 4)	TYPE Section Online Class	(uncheck box to return t OUE DATE None	EXCUSED No	Registered	Launch
Training Purpose: Due Date: None Expiration Date: Curriculum Select A Training View Alt Training O Activated Training O Not Activated Training TITLE (CLICK ON ® TO SEE COURSE DESCRIPTION) CHEE New Application Assister Training (Hin- required: 4)	TYPE Section	(uncheck box to return t OUE DATE	EXCUSED	1100000 1000 T	

6. Click "Agree" from the Training Agreement page



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





Page 9 of 17

**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



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



Justin Mullins	Bio 🔻 Feedback Transcript Actions 🔻 Snapshot	
	About Resume	
	Current Position	
	Education +	
	Work Experience +	
	Special Training/Development/Skills or Abilities +	
	License +	
	Occupational License/Certification +	

### **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)

Justin Mullins	Bio 🔻 Feedback Transcript Actions 🔻 Snapshot
	About Resume Current Position
	Education +
	Work Experience +
	Special Training/Development/Skills or Abilities +
	License +
	Occupational License/Certification +

2. Click on the "Transcript" tab

Justin Mullins	Bio 👻 Feedback Transcript Actions 👻 Snapshot
	Transcript: Justin Mullins
	Use the transcript to manage all active training.***Please make sure you are using internet Explorer 11 with the pop up blocker tarmed off. If you do not have internet Explorer 11 you will need to use Google Chrome with the pop up blocker tarmed off and the flash player enabled. ***
	SHRS AGGREGATE TRAINING COMPLETED
	Active  By Date Added  All Types  All Types  Search for training  Q
	Completed hooter Archived 2000 Status: Registered
	ISTEP for Non-Personnel Cabinet Users Due: No Due Date Status: In Progress Launch

#### **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"

Justin Mullins	Bio 🔻 Feedback Transcript Actions 👻 Snapshot	
	<ul> <li>Justin Mullins</li> <li>Transcript: Justin Mullins</li> <li>Transcript: Justin Mullins</li> <li>Use the transcript to manage all active 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 was Google Chrome with the pop up blocker turned off and the flash player enabled. ***</li> </ul>	will need to
	SHRS AGGREGATE TRAINING COMPLETED	
	Active *     By Date Added *     All Types *     Search for training       *     Active     Completed     Sooter       Archived     b00     Status: Registered     Launch	Q
	STEP for Non-Personnel Cabinet Users Due: No Due Date Status: In Progress Launch	

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

5 HRS AGGREGATE TRAINING COMPLETED	
Completed T By Completion Date All Types All Types Search Results (3)	Search for training Q
Completed:         10/17/2019         Status: Completed           ODET- MyPurpose Training Administrator (Starts 9/4/2019 9:00 AM)         Completed:         9/4/2019         Status: Completed	View Completion.

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

5 HRS       FISCAL YEAR ENDING       COST         AGGREGATE TRAINING COMPLETED       12/31/2019       \$.00         Completed *       By Completion Date *       All Types *	Search for training Q
Search Results (3)         Image: Completed: 10/17/2019         Status: Completed: 10/17/2019	View Completion View Completion Page View Certificate Launch View Training Details

	Austin Multine Transcript Training Completion
Justin Mullins	Training Completion
L Bio	You have completed KHBE Assister KI-HIPP Policy Training!
Feedback	What's next?
Transcript	View My Certificate
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"

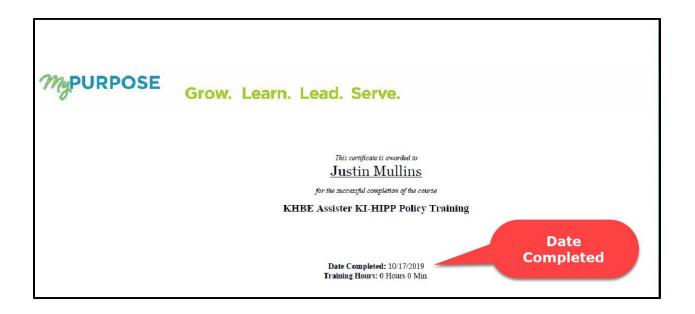
Justin Mullins	Bio 🔻 Feedback Transcript Actions 👻 Snapshot	
	Austin Mullins > Transcript Justin Mullins Transcript: Justin Mullins Use the transcript to manage all active training. ***Please make sure you are using internet Explorer 11 with the pop up blocker turned off. If you do not have internet Explorer 11 you use Google Chrome with the pop up blocker turned off and the flash player enabled. ***	u will need to
	S HRS AGGREGATE TRAINING COMPLETED	
	Active By Date Added All Types Search for training	Q.
	iSTEP for Non-Personnel Cabinet Users       Launch         Due: No Due Date       Status: In Progress	•

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

5 HRS AGGREGATE TRAINING COMPLETED	
Completed T     By Completion Date T     All Types T       Search Results (3)     Search Results (3)	for training Q
KHBE Assister KI-HIPP Policy Training Completed: 10/17/2019 Status: Completed         ODET- MyPurpose Training Administrator (Starts 9/4/2019 9:00 AM) Completed: 9/4/2019 Status: Completed	View Completion.

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

5 HRS AGGREGATE TRAINING COMPLETED	
Completed  By Completion Date  All Types  Search Results (3)	Search for training Q
Completed: 10/17/2019 Status: Completed	View Completio  View Completion Page
ODET- MyPurpose Training Administrator (Starts 9/4/2019 9:00 AM) Completed: 9/4/2019 Status: Completed	View Certificate Launch View Training Details



# **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"

Justin Mullins Bi	o 🔻 Feedback Transcript Actions 👻 Snapshot	
		*** : have Internet Explorer 11 you will need to
	5 HRS AGGREGATE TRAINING COMPLETED	
	Active  By Date Added  All Types  Active Completed Ooter Active Dot Status: Registered	Search for training Q
	ISTEP for Non-Personnel Cabinet Users Due: No Due Date Status: In Progress	Launch

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

5 HRS AGGREGATE TRAINING COMPLETED	
Completed  By Completion Date  All Types  Search Results (3)	h for training Q
KHBE Assister KI-HIPP Policy Training Completed: 10/17/2019 Status: Completed	View Completio  View Completion Page View Certificate
Completed: 9/4/2019 Status: Completed	Launch View Training Details

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

5 HRS AGGREGATE TRAINING COMPLETED	
Completed T By Completion Date All Types All Types Search Results (3)	Search for training Q
Completed: 10/17/2019 Status: Completed	View Completio  View Completion Page View Certificate
Completed: 9/4/2019 Status: Completed	View Certificate View Training Details

KHBE Assister KI-HIPP Policy Training	
Training Type: Online Class Training Type: Online Class Provide: Cabinet for Health & Fands Version: 10 Training Hours: Obligation Training Hours: Obligation 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: Completion Page Training Purpose: Due Date: None Certificate: Print Certificate TRAINING PROGRESS	
Progress: 100% (1 of 1 units complete) Last Accessed: 1017/2019 Total Views: 2 View Time: 0 Hou(s) 5 Minute(s) Status: Completed View Completion Page Modules: % ⊒View details of modules for KHBE Assister KI-HIPP Policy Training Details Assignment and Version History	
Transcript History	