

ComplianceWire Quick Reference Guide



FAQs		
What Do I need to Access ComplianceWire?	<ul style="list-style-type: none"> PC or Laptop computer with Windows XP (or higher), sound card and speakers Access to Internet Internet Explorer 6 or higher Adobe FLASH player 10 	
How do I access the Log-In page?	Access the log-in page through the MedEdSolutions or NucMedEd webpages	
Log-In Requirements?	<ul style="list-style-type: none"> User ID First Name.Last Name Password Welcome1 Company Code Covidien 	Remember the period Temporary password See Notes Section for further Instructions
Where Can I Get Support?	MedEdSolutions NucMedEd	CONTACT: CovidienMedEDSolutions@Covidien.com CONTACT: CovidienNucMedEd@Covidien.com

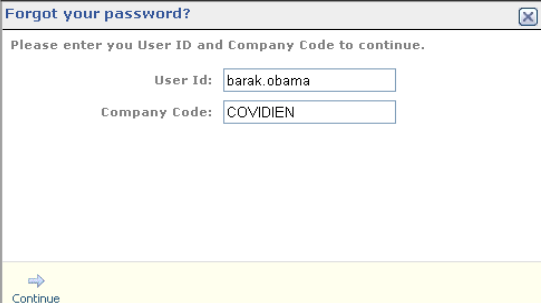
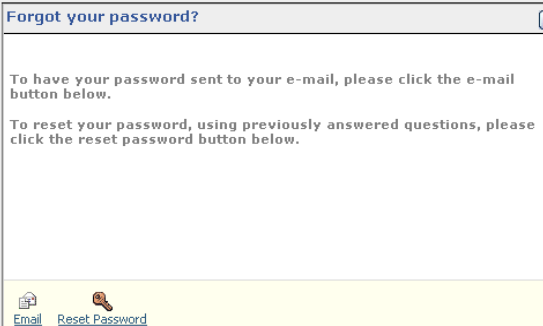
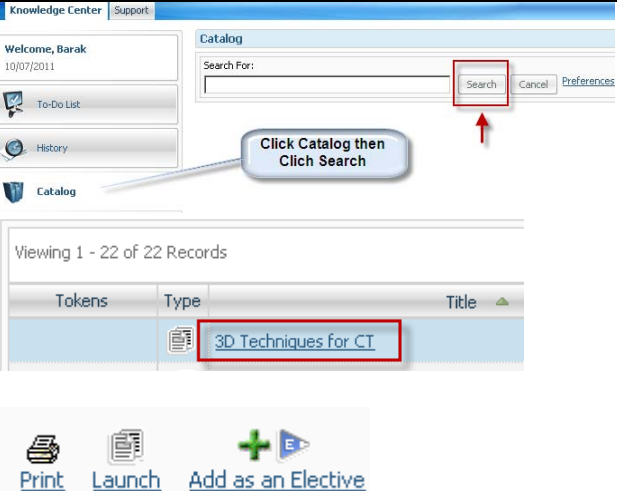
Logging In

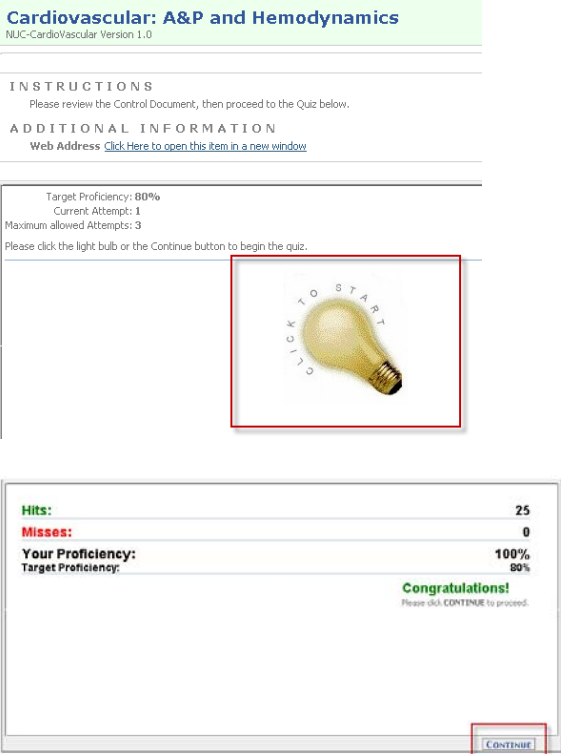
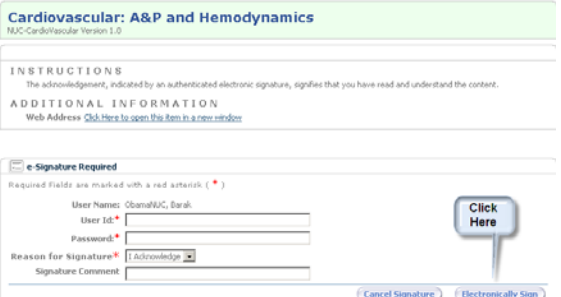
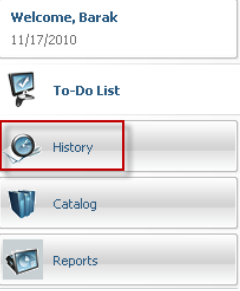

Log-In to ComplianceWire	<ul style="list-style-type: none"> Type User ID first name.lastname Type Password Welcome1 Type Comp. Code Covidien Press Enter <u>OR</u> click I Accept <p>*Welcome1 password for first time users only</p>	<p>To log on to Kaplan Eduneeing, enter your logon information, review the terms of use, and click the 'I Accept' button below.</p>
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Answer Security Questions	<p>First time Users Only</p> <ul style="list-style-type: none"> Select two Questions Answer/Save for each Click Continue 	
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Update Password	<p>First time Users or if Expired</p> <ul style="list-style-type: none"> Type current password Type new password Confirm new password Click Continue <p>Passwords expire in 90 days</p>	<p>Change Password</p> <p>Your password has expired, Please enter a new Password</p> <p>Password Policies</p> <p>Passwords must follow the rules below:</p> <ul style="list-style-type: none"> - must be at least 8 Character(s) long - cannot be longer than 25 Character(s) long - must contain at least 1 letter - must contain at least 1 uppercase letter - must contain at least 1 lowercase letter - must contain at least 1 number <p>Current Password: [masked] New Password: [masked] Confirm New Password: [masked]</p> <p>Update your password and Click Change Password</p>
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Forgotten Password

<p>Forgotten Password</p>	<p>At Log-in screen</p> <ul style="list-style-type: none"> • Click Forgot Your Password • Type User ID • Enter Company Code • Click Continue • Click Email* <p>*Must have a valid email address in your profile</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Click Reset Password • Answer security questions • Click Continue • Type in New Password • Confirm New Password • Click Change Password • Click Continue LogIn 	 						
<h2>Launching/Completing Training</h2>								
<p>Viewing the Course Catalog</p>	<ul style="list-style-type: none"> • Click Catalog • Click Search 							
<p>Adding an item to your To Do list</p>	<ul style="list-style-type: none"> • Click on the item link • Click Launch 	<p>Viewing 1 - 22 of 22 Records</p> <table border="1" data-bbox="828 1144 1339 1228"> <thead> <tr> <th>Tokens</th> <th>Type</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>3D Techniques for CT</td> </tr> </tbody> </table> <p> Print Launch Add as an Elective </p>	Tokens	Type	Title			3D Techniques for CT
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		3D Techniques for CT						
<p>Launching Training</p>	<ul style="list-style-type: none"> • Click the link next to the Web Address • Follow the prompts to run the course in a new window 	<p>INSTRUCTIONS</p> <p>Please review the Control Document, then proceed to the Quiz below.</p> <p>ADDITIONAL INFORMATION</p> <p>Web Address Click Here to open this item in a new window</p>						

<p>Completing Training</p> <p>Take end of course quiz</p> <p>Record your e-signature</p>	<ul style="list-style-type: none"> • After reviewing the course content, close the course content window • Close the “Warning” window (if applicable) • Click the light bulb icon to launch the end of course quiz • Successfully complete the quiz • When your successful results display Click Continue • Enter your User ID and Password and click Electronically Sign • Click Continue to return to your To Do list 	 
<p>To review your training history and the training content</p>	<ul style="list-style-type: none"> • Click on History • Click on the training item link • Click Review • Click the link next to the Web Address • Follow the prompts to view the course in a new window • Close the course content window • Close the “Warning” window (if applicable) • Click Cancel and Return to To-Do 	
<p>To print a certificate of completion†</p>	<ul style="list-style-type: none"> • Click on History • Click on the training item link • Click Certificate of Completion • Click Print 	

†An ASRT approved certificate will be emailed to you within 7 days

Special Notes:

- User ID
 - The User ID is a unique system identifier, usually consisting of your first and last name with a period (.) in between (e.g. james.michaels)
 - When a User ID already exists, the system will add a two digit number at the end of the last name (e.g. john.smith02)
 - Please store your User ID in a safe place.
 - If you lose or forget your User ID, please contact the Support group
- Password
 - If you lose or forget your password, follow the “forgotten password” instructions above
 - Passwords must be reset every 90 days, regardless of system activity
- Flash requirements
 - Some courses require that Flash be installed in order to run the course. Notice that these courses allow you to determine if you have flash installed. If you do not, follow the prompts to install Flash.
 - If you have Flash simply click the option to run the course
- E-signature
 - E-signature is required in order to receive credit.
- Avoid using the Back and forward buttons on your browser window
 - Instead Click **Return** (top right of the screen) to exit out of a course and return to the To-Do list



- When exiting the LMS please click **Logout** (top right corner of screen)



- The Certificate printed from ComplianceWire is for your records only, and is not acceptable for submission to the ASRT. Once a course is successfully completed, you will receive an ASRT approved certificate by email within 7 days.