

# How to Complete Courses

Assigned courses can be found by logging into the Portal and selecting **View Your Courses** in the My Learning widget or by selecting the **My Learning** tab from the menu.

The screenshot shows the employee portal interface for Carlos Medina. At the top left is the ISS INDEPENDENT SUPPORT SERVICES INC. logo with the tagline 'Make your Own Path'. A 'MENU' button is located at the top right. The main content area is titled 'Welcome Carlos Medina' and contains several widgets: 'Take Action' with an 'ACTION REQUIRED: Correct Shift' notification, 'Expenses' with a 'Submit Now' button, 'My Learning' (highlighted with a red box) showing 'You have 1 course available.' and a 'View Your Courses' link, 'Paid Holidays' listing Independence Day, Christmas Day, and New Year's Day, 'UKG' with a 'Sign in' button, and 'My Info' with fields for Address, Email, and Phone. On the right side, a vertical sidebar menu is open, showing 'Carlos Medina' at the top, followed by 'My Home', 'My Learning' (highlighted in blue), 'My Employers', 'My Work', 'My Payment History', 'My Profile', 'Change Password', and 'Log Out'.

Find the courses that have been assigned to you by selecting the **Active** tab and then click a course to drill down into the lessons.

**i** The included screenshots serve as examples only. You will see the actual courses assigned specifically to you.

Select Status:

Active



### **New Hires Training Series 2022- Independent Support Services**

Progress	Due
0% complete	Dec 31, 2022

This series consists of 5 videos and 2 PowerPoints, all of which are required by New York State as a condition of your continued employment as a Direct Support Professional. At the end of the PowerPoints there will be a quiz, both of which have a required 80% passing grade

To begin a lesson, click the desired lesson widget and it will begin. The Learning Management System will remember progress that has been made on each lesson and will resume where left off.

## New Hires Training Series 2022- Independent Support Services

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0% Complete



### Informed Decision Making

Please watch this video to assist with ensuring your decision making skills are knowledgeable & educated

[Start session »](#)



### ISS & NYS Sexual Harassment Prevention Training

This is a mandated sexual harassment training that must be completed yearly. It is required for Administrative Staff, Support Staff, Brokers, and Participant/Family designees (those in a Supervisory role for Support Staff at Independent Support Services).

[Start session »](#)



### Demonstrating Professionalism

Watch the video to learn how to properly exhibit the expected skills of your role as a Support Staff

[Start session »](#)

Complete the assignments to finish the lesson. Once all assignments have been completed, click the **Go To Next Lesson** button at the bottom of the page. Please note that quiz assignments are pass/fail and can be retaken as many times as needed.

**i** While watching videos, your progress is saved every two minutes. In the event that you have to re-log in because of a session timeout, closing a window, or other disconnection from the server, you can resume the video at the last saved spot.



**i** Finishing video playback will unlock the video control bar.

## Online Training

[View all Lessons](#) [My Courses \(Logout\)](#)

### Informed Decision Making

*New Hires Training Series  
2022- Independent Support Services*

Please watch this video to assist with ensuring your decision making skills are knowledgeable & educated



 To save and return later pause the video here. RESUME REWIND

### Assignments

 Watch Video

Status:  
**Completed**

### What's Next

*Finished your session and wondering where to go now?*

? Questions or comments

> Go to next lesson

 View All Lessons

🕒Revision #11

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