



## Summer Internship Students Only Instruction Sheet for Accessing and Completing COMET On-line Training

Employee Name: \_\_\_\_\_ Temporary Employee ID#: \_\_\_\_\_

Supervisor's Name: Rosalind Strickland

Department: Office of Civic Education Initiatives

Your Role: Research Student\*

### Accessing COMET

COMET is optimized only to work with Internet Explorer. The features used throughout COMET may not function correctly when using any other browser (i.e, Netscape, FireFox). It is recommended that you use Internet Explorer to successfully complete your online learning requirements.

- **To access COMET from the *World Wide Web*:**
  - Open Internet Explorer
  - Click in the address bar
  - Enter the following address: <https://www.cchs.net/onlinelearning> **NOTE:** Be sure to put in the "s" in https since the site is secure.
  - Press Enter.
  - Click the *Login* button in the menu on the left to begin your online learning.
- **To access COMET from the *CCF Intranet when on Cleveland Clinic property only*:**
  - Open Internet Explorer
  - Click in the address bar.
  - Enter the following address: <http://intranet.ccf.org>
  - Press Enter.
  - Click on the Education Tab.
  - Then, click on COMET in the Online Education and Training section.
  - Click the *Login* button in the menu on the left to begin your online learning.

### System Requirements

Two plug-ins are required to view many of the courses available online-**Authorware WebPlayer** and **Flash Player**. There is a visual flag on the Login page that denotes whether the required plug-ins are installed. You are looking for **THREE RED CHECKMARKS**. If you see three red checkmarks, you can log in.

### Logging in

- Select **CCF** from the drop-down list as your Entity if it is not already selected.
- Enter the *5-digit CCF Employee Number* as your Employee ID as it appears at the top of this page. **NOTE:** The "C" is an important part of your Employee Number, so be sure to enter it in its entirety.
- Enter the *last four digits* of your Social Security Number as your password. Note: If you do not have a SS#, enter 0000.
- Click on the *Login* Button to continue.
- Click Yes when you see the "Security Alert" box:

### My Profile

The first time you log in to the system, the My Profile page will be the first screen that appears. The My Profile page can be viewed at any time by clicking on the My Profile button on the Main Menu page.

Verify or complete the following information:

- Your Email Address
- Your Supervisor **NOTE:** Please do NOT leave this field blank. If it is blank fill in the name Rosalind Strickland


- Your Role **NOTE:** Please do NOT leave this field blank. If it is blank fill in your role listed at the top of this page.
- Click on the Save button to record your changes and continue to the Main Menu.

## Main Menu

The Main Menu serves as the "home base" for your online learning experience. On this screen, you can view your current course/lesson assignments and corresponding completion information. You will see the lessons/courses you have not completed in the "To Do" List, which is the default display. When you complete a lesson, it will be removed from this list. To begin a lesson, click on the lesson title.

## Taking/Navigating a Course

The main sections of the lesson are listed on the left side of the screen. Lesson navigation is fairly simple. The Main Menu button is located in the top right corner of the screen. The main sections of the lesson are listed on the left side of the screen. The Next and Done buttons move you through the lesson. The DONE button appears at the end of a section, otherwise their function is the same.

- The **MAIN MENU** button is located in the top right corner of the screen. Clicking on this button will take you back/return you to the Main Menu. 
- A circle denotes a section you have not viewed.
- An arrow denotes the current section you are viewing.
- A checkmark denotes a section you have already seen.
- You can revisit any section that has a checkmark by clicking on it.
- The buttons labeled **NEXT** and **BACK** located near the top right of the screen move you through the lesson.



**NOTE:** If a NEXT button or a DONE WITH REVIEW button does not appear on the screen, the system is waiting for some other interaction (i.e., answer a question, click a button within the content area, etc.). Follow the instructions at the bottom of each screen for guidance. The BACK function is available within a section; however it will not move you between sections. RESTART allows you to restart a section from the beginning.

**TIP: If you can't see the entire viewable area of the content:** The **LEFT ARROW** button allows you to "hide" the gray navigation panel on the left side of the screen, expanding the viewable area of the content window. To bring the navigation bar back into view, click on the **RIGHT ARROW** button.



## Taking a Quiz

Some of the lessons you will be completing have an associated quiz or post-test. Answer each question by selecting the circle (radio button) to the left of the correct answer. You must answer all of the questions. After answering all of the available questions, click on the **SUBMIT ANSWERS** button.



Once you submit your answers, your score is presented at the top of the screen. You are given the opportunity to review the feedback for each question.

AN X for Incorrect Answers

A CHECKMARK for Correct Answers

A POINTER for Skipped Questions

If you answered a question incorrectly, your answer is shown in **red**. Correct answers are shown in **blue**.

When you are finished reviewing the feedback, click on the **DONE WITH REVIEW** button to continue.



You must answer 80% of the questions correctly to receive credit for the lesson. After your review, you will be given one of three options based upon your score.



If you score less than 80%, you will be required to *repeat the exam*. Remember, you can exit the lesson and return to the Post-Test to re-take it at another time.



If you earn a score of 80% or higher, you are able to *continue* to the end of the lesson.

### obtain certificate

Individual certificates are generated for some courses. If you earn a score of 80% or higher, you will see the *Obtain Certificate* button, not the continue button. Both buttons allow you to continue to the end of the lesson.

## Proof of Completion

It is your responsibility to print and retain a copy of your Certificate of Completion for your own records. In addition, in order to receive your ID Badge, you must provide proof of completing the required COMET Training.

To print a COMET transcript

- Click on the **Completed Courses Tab** on the COMET Main Menu.



- Click on the Print Page button at the top of the screen to print this page.



## Fingerprinting and ID Badge

Once you have completed the required COMET Training and have printed the Proof of Completion

- Fax a copy of the print out to Nedra Starling at 216.297.8305.
- Take a copy of the print out with you along with your Fingerprinting (if you are 18 or older) and ID Badge forms provided in your packet to the Fingerprinting Office and ID Badge Office (two locations to choose from) If you need to be fingerprinted, you must do this first – before you get your ID badge.
  - **Main Campus** in the JJ North area, lower level of the JJ parking garage (corner of Euclid Avenue and East 93<sup>rd</sup> Street) **Hours:** 7AM to 4:30PM Monday through Friday.
  - **Cleveland Clinic Administrative Campus**, 25875 Science Park Drive, Beachwood, Ohio 44122 **Hours:** 8AM to 4PM Monday through Friday.
- After Fingerprinting, you will go to the ID Badge Office. There is no charge for your ID badge unless you are a returning student and did not return your previous ID badge. Your ID badge is Clinic property and must be returned to ID Badge Control at the end of the summer.
- Parking arrangements can be made at the time you get your ID badge.

**NOTE:** All individuals issued an ID badge must follow the above procedures. The only exception is for those under the age of 18, who cannot be fingerprinting without parental consent. However, all people on the premises of the Cleveland Clinic must have an ID Badge. This is for the security and safety of our patients, visitors, employees, and facilities.

## Help

If you have any questions or comments about the process described above, please contact Nedra Starling at 216.297.8304 or via email at [starlin@ccf.org](mailto:starlin@ccf.org) If you have suggestions, please contact the COMET Administrator at 216.445.4566. If you experience any issues or technical problems, please contact the ITD Help Desk, at 216.444.HELP (4357) or via email at [helpdesk@ccf.org](mailto:helpdesk@ccf.org)