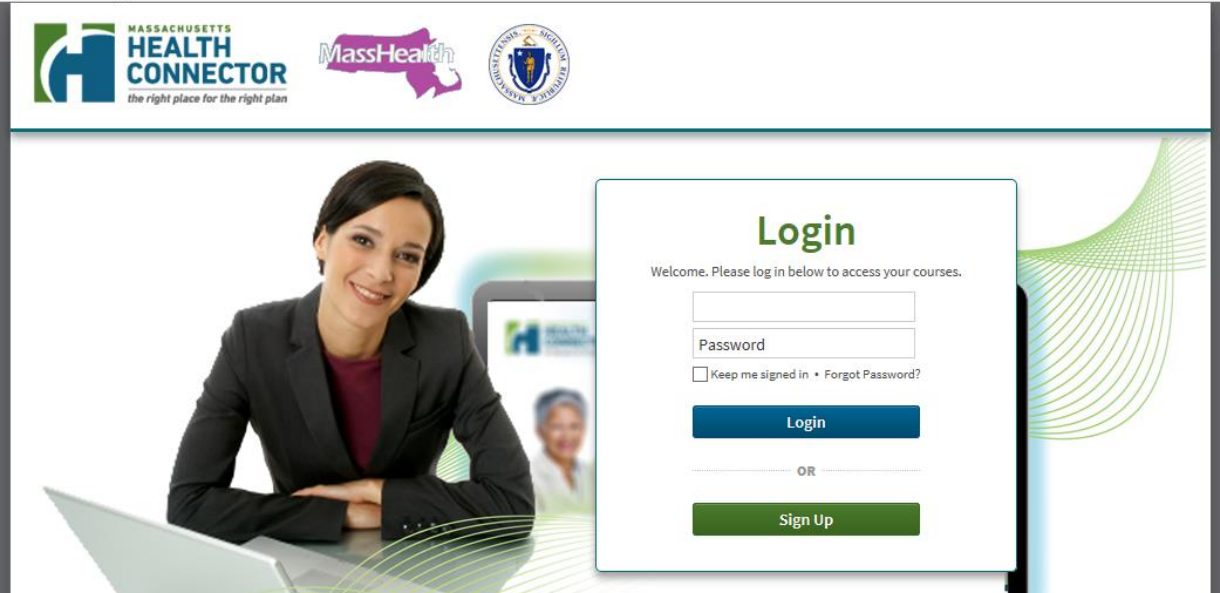


**Consumer Instructions--PLEASE READ these important notes before you begin:**

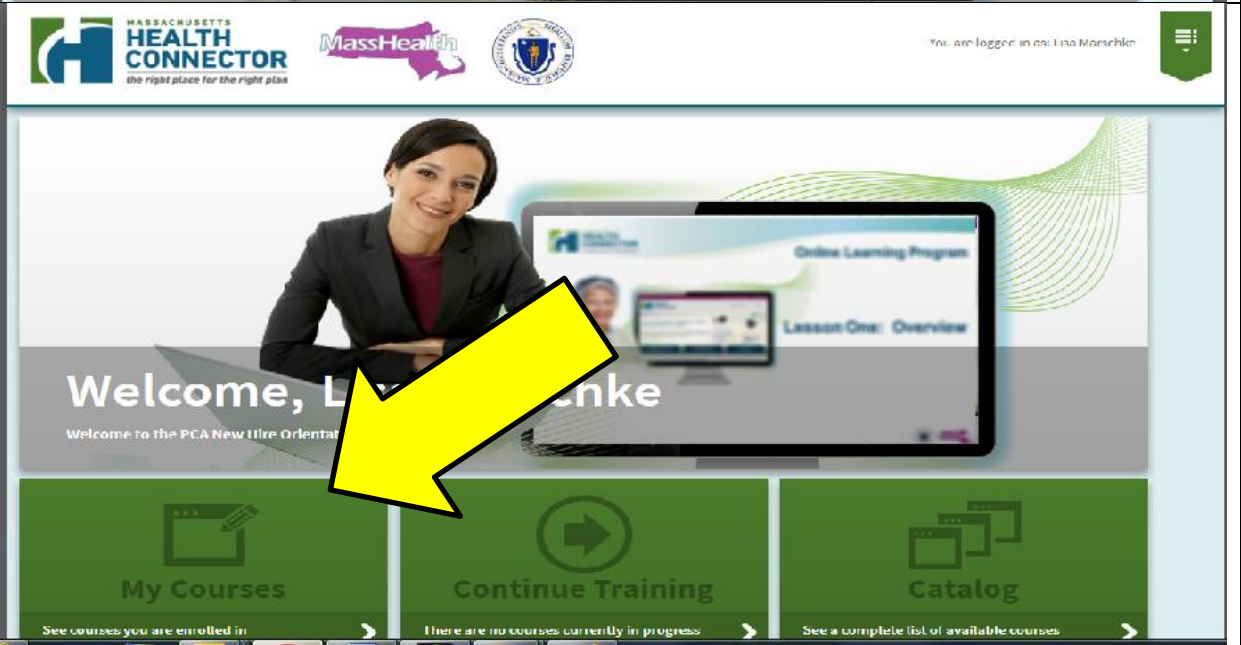
1. There is an audio portion of the orientation course, be sure to adjust your speakers so you can hear it.
2. For closed captioning, click on the caption box/dialog bubble to the left of the progress bar on the bottom of the slide (#9 below).
3. Only PCAs named in the letter from the FI will be paid to complete the orientation during non-working hours.
4. If you are in the course and scroll back to previously covered material, you cannot fast forward, it is advised to go through all the material without going back to complete the course within the required three hours.
5. The PCA will only be paid for three hours to complete the orientation.
6. There are 10 parts to this 3-hour course, once all 10 parts have been completed, a system-generated report is emailed directly to your FI for payment to your PCA.

Step	Instructions	Photo/Illustration
1	Go to	<a href="https://pcaworkforcecouncil.training.ehs.state.ma.us">https://pcaworkforcecouncil.training.ehs.state.ma.us</a>
2	<p>The login screen looks like this:</p> <p>Your <u>username</u> is your Consumer ID and the PCAs unique ID. For example, if your Consumer ID is 'EW12' and your PCA unique ID is '123456', you would enter: EW12123456 in the username field.</p> <p>Password1 is the <u>password</u> for the system, this is case sensitive and you can change the password to something else after you complete the registration process. Instructions for changing your password are on <a href="http://www.mass.gov/pca">www.mass.gov/pca</a></p>	

3 After you log in, you will be on the home page of the PCA New Hire Orientation, which looks like this:



4 Click anywhere in the green box called "My Courses" on the left.



5 The My Courses page opens, click on the blue “Launch” button to open the course

MASSACHUSETTS HEALTH CONNECTOR the right place for the right plan  
MassHealth  
UNIVERSITY OF MASSACHUSETTS MEDICAL CENTER  
You are logged in as: Lisa Marschke

My Courses 1

Search 'My Courses'

Show Complete ON

PCA New Hire Orientation-Full Curriculum Curriculum Launch

6 The PCA New Hire Orientation-Full Curriculum page opens and shows all 10 parts to the PCA New Hire Orientation.

After you finish the Intro, the next module becomes available and so on.

Click on “Launch” to open the first part, *Introduction to the PCA New Hire Orientation*.

MASSACHUSETTS HEALTH CONNECTOR the right place for the right plan  
MassHealth  
UNIVERSITY OF MASSACHUSETTS MEDICAL CENTER  
You are logged in as: Lisa Marschke

PCA New Hire Orientation-Full Curriculum

Intro COURSE PROGRESS 0/1

You must complete 1 of the following course(s).




Introduction to PCA New Hire Orientation Online Online Course Launch

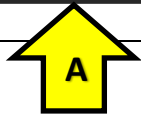
Module 1 COURSE PROGRESS 0/1

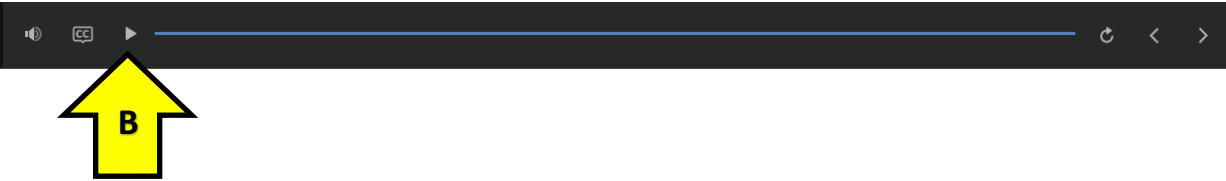
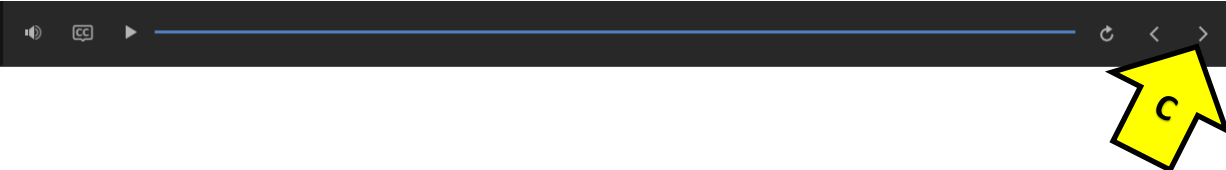
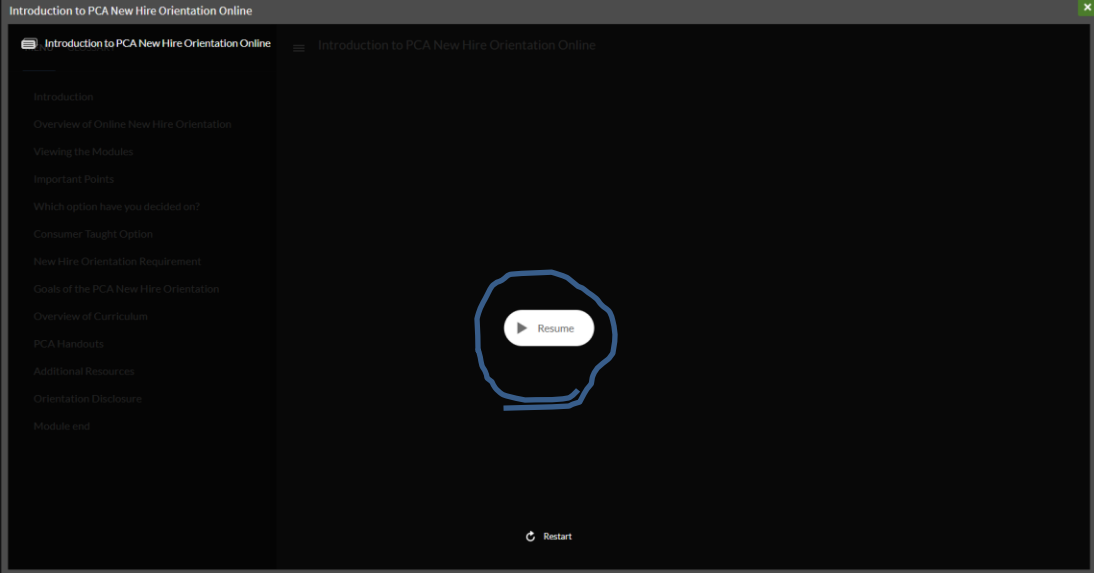
This group is still locked.

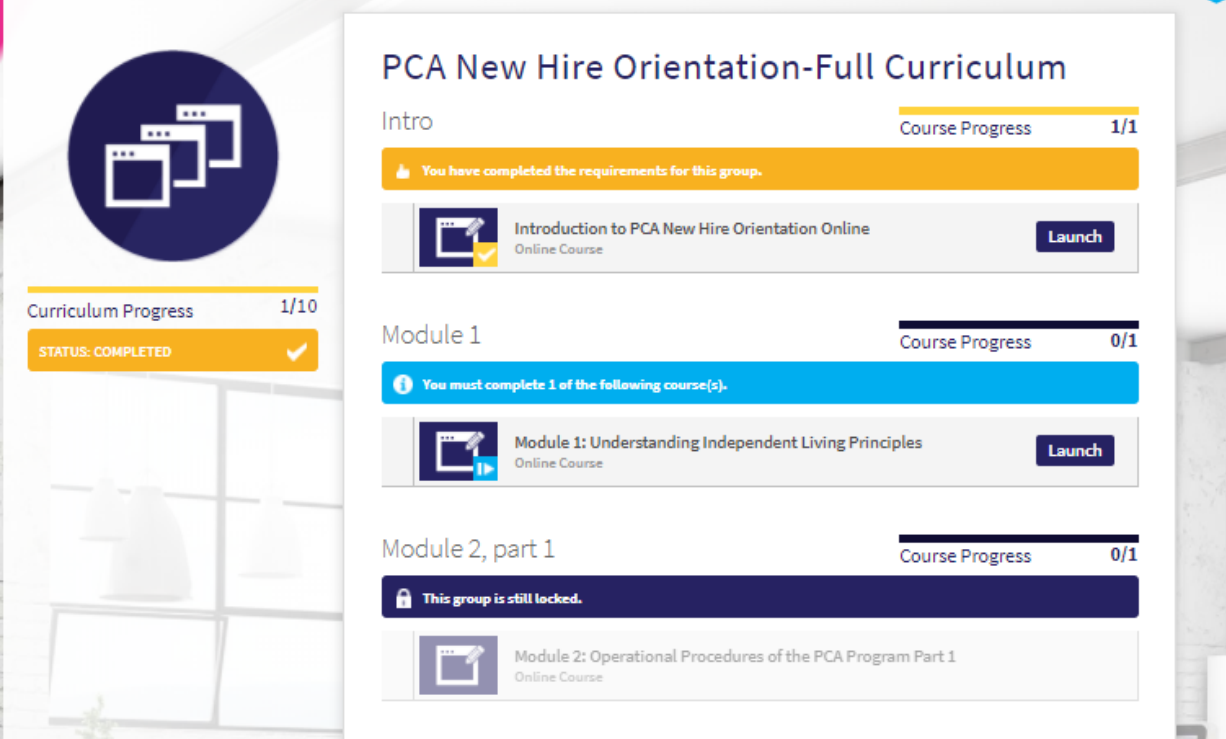
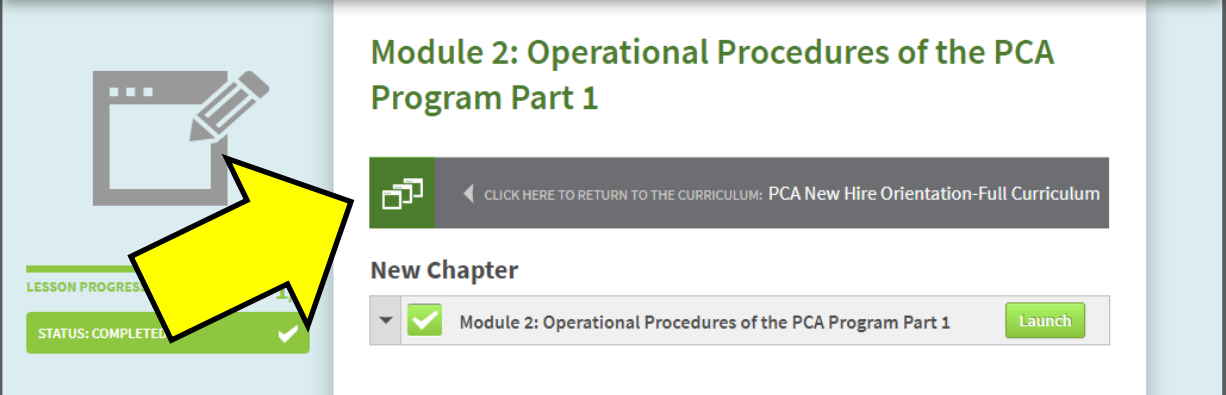
Module 1: Understanding Independent Living Principles Online Course

CURRICULUM PROGRESS 0/10  
STATUS: NOT STARTED

<p>7</p>	<p>This New Chapter page appears, click on "Launch" and the course begins.</p>	
<p>8</p>	<p>This is the first slide of the first part of the PCA New Hire Orientation course.</p>	
<p>9</p>	<p>The closed caption button (A) is located on the left of side of the navigation bar.</p>	



10	The play/pause button (B) is to the right of the closed caption (A) button on the navigation bar.	 A screenshot of a video player's navigation bar. From left to right, it contains a speaker icon, a closed caption (CC) icon, a play/pause button, a progress bar, a refresh icon, and left and right arrow icons. A yellow arrow with the letter 'B' inside points directly to the play/pause button.
11	Click the "Next" arrow (C) after the audio has stopped to advance through the course.	 A screenshot of a video player's navigation bar, identical to the one in row 10. A yellow arrow with the letter 'C' inside points to the right arrow icon at the far right of the navigation bar.
12	If you leave the course, you should resume where you left off (click "Resume") otherwise, you start from the beginning without the ability to fast forward through the material you have already finished in the module.	 A screenshot of a course page titled "Introduction to PCA New Hire Orientation Online". On the left is a table of contents with items like "Introduction", "Overview of Online New Hire Orientation", etc. In the center, a large "Resume" button with a play icon is circled in blue. At the bottom, there is a "Restart" button with a refresh icon.

<p>13</p>	<p>The PCA New Hire Orientation has 10 parts, as you complete them, they inform you of which are completed, in progress, or locked.</p>	
<p>14</p>	<p>When you complete a part and cancel out of it, the system brings you to a screen that looks like this, click on PCA New Hire Orientation to get to the list of parts to begin the next one.</p>	
<p>15</p>		<p>Questions? Go to the FAQs on the PCA New Hire Orientation by visiting <a href="http://www.mass.gov/pca">www.mass.gov/pca</a></p>