

## LOGIN SCREEN

Enter your credentials:

User ID \_\_\_\_\_

Password \_\_\_\_\_

Company Code \_\_\_\_\_

Forgot your User ID (NEW):

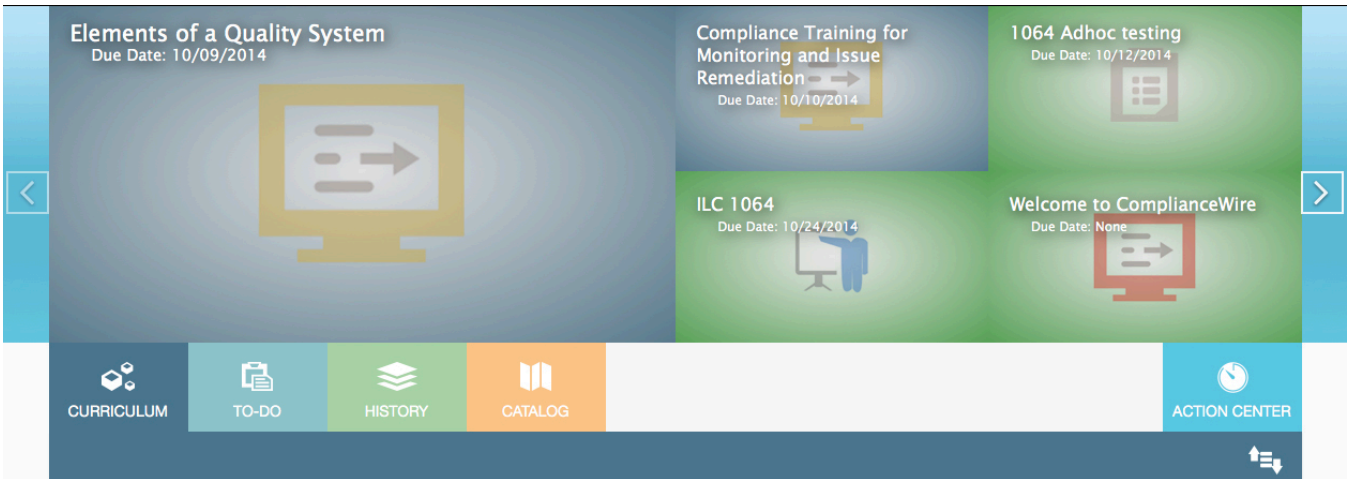
**NOTE:** May not be enabled by your System Administrator. Message will indicate that company does not support this feature or an email will be sent.

[Login Demo](#)

[Click Here](#)

## ACTION CENTER

NOTE: Click arrows to toggle between Training Dashboard or Status Dashboard view. Training Dashboard shown.

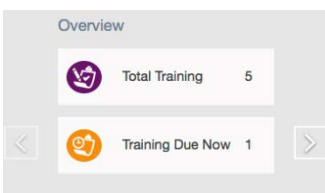


**TRAINING DASHBOARD** (shown above) – Displays five Training Items that require your attention (overdue or due soon).

- Click on the picture to launch the training assignment



Expand or Collapse by clicking Action Center tab – your choice will be remembered for future logins.



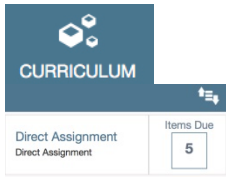
**STATUS DASHBOARD** (Click left or right arrow to toggle Dashboards) – Overview of the Learner's Compliance Status and Training Tasks

- Displays Total Training Items; Assignments that are Overdue, Due Now (within 1 day) or Due Soon.

[Action Center](#)

[Demo](#)  
[Click Here](#)

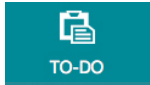
## NAVIGATION BAR



**CURRICULUM** = List of user's assignments

- Sort by ascending/descending order by clicking the **Sort** icon.
- Click **Curriculum Title** to see the incomplete training items included.
- Click the Training Item to launch and complete the course.
- Click the **number of items due** to expand the list for more information about a training Item in the curriculum or to launch/print it.

[Curriculum Demo](#)  
[Click Here](#)



**TO-DO** = Training items that have been assigned but are not completed

Item	Code	Due Date	Action
Elements of a Quality System	SSQSR	Due Date: 10/09/2014	▼
Compliance Training for Monitoring and Issue Remediation	BCBSMS206	Due Date: 10/10/2014	▼
1064 Adhoc testing	1064 Form	Due Date: 10/12/2014	▼
ILC 1064	ILC-1064	Due Date: 10/24/2014	▼
Welcome to ComplianceWire	CWRE-SYS01	Due Date: None	▼

- Search, sort or print the list.
- Click the down arrow to display General and Additional information, plus review or add the item to your calendar.
- Click the Title or Course Code to launch and complete the course.



**HISTORY** = Completed training items

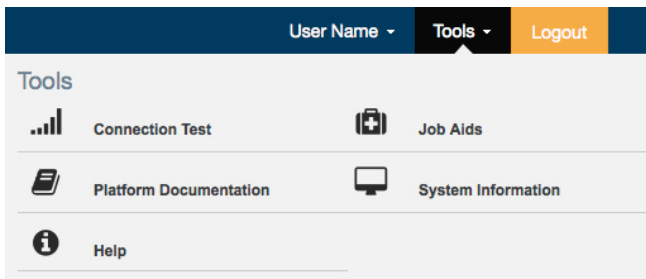
- This list can be searched and sorted.
- Print the list or specific completion certificates.



**CATALOG** = List of all training items available in ComplianceWire

- Basic and advanced search features include keywords or filters to find training items in the catalog.
- Items listed in the results can be launched or expanded to provide further details.

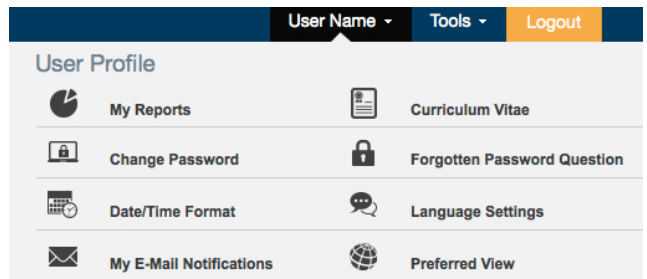
[Catalog Demo](#)  
[Click Here](#)



## TOOLS

You can access ComplianceWire's Tools Menu anytime for access to documents, job aids, the connection test and system info as well as send us your comments.

[Tools Demo](#)  
[Click Here](#)



## USER PROFILE

Users can access ComplianceWire's User Profile to manage their profile settings.

Select Preferred View

Default View

- Curriculum
- To-Do

**Preferred View** allows you to decide whether you want to see your To-Do List or your Curriculum List when you log into ComplianceWire.

[Profile Demo](#)  
[Click Here](#)