Using the Recertify Link

The screenshots below are for UA Requirements and Defensive Driving but this process is the same for any Recertification.

1. Click on the My Learning tile

2. The My Learning tile defaults to show Current Learning only.
   - The default is the tile view and users can switch to the list view by clicking the grid icon. Click the History tab to view older learning (anything not currently enrolled in).

3. Click Recertify
   - Only those in Warning status should see the Recertification link.

4. Click the forward arrow.
5. Click Register.

- If a user isn’t paying attention, it will look as if nothing happened but looking at the next screenshot you’ll see that instead of the Register button there’s now a Drop button. This means the user successfully Registered in the Recertification.
- If the user needs to manually enroll in a class for your Recert they can click on the required class from the left column (Program Details) and it should show the enrollment options.
Once enrolled the users does NOT want to use the back arrows in the browser or the back navigation in the top left. If they click Recertification Program they are taken back to the previous page (from step 4) and then will go back to a page with the Register button again. If they try to click the Register button again they will receive an error because the system will think the user is trying to Register for the recertification again.

6. Click the Home icon (to go back to UA Learning Home)
7. Click My Learning

8. Now the user sees the Recertification and if they were auto-enrolled in an associated class they’ll see that as well and can launch directly from the tile.
Users with Multiple Job Titles

If the user has multiple job positions in the Learning system, the enrollment behaves slightly different. Steps 1-5 are the same but then there are the steps below.

1. Choose correct position
2. Click Submit
3. Once the user submits, they are taken directly to their My Learning (which doesn’t happen for users with only one job title.)

Current Learning

HIPAA Essentials
Self-Paced
15 Minutes Duration
Enrolled
⚠️ Complete by 27 Jun 2019
Launch | Drop

Recertification: HIPAA (Health Insurance Portability and Accountability Act)
Program
1 Required Course
In-Progress
⚠️ Complete by 04 Aug 2019

Certification: HIPAA (Health Insurance Portability and Accountability Act)
Program
⚠️ Warning

Recertify