# Learn@Work – *Getting Started for Employees*

1.1. Overview

Learn@Work is the university learning management system where faculty and staff log in to take all compliance related training.

1.2. Logging in

➢ Open any browser (Internet Explorer, Firefox, Chrome).

➢ In the address bar at the top, type **hr.wustl.edu** and click **Enter** on your keyboard.

➢ Click **HRMS** from the far right side of the banner on the top of the page.
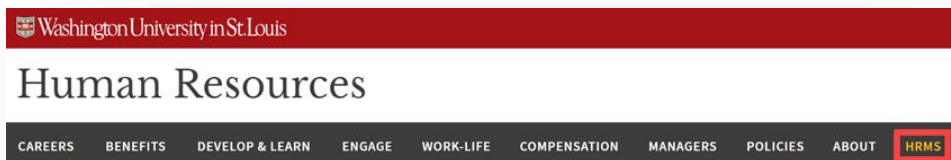
➢ Click **Sign In** and type in your WUSTL Key ID and password to sign in.

➢ You will be on the Home Page of the system. Scroll down to the bottom of the page to the Useful Links section and click **Learn@Work**.

Useful Links:

▷ **Change My Password**   ▷ **WUSTL CONNECT Self-service**
▷ **Systems and Procedures**   ▷ **Human Resources - Danforth**
▷ **Sponsored Project Accounting**   ▷ **Human Resources - Med School**
▷ **Finance - Med School**   ▷ **Administrative Info System**
▷ **Washington University Homepage**   ▷ **Security Access Forms**
▷ **Learn@Work**   ▷ **Human Resources Manager's Tools**

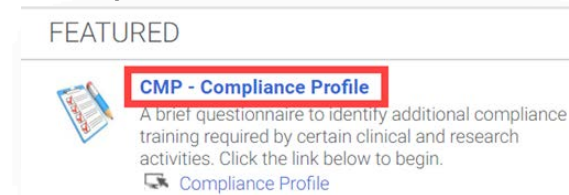➢ You will be taken to the Learn@Work system where you can locate and complete your training.

1.3. Locate Training

There are a variety of ways to access the training. Many of the required training is automatically assigned to you, while some training requires that you first complete the Compliance Profile for it to be assigned.
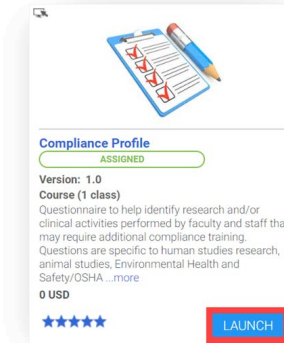
Compliance Profile
Your first step should be to locate and complete the Compliance Profile upon accessing the system. It is the first item on the Home page underneath the Featured section.

➢ Click **CMP - Compliance Profile** to be taken to the course page.

FEATURED

CMP - Compliance Profile
A brief questionnaire to identify additional compliance training required by certain clinical and research activities. Click the link below to begin.
Compliance Profile

➢ To open the module, click the blue **Launch** button.

Compliance Profile
ASSIGNED
Version: 1.0
Course (1 class)
Questionnaire to help identify research and/or clinical activities performed by faculty and staff that may require additional compliance training. Questions are specific to human studies research, animal studies, Environmental Health and Safety/OSHA ...more
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➢ Once the module opens you will be provided with brief instructions, click **Begin** and answer the questions listed.

➢ After you've selected an answer for each, click **Save** in the bottom right corner.

➢ You will be taken to the ME page in Learn@Work and will be on the My Compliance Summary page. This page lists all of the questions from the module, what your answers were and what training is required for each Yes answer.

➢ To immediately take the required trainings, simply click the link provided next to each Yes answer to locate the course and launch the training. If you prefer to wait for the courses to be automatically assigned to you, they will appear on your ME page the following day.
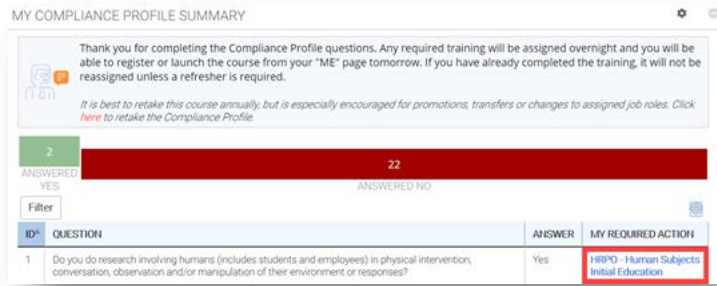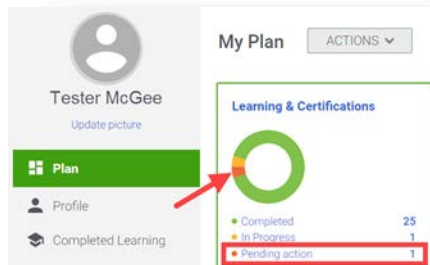

Me Page
The ME page may be accessed from the application launcher icon on the top left of the page. This page allows you to easily locate and complete required courses that have been assigned to you, such as HIPAA training.
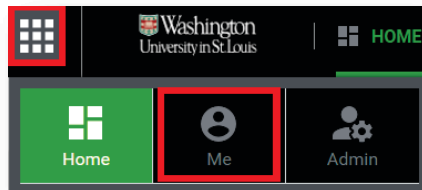
➢ Once the ME page loads, you will be on the Plan link, which displays all courses that have been assigned to you.
➢ Click the Red (Pending Action) area of the dashboard wheel to locate assigned courses. HIPAA should be listed there as Assigned if you are faculty, staff or a student of the Medical school or in select units of the CFU or Danforth Campus.

➢ Click the course name in blue text, to access the course page.

➢ Click the **Enroll** or **Launch** button from the page to begin the course.

➢ Repeat the above steps to locate and complete additional training requirements.

1.4   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 and provide a name and contact number for support to reach you.

➢ If you have questions regarding assigned training, please contact the appropriate Area Specific Compliance Office (ASCO) or your department compliance administrator for assistance.

➢ For additional information about the Compliance Profile, to include retaking the module, visit Learn@Work - Completing the Compliance Profile and the Compliance Profile Questionnaire Reference Guide.