

**Seton Family of Hospitals**  
COMPASS Training – Spring 2012

**COMPASS**

The electronic charting and documentation system utilized by Seton facilities.

**ACCESS Agreements**

**Students:** ALL students (new and returning users) -Complete the COMPASS Access Agreement for Students *each semester*. Please include all sites that need to be accessed during the semester.

**Faculty:** Complete the COMPASS Access Agreement for Faculty -completed annually for a one-year access period. **Faculty may sign up for classroom training through the Seton Clinical Placement Coordinator ([sfoster@seton.org](mailto:sfoster@seton.org))**

**Students and Faculty who are Seton Associates:**

- Two (2) COMPASS accounts are needed. It is very important that you have two separate accounts. The access you will have will be different with each role, and your student or instructor account will be inactivated at the end of each semester. *Log in through SSO (network login) to Compass, open PowerChart, verify which account you have logged in with and select "Change User". This will pop up a login box which allows you as a student or faculty to login with your student or faculty credentials.*
- One (1) Seton Learning Central (SLC) account is needed. If you are an Associate and a student or an instructor, you will use your current Seton SLC account and not a second account. Two (2) SLC accounts cannot interface and you may have to take a course twice if it is required for both roles. *In contrast, for COMPASS, it is very important that you have two separate accounts.*

**STEPS TO COMPLETING THE COMPASS TRAINING MODULES:**

**STEP ONE:** All COMPASS training is available on Seton's online learning management system, called **Seton Learning Central (SLC)**. In order to access the COMPASS modules, students must first obtain their Seton Central Learning (SLC) Sign-On ID (which will be different from the COMPASS Access ID). SLC IDs are maintained with the nursing school's clinical coordinators.

All **new students** will sign on to SLC using their SLC Sign-on ID# and initial password. The student should change passwords once logged in and enter their email address. Returning students will use existing passwords and should review their personal information to make any necessary changes or updates.

**STEP TWO:** Log onto the SLC website at [www.ascensionhealthuniversity.org](http://www.ascensionhealthuniversity.org). Students must use **Internet Explorer** to access this website. Also, make sure to **turn off any pop up blockers before logging onto the website. You cannot access SLC using Apple or Mac products. You must use Internet Explorer.** The Technical Support Tool on SLC home page will confirm computer readiness.

**STEP THREE:** Perform a **SEARCH for the COMPASS course** you need to complete and **ENROLL** into the course. *Students must enroll in each course individually.* If the course does not pop up, it is because you are in Training Schedule instead of searching the catalog to enroll. If you **have not enrolled** in the course, it **will give a "no results" answer.**

Please "refresh" the screen between modules or SLC will time you out.  
Do not refresh when in a module, SLC will kick you out.

**Introduction to COMPASS for Clinicians – COMP-CWIN-** All sites need to complete this module (approx 30 minutes)

**Modules Below only For:**

**Dell Childrens, University Medical Center Brackenridge, Seton Williamson, Hays, Edgar B. Davis, Highland Lakes**  
The following modules completion time is approximately 1 .0 hour

**COMP-CWNUR-A:** Viewing Results

**COMP-CWNUR-B:** Using Power Forms

**COMP-CWNUR-C:** Charting in I-View

**COMP-CWEM – Clinician Medication Process** – EMAR (approx 1.0 hour) Complete All