Learn@Work – Completing the Compliance Profile

1.1. Overview

The Compliance Profile is a learning module containing a series of questions pertaining to potential job duties of the learner. A Yes or No response is required for each question. It is designed to use any Yes responses, indicated by the learner, to assign required compliance training modules. The questions and assignments are focused on three specific areas of learning.

- Human Subjects Education
- Division of Comparative Medicine Education
- Environmental Health and Safety Education

Additional learning requirements, such as HIPAA 101 and PERCSS, are assigned independent of this module. All learners in the university community are encouraged to complete this module upon hire. Existing employees should recomplete this module any time their job duties or they transfer to another department at the university.

1.2. Locate the Training

There are a variety of ways to access this training, the easiest of which is through the Home Page once logged in to Learn@Work. A link to the module is available under the Featured section of this page. The module may be completed at any point in time by the learner from either this location, or from the ME page under the My Completed Learning menu option.

- Click on CMP – Compliance Profile to access the course page.

1.3. Complete the Training

Once the module opens you will be provided with a brief set of instructions, Click Begin and answer the questions listed.
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➢ After you’ve read and selected an answer for each question, Click Save in the bottom right corner.

➢ You will be redirected to your ME page in Learn@Work and will be viewing the My Compliance Profile Summary link.

1.4. Review the Summary Page

This page lists all of the questions from the module, the response indicated by the learner and the required training for each Yes response. It is designed to be a point of reference for learners in understanding what modules are required for each type of job function.

This page does not necessarily indicate that you still need to complete the listed modules, especially for new employees. The overnight process on the day the module is completed, will review the full transcript of the learner and assign only those modules not yet been completed.

1.5 Learn@Work Assistance

➢ For immediate assistance with Learn@Work please contact the Systems and Procedures Help Desk at (314) 935-5707 where a Systems Support Associate is available Monday through Friday from 8:30 am to 5:00 pm, or email LearnatWork@Wustl.edu providing a name and contact number for support to reach you.

➢ If you have questions regarding assigned trainings, please contact the appropriate Area Specific Compliance Office (ASCO) or your department compliance administrator for assistance. A listing of ASCO’s is available at LearnatWork.Wustl.edu/Support.