COMPASS Training – Spring 2016

COMPASS: The electronic charting and documentation system utilized by Seton facilities. Students are trained to use COMPASS in the learning management system myLearning.

**STEPS TO COMPLETING THE TRAINING MODULES:**

**STEP ONE:** COMPASS training is completed on myLearning, Seton’s online learning management system. In order to access the COMPASS modules, students must first obtain the myLearning User Name (which will be different from the COMPASS Access ID). The myLearning User Names are maintained with the nursing school’s clinical coordinators.

All new students:
- Sign on to myLearning with the User Name and Initial Password.
- Register with your email address to get full functionality – password help, printing transcripts.

All returning students:
- Use existing passwords and review personal information to make any necessary changes or updates.

**STEP TWO:** Log onto the myLearning website at [https://myLearning.ascension.org/sumtotal/app/sys_login.aspx](https://myLearning.ascension.org/sumtotal/app/sys_login.aspx)
- Students must use Internet Explorer to access this website.
- Students cannot access myLearning with Apple or Mac products.
- Turn off any pop up blockers before logging onto the website.
- The Technical Support Tool on myLearning home page will confirm computer readiness.

**STEP THREE:**
- Perform a **SEARCH for the 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 when you are finished.
- “Refresh” the screen between modules or myLearning will time you out. Do not refresh when in a module, myLearning will kick you out.

**TXAUS-COMP-CWNUR-A:** Viewing Results – approx. 30 minutes to complete.
**TXAUS-COMP-CWNUR-B:** Using Power Forms- approx.1.0 hours to complete.
**TXAUS-COMP-CWNUR-C:** Charting in I-View- approx. 1.0 hours to complete.

**TXAUS-COMP-CWEM-Clinician Medication Process – EMAR** (approx. 40 minutes to complete)
**TXAUS-02NEN-BCMA** – Bar code medication administration. (must be followed by instructor check-off on the unit prior to medication administration.)

**STEP FOUR:** Print out your transcript for the instructor. Go to myLearning / Learner / My Transcript

**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. Once training is completed (verify with a printed transcript) the instructors can release the passwords to students.

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