

USER GUIDE

CHEX - Learning Management System

How to access CHEX

From a computer on the Cook Children's network

1. Click **Internet Explorer** from the **Start Menu** to open **Cooknet**.
2. From the **Quick Tools** area click **CHEX**.
3. At the CHEX log-in page enter:

Username: **CC#####** (begin with two capital C's, followed by your six-digit Cook employee ID number including any leading zeroes.)

Password: Your default password will be your employee ID number **without** the "CC" in front of it.

Your user name and password will look similar to this one:

User name: CC001234 Password: 001234

How to access CHEX

From a computer NOT on the Cook Children's network

1. Navigate to www.cookchildrens.org.
2. Select **Education** from the top navigation bar (tabs).
3. Select **Employee Education** from the submenu.
4. Click the **Cook Children's University/CHEX** link.
5. At the CHEX log-in page enter:

Username: **CC#####** (begin with two capital C's, followed by your six-digit Cook employee ID number including any leading zeroes.)

Password: Your default password will be your employee ID number **without** the “CC” in front of it.

Your user name and password will look similar to this one:

User name: CC001234 Password: 001234

Update Supervisor List

1. Select **My Quick Links** (top navigation bar).
2. Click **Supervisor Assignment** on the quick links drop down menu.
3. If a supervisor has been identified for you they will be listed . To add additional supervisors click the **Add Supervisor** button.
4. The Supervisor Search page opens. In the box labeled **Last Name** enter your supervisor's last name.
5. Scroll to the bottom of the page and click the **Search** button.
6. The search results will be displayed at the bottom of the page. **Scroll down** and place a **check** in the search results next to your supervisor's name.
7. Click the **Select** button.
8. Your Supervisor will be added to the list on the Supervisor Maintenance page.
9. Click the **Update Selected** button.
10. Repeat the process to add additional supervisors or educators.

Update Your Profile

Update your profile to receive reminder and confirmation e-mails for classes and programs.

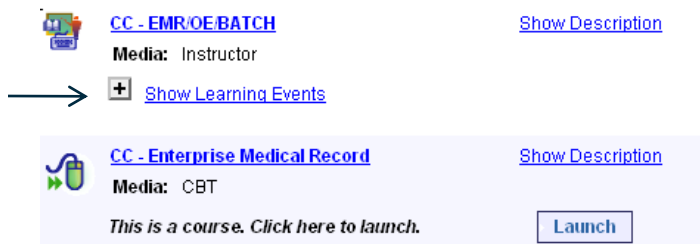
1. Select **My Quick Links** (top navigation bar).
2. Click **My Profile** on the quick links drop down menu.
3. On the *Learner Profile Information* page, enter your **E-mail**. (If you do not have a work e-mail address you can enter any other e-mail that you have.) This will allow you to reset your password if you can not remember it.
4. You may choose to change your **Password**.
5. Once you are satisfied, click **Update**.

Do not change any other information in your profile such as your Name or Username. This information is downloaded from Meditech and will be reset next time there is a download.



Register for an Instructor Led Training Course


1. Type any part of the course name in the search box (top left area of screen).
2. A list of results will display. Click the + next to the correct Learning Event to see the dates associated with the course.

Learning Events are classes you attend. They will have dates associated with them.



The screenshot shows a search results interface. On the left, a blue box contains the text: 'Learning Events are classes you attend. They will have dates associated with them.' An arrow points from this box to the first search result. The first result is for 'CC - EMR/OE BATCH' with 'Media: Instructor'. It includes a 'Show Description' link and a '+ Show Learning Events' button. The second result is for 'CC - Enterprise Medical Record' with 'Media: CBT'. It includes a 'Show Description' link, the text 'This is a course. Click here to launch.', and a 'Launch' button.

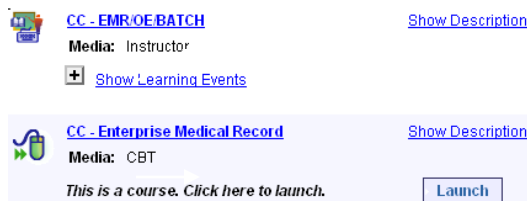
 [CC - EMR/OE BATCH](#) [Show Description](#)
Media: Instructor
 [Show Learning Events](#)

 [CC - Enterprise Medical Record](#) [Show Description](#)
Media: CBT
This is a course. Click here to launch. [Launch](#)

3. From the list of available dates click the **Register** link associated with the correct date.
4. Click the **Submit** button to complete the registration.

Taking an Online Course and Completing the Assessment

1. Type the any part of the course name in the **search** box (top left). Click the **Search** Button.
2. A list of results will display. Click the **Launch** button for the correct course.



The screenshot shows two course results. The first result is 'CC - EMR/OE BATCH' with a media type of 'Instructor' and a 'Show Learning Events' link. The second result is 'CC - Enterprise Medical Record' with a media type of 'CBT'. Below the second result, there is a text prompt 'This is a course. Click here to launch.' and a 'Launch' button. An arrow points from a text box on the right to the 'Launch' button.

Online courses will have a launch option.

The course may open in a separate window. You may need to center the course by clicking the title bar and moving the window. You may need to “activate” the course window from the task bar. Navigation links down the left-hand side of the course window can be used to jump to a particular section within the course. Use the links at the bottom of the window to move from page to page within the course.

3. When you have completed the course click the **Take Test/Survey** button.
4. From the Test Description page click the **Start Test/Survey** button to begin the exam or evaluation.
5. When you have completed the test click the **Submit Then View Score** button.
6. To review questions that you missed click the **View Answers and Explanations** button.

Adding an External Event

1. Select **My Learning in Progress** from the **My Quick Links Menu** (top navigation bar).
2. Scroll down to **Other Events**.
3. Click **Add**.
4. Fill in the Event Information – Name, Description, Location, CEU, Start and End Dates and the status.
5. Click **Update** .

Accessing Pace Requirements

Pace Requirements are added to your “To Do List” in CHEX.

Date	Name
Feb 25, 2009	CC - 2009 Pace - Laboratory Specific Courses
Sep 28, 2009 - Oct 28, 2009	CC - CCPN New Hire Curriculum V2.0
Oct 19, 2009 - Nov 19, 2009	CC - Healthcare Provider Certification

1. Click the “My To Do List” tab.
2. You can launch the requirements from the **Announcements** section or your “To Do List” section.

Viewing Current Activities and History

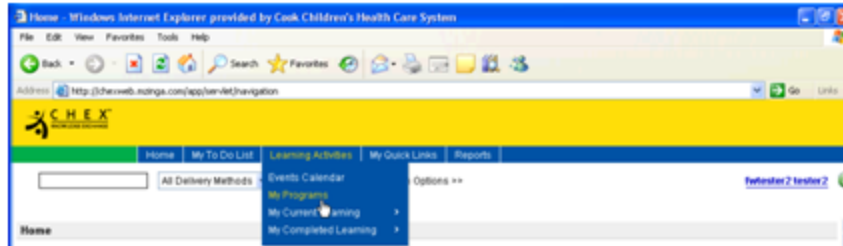
1. Select **My Learning in Progress** from the **My Quick Links Menu** (top navigation bar) to View current Activities.
2. From the Current Activities Page, Click the **View Completed Courses** button (top right corner).
3. Toggle back to current learning from the history page by clicking the **View Current Schedule** button (top right corner).

Viewing Programs

Curriculums and Certifications have been combined into one category called - 'Programs'.

Certification will appear in the title of certifications such as Healthcare Provider Certification for easy identification.

1. To view all programs, select **My Programs** from the **Learning Activities** menu.



Viewing Programs

1. Programs will display an indicator light. Programs with a red or yellow light will be at the top of the list (most current). As programs are completed, the lights will change and they will move down on the list (lights may go out, depending on program criteria).
2. To view Program details, click on the title of a program. The Program will open displaying Initial and Renewal requirements to be completed.

My Programs

Indicators	Program Name	Status	Status Effective Date	Next Action Date	Action
■	CC - 2008 Pace Review System Required Courses	Incomplete	Aug 17, 2009		History
■	CC - 2009 Pace - Laboratory Specific Courses	In Progress	Feb 25, 2009		History
■	CC - CCPS New Hire Curriculum V2.0	In Progress	Sep 28, 2009	Oct 28, 2009	History
■	CC - 2010 Pace Review System Required Courses	In Progress	Oct 1, 2009		History
■	CC - Healthcare Provider Certification	In Progress	Oct 19, 2009	Nov 19, 2009	History
■	CC - ITS Orientation Curriculum	Completed	Apr 26, 2009		History
	CC - 2007 Pace Review System Required Courses	Withdrawn	Feb 4, 2009		History
	CC - Nitrous Oxide for Sedation Curriculum	Withdrawn	Feb 26, 2009		History
	CC - New Employee Orientation Required Courses 2009	Withdrawn	Sep 28, 2009		History
	CC - Orientation Core Competencies Assessment for Nurses TEST	Dropped from Program	Oct 14, 2009		History

Yellow = Program available for completion – Status will show “In Progress”

Green = Program complete

Red = Program overdue/incomplete (did not meet timeline)

Next action date:

Certifications and some curriculums will have a next action date. If the program is not completed by this action date, the indicator light will turn red and your status will change to “overdue”. To avoid this and remain in compliance, complete the Program prior to the “Next Action Date”.

Frequently Asked Questions

■ Can I access CHEX from home?

Yes, if you have internet access. In the Address bar of your web browser enter the URL: www.cookchildrens.org

Click **Education** in the navigation pane.

From the expanded Education menu, click **Employee Education**.

Click the **Cook Children's University/CHEX** link.

At the log in page type your username and password.

Username = CCEmployeeID (Two capital C's, Employee#) Password = Employee#

■ What if I cannot finish an on-line course? Will the information be saved?

If you start a course but cannot finish, Re-launch the course from **My To Do List**. The system launches the CBT from the very beginning each time.

■ How will my manager be notified that I have completed an on-line course?

As your supervisor, your manager will be able to view your progress when he or she is logged on.

■ Are these courses offered mandatory?

Mandatory training may be offered through CHEX to make it more convenient.

■ Do we register for all education courses through CHEX?

Registration information for all Employee Education events will be available in CHEX.

■ Can I print out a report of all courses I have completed?

Click the reports tab in the top navigation bar. Click the Learning History report. You will see the requested report at the top of the page, in progress. Click the refresh button until the report shows finished. Click the hyperlink for the report at the top of the page.

Troubleshooting

- I am at work and my Internet browser or intranet connection has failed.
Contact the CSC at (682) 885-7999.
- I am at home and my internet browser or Internet connection has failed.
Contact your personal Internet provider.
- I am receiving message Invalid Login when I try to log in.

Is your Caps-Lock on? CHEX user names and passwords are case sensitive. Turn off caps-lock and retry.

Did you begin your user name with two capital C's, followed by your employee ID with leading zeros (example: CC001238)

For additional help using Cook Children's University - Learning Management System:
Contact the Education department at (682) 885-3698.