

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

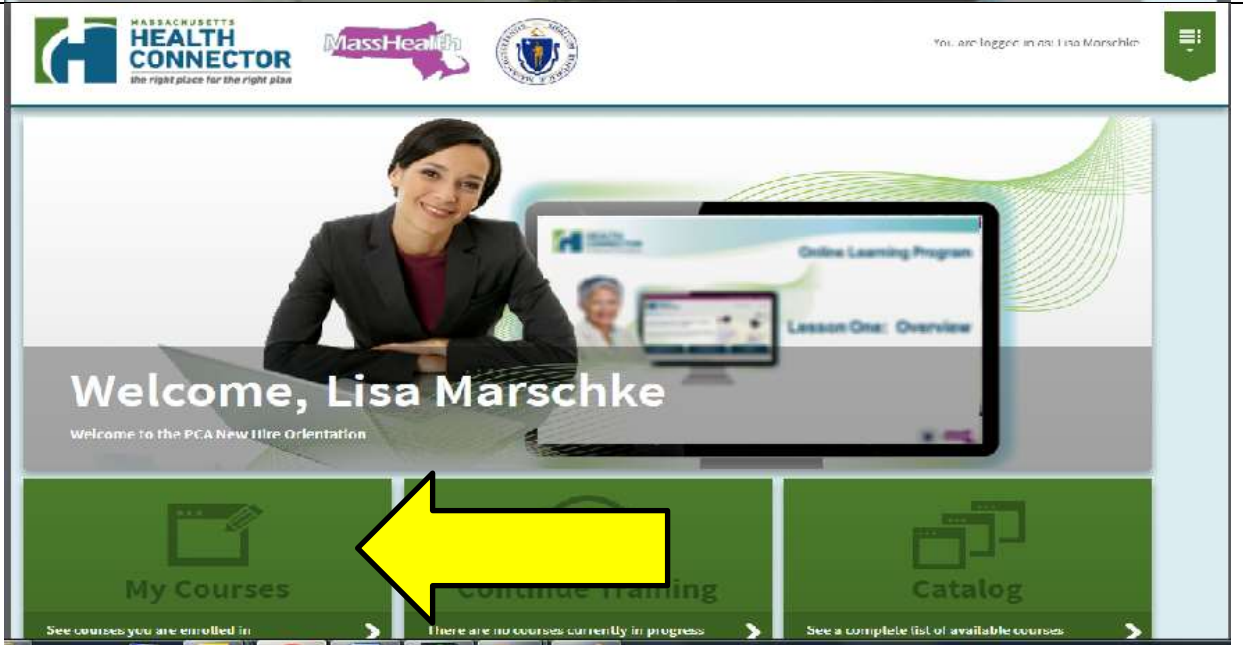
1. There is an audio portion of the orientation course, be sure to adjust your speakers so you can hear it.
2. There is closed captioning, click on the caption box/dialog bubble to the left of the progress bar on the bottom of the slide.
3. Only PCAs named in the letter from the FI will be paid to complete 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.


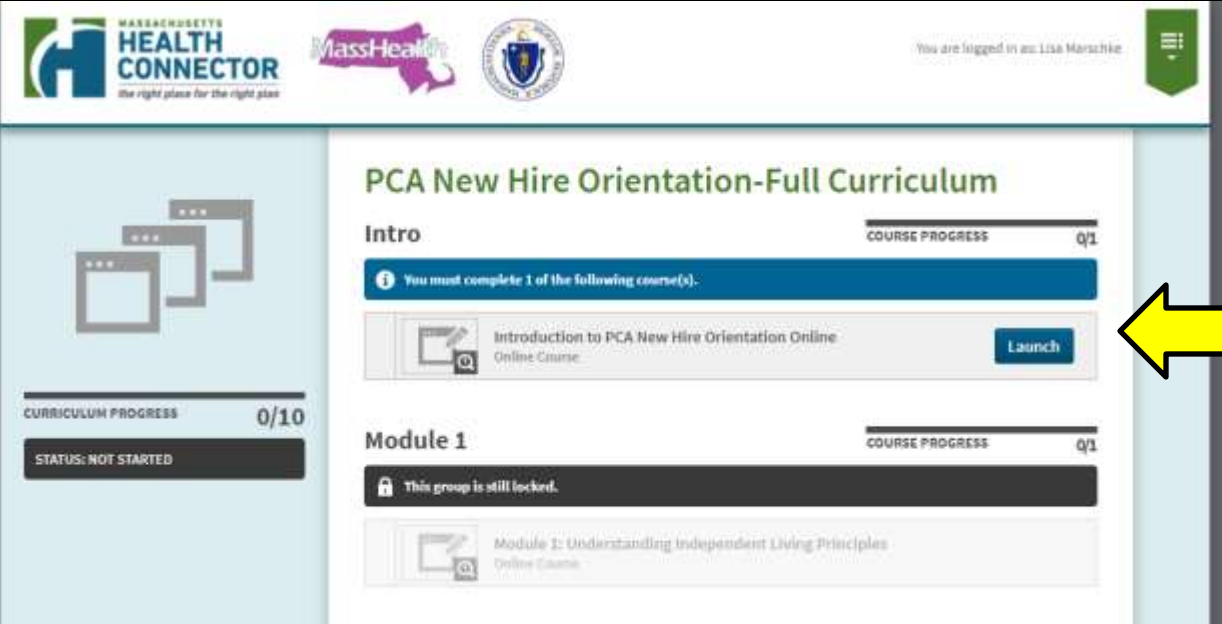
Step	Instructions	Photo/Illustration
1	Go to	https://pcaworkforcecouncil.training.ehs.state.ma.us
2	<p>The login screen looks like this:</p> <p>Your <u>username</u> is your Consumer ID and the PCAs unique ID. For example, if your Consumer ID is 'EW12' and your PCA unique ID is '123456', you would enter: 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 www.mass.gov/pca</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.

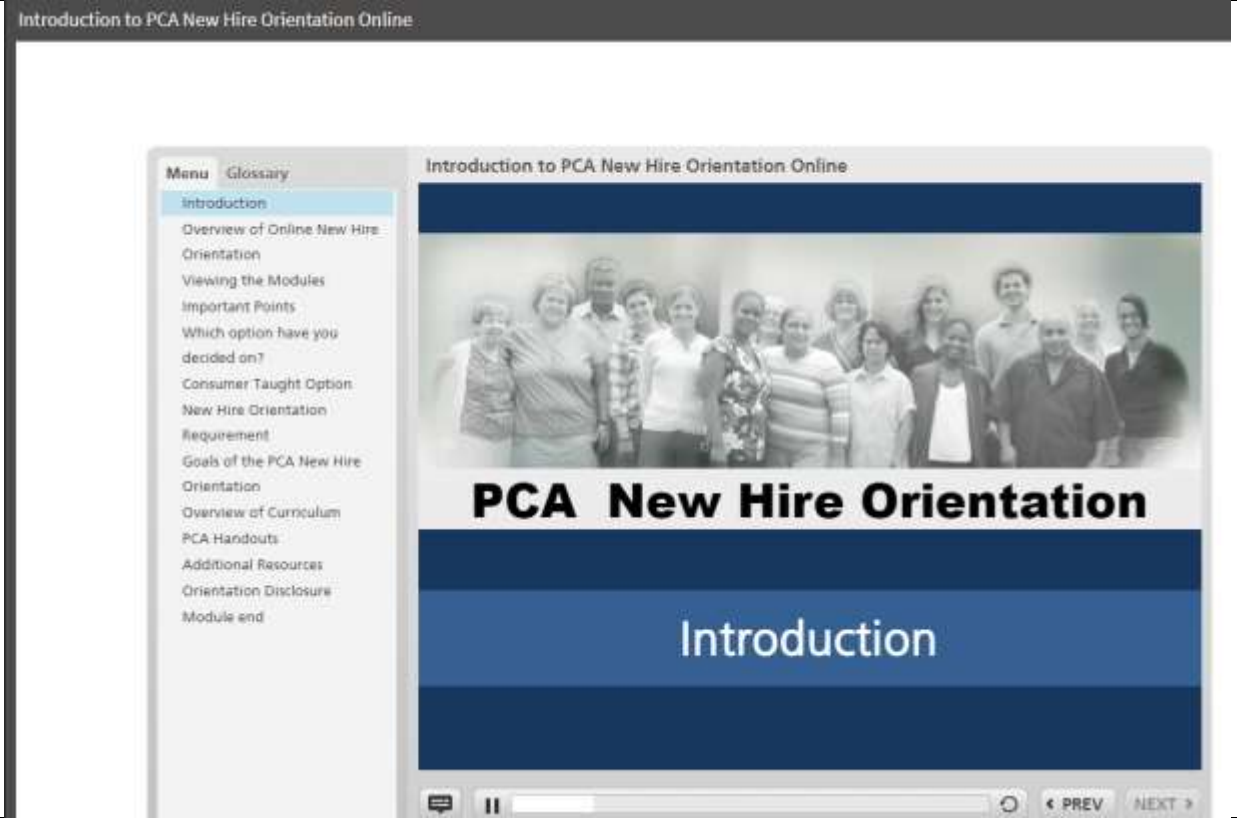
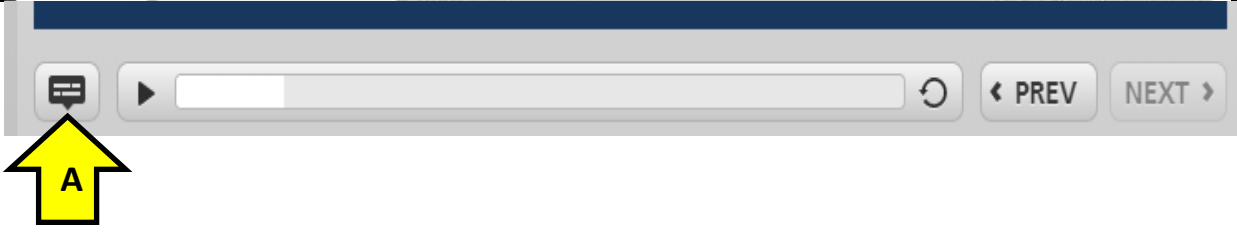
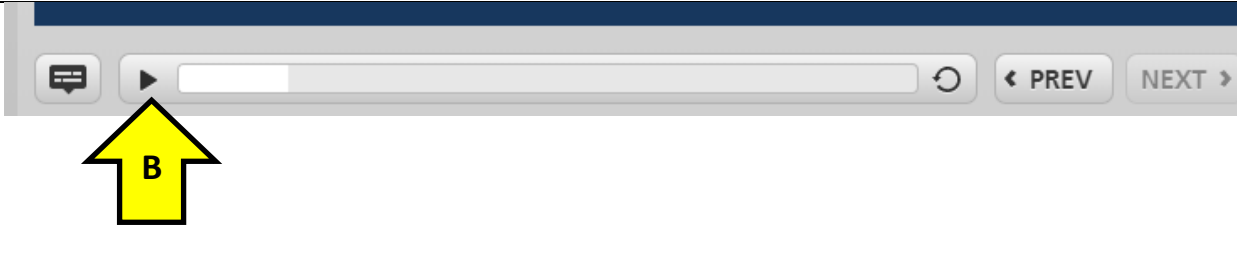


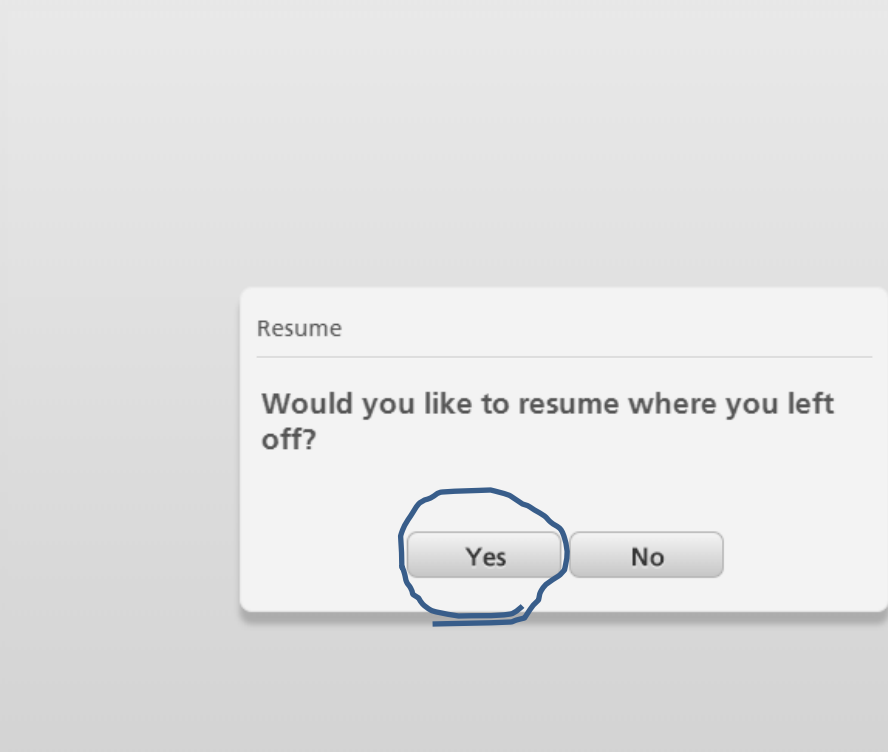
<p>5</p>	<p>The My Courses page opens, click on the blue “Launch” button to open the course</p>	
<p>6</p>	<p>The PCA New Hire Orientation-Full Curriculum page opens and shows all 10 parts to the PCA New Hire Orientation.</p> <p>After you finish the Intro, the next module becomes available and so on.</p> <p>Click on “Launch” to open the first part, <i>Introduction to the PCA New Hire Orientation</i>.</p>	

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This New Chapter page appears, click on “Launch” and the course begins.

The screenshot displays the Massachusetts Health Connector website. At the top, there are logos for 'MASSACHUSETTS HEALTH CONNECTOR' (with the tagline 'the right place for the right plan'), 'MassHealth', and the state seal. The user is logged in as 'Lisa Marschke'. The main content area is titled 'Introduction to PCA New Hire Orientation Online'. Below this title, there is a link to 'PCA New Hire Orientation-Full Curriculum'. A 'New Chapter' section is visible, containing a dropdown menu with the selected chapter 'Introduction to PCA New Hire Orientation Online' and a blue 'Launch' button. A yellow arrow points to the 'Launch' button. On the left side, there is a progress indicator showing 'LESSON PROGRESS 0/1' and 'STATUS: NOT STARTED'.

<p>8</p> <p>This is the first slide of the first part of the PCA New Hire Orientation course.</p> <p>Click on the “Next” button after the audio has stopped to advance through the material.</p>		
<p>9</p> <p>The closed caption button (A) is located on the left of side of the navigation bar.</p>		
<p>10</p> <p>The play/pause button (B) is to the right of the closed caption (A) button on the navigation bar.</p>		

11	If you leave the course, you should resume where you left off (click "YES") otherwise, you start from the beginning without the ability to fast forward through the material you have already viewed.	<p>Menu Glossary</p> <ul style="list-style-type: none">IntroductionOverview of Online New Hire OrientationViewing the ModulesImportant PointsWhich option have you decided on?Consumer Taught OptionNew Hire Orientation RequirementGoals of the PCA New Hire OrientationOverview of CurriculumPCA HandoutsAdditional ResourcesOrientation DisclosureModule end	 <p>The screenshot shows a 'Resume' dialog box with the text 'Would you like to resume where you left off?' and two buttons: 'Yes' and 'No'. The 'Yes' button is circled in blue.</p>
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<p>12</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>13</p>	<p>When you complete a part of the training and cancel out of it, the system brings you to a screen that looks like this, click on “PCA New Hire Orientation-Full Curriculum” to get to the list of parts to begin the next one.</p>	

If you have any questions, regarding this PCA New Hire Orientation training, please email the PCA Workforce Council at pcacouncil@state.ma.us