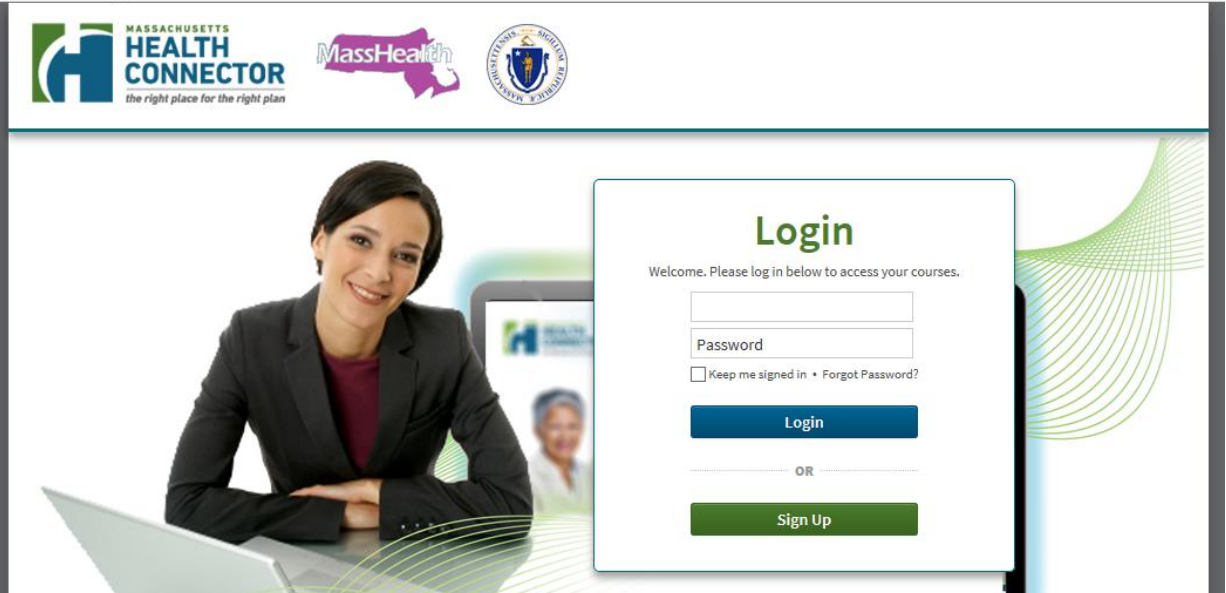
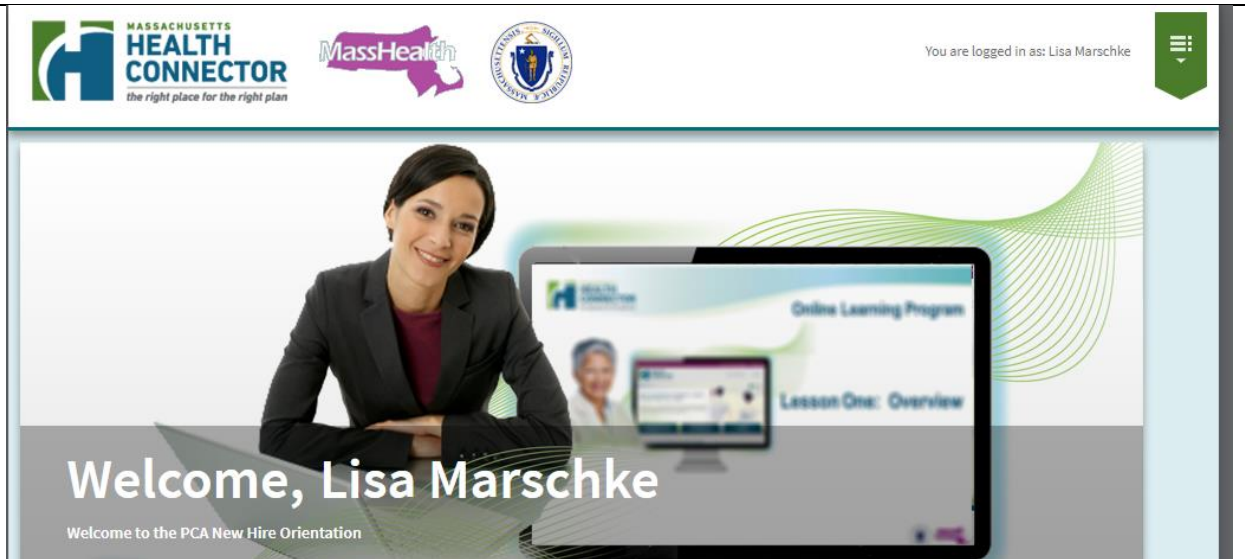


**Instructions--PLEASE READ these important notes before you begin:**

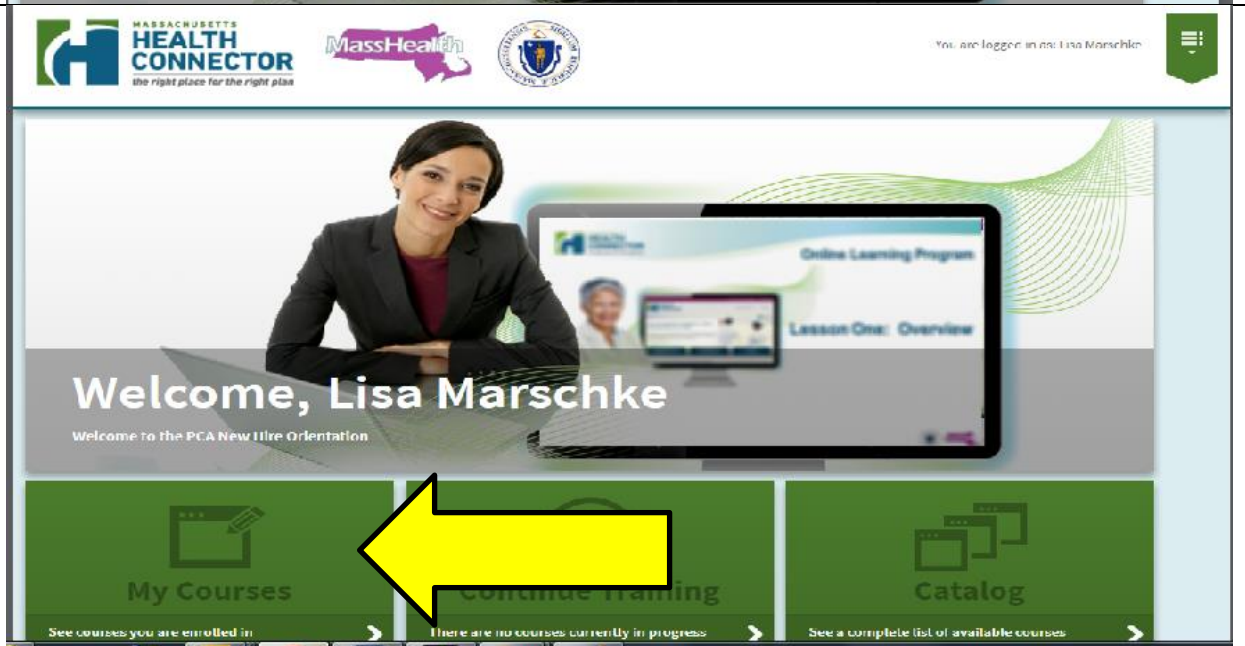
1. There is an audio portion of the orientation course, be sure to adjust your speakers so you can hear it.
2. There is closed captioning, click on the caption box/dialog bubble to the left of the progress bar on the bottom of the slide.
3. Only PCAs named in the letter from the FI will be paid to complete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

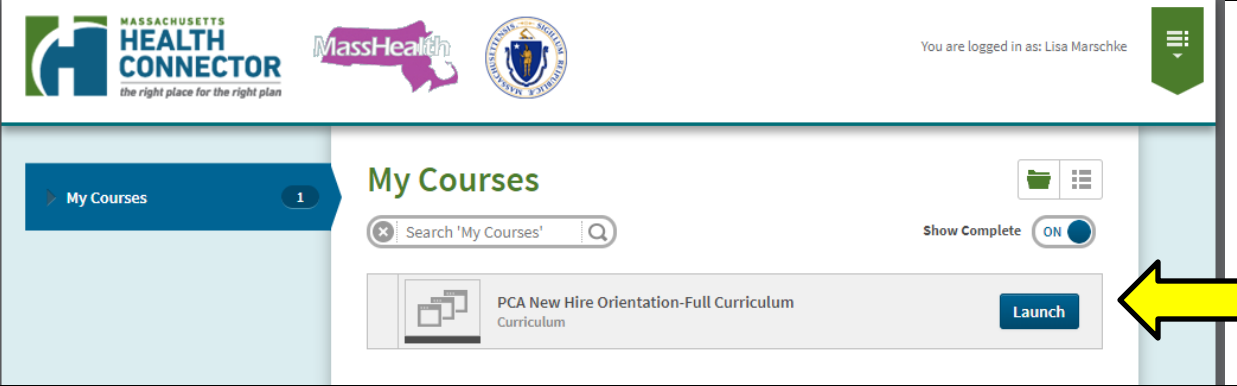
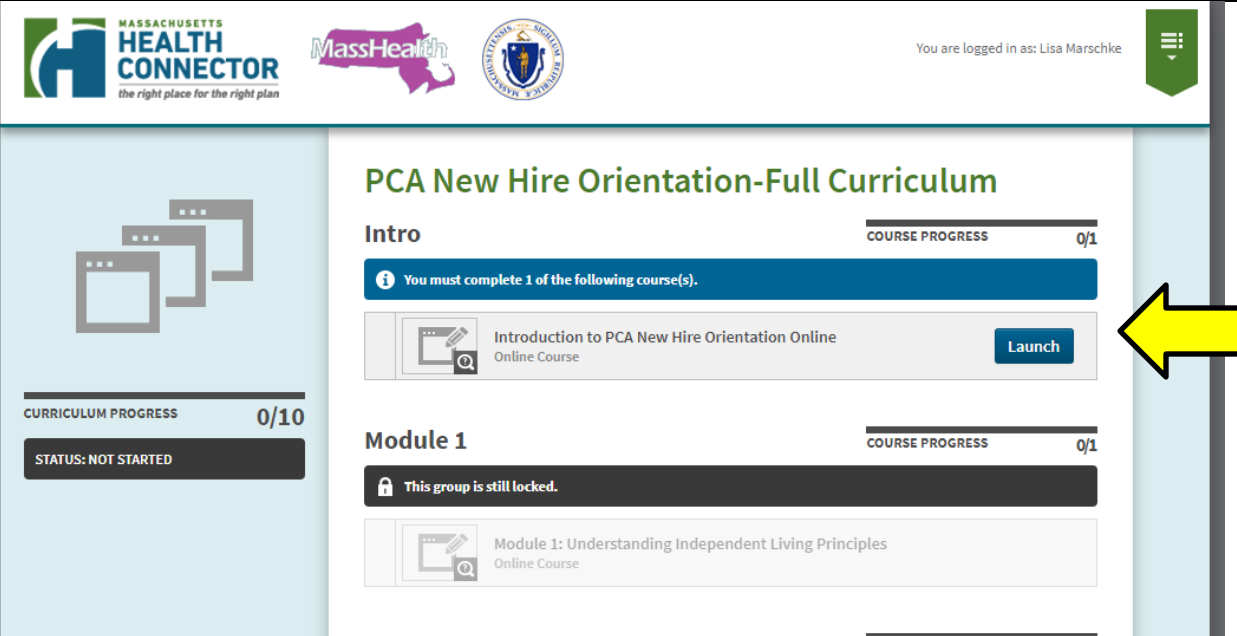
Step	Instructions	Photo/Illustration
1	Go to	<a href="https://pcaworkforcecouncil.training.ehs.state.ma.us">https://pcaworkforcecouncil.training.ehs.state.ma.us</a>
2	<p>The login screen looks like this:</p> <p>Your <u>username</u> is your Consumer ID and the PCAs unique ID. For example, if your Consumer 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.

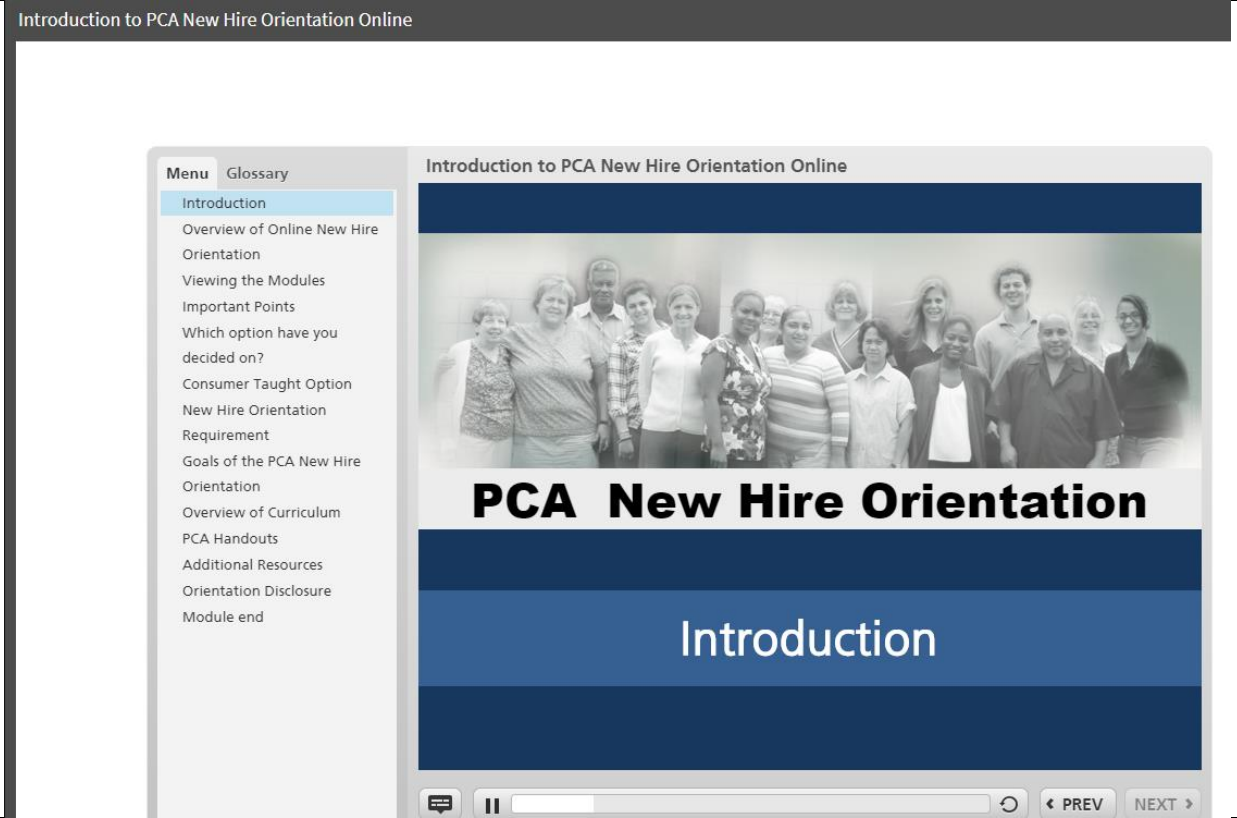
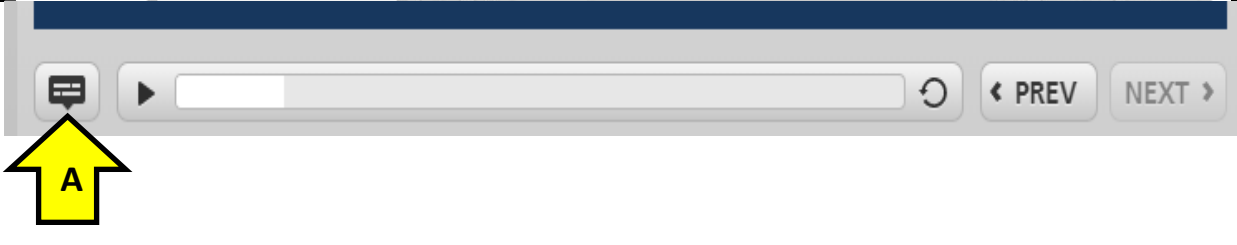
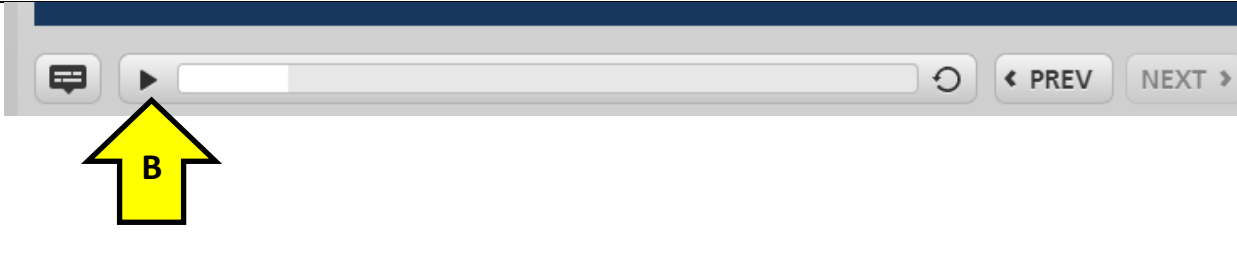


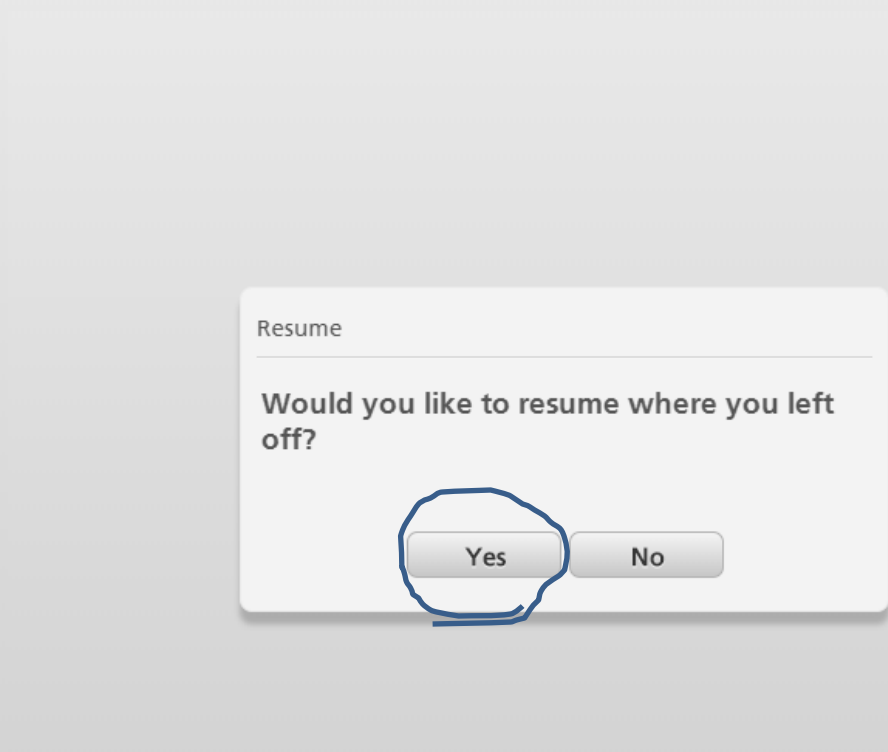
<p>5</p>	<p>The My Courses page opens, click on the blue “Launch” button to open the course</p>	
<p>6</p>	<p>The PCA New Hire Orientation-Full Curriculum page opens and shows all 10 parts to the PCA New Hire Orientation.</p> <p>After you finish the Intro, the next module becomes available and so on.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

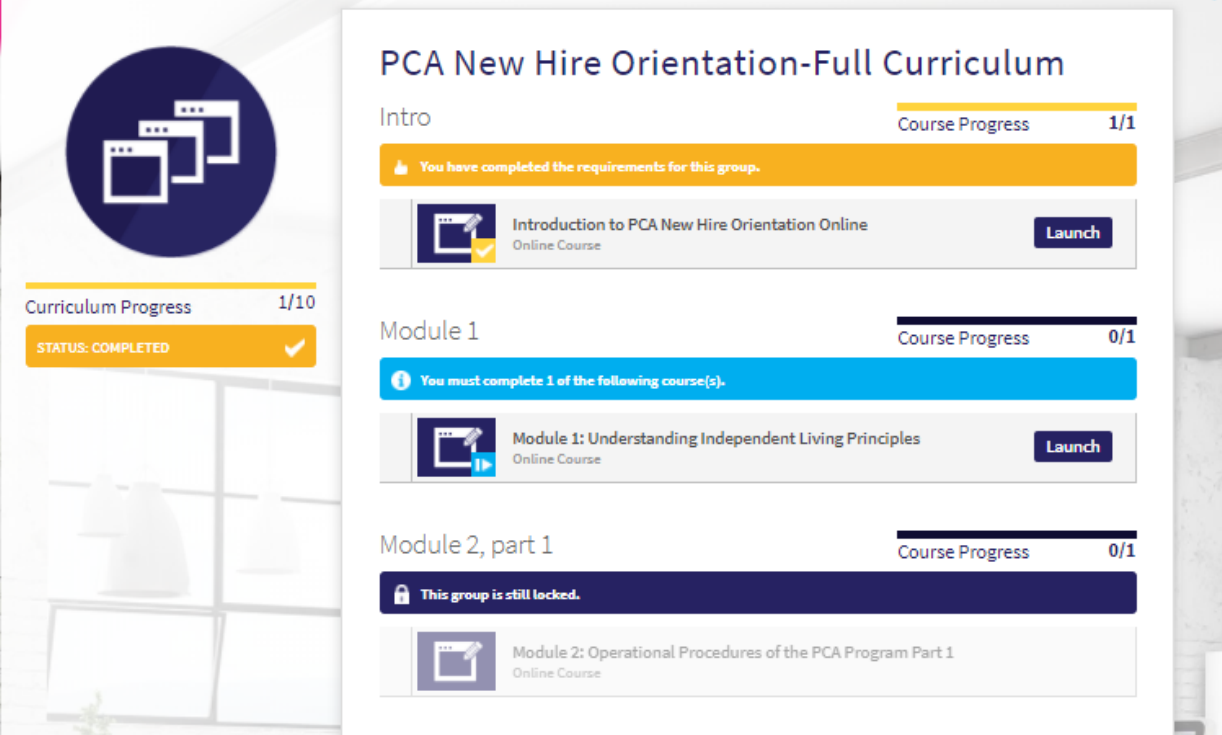

7

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 the title, there is a link: 'CLICK HERE TO RETURN TO THE CURRICULUM: PCA New Hire Orientation-Full Curriculum'. Underneath, a 'New Chapter' section lists 'Introduction to PCA New Hire Orientation Online' with a 'Launch' button. A yellow arrow points to this 'Launch' button. On the left side of the interface, there is a progress indicator showing 'LESSON PROGRESS 0/1' and 'STATUS: NOT STARTED'.

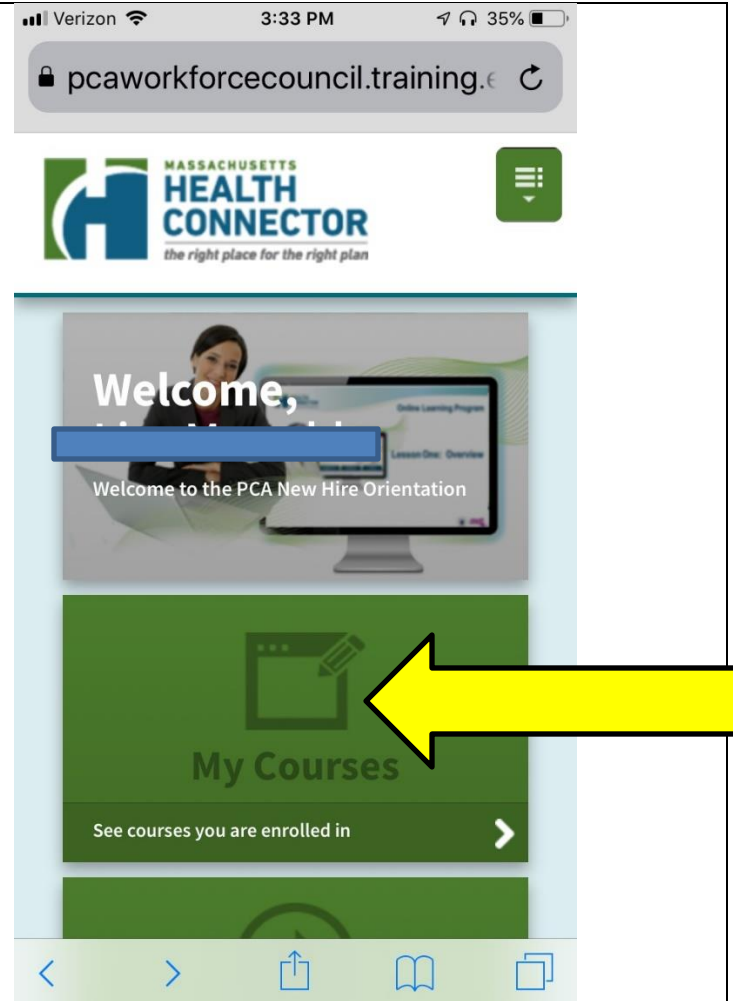
<p>8</p> <p>This is the first slide of the first part of the PCA New Hire Orientation course.</p> <p>Click on the “Next” button after the audio has stopped to advance through the material.</p>		
<p>9</p> <p>The closed caption button (A) is located on the left of side of the navigation bar.</p>		
<p>10</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 <b>Glossary</b></p> <ul style="list-style-type: none"><li>Introduction</li><li>Overview of Online New Hire Orientation</li><li>Viewing the Modules</li><li>Important Points</li><li>Which option have you decided on?</li><li>Consumer Taught Option</li><li>New Hire Orientation Requirement</li><li>Goals of the PCA New Hire Orientation</li><li>Overview of Curriculum</li><li>PCA Handouts</li><li>Additional Resources</li><li>Orientation Disclosure</li><li>Module end</li></ul>	 <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>	
<p>iPhone and smartphone tips</p>		

A

Using a smartphone, after logging in, click on “My Courses”.





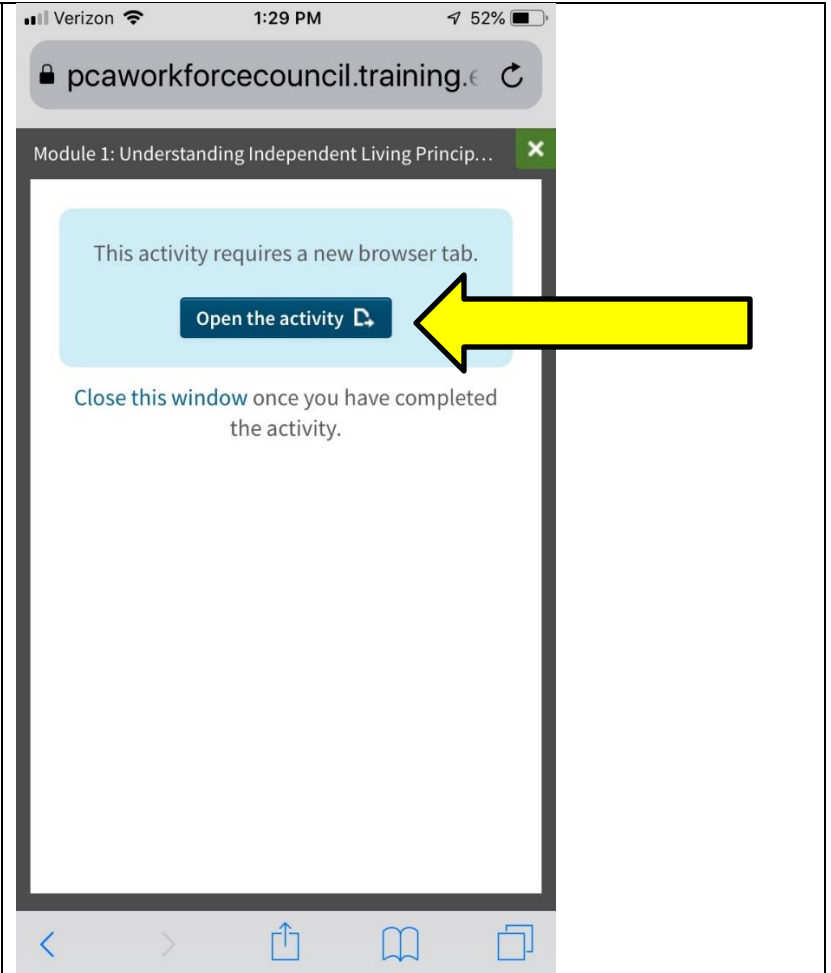
B

Launch the module

The screenshot shows a mobile application interface for a training module. At the top, the status bar displays 'Verizon', signal strength, Wi-Fi, '1:30 PM', and '51%' battery. The browser address bar shows 'pca workforce council.training.ehs.state.ma.us'. Below the address bar is a light blue header with a pencil icon. A green progress bar indicates 'LESSON PROGRESS 1/1' and 'STATUS: COMPLETED' with a checkmark. The main title is 'Module 1: Understanding Independent Living Principles'. A dark grey button with a left arrow and three document icons says 'CLICK HERE TO RETURN TO THE CURRICULUM: PCA New Hire Orientation-Full Curriculum'. Under 'New Chapter', a list item 'Module 1: Understanding Independent Living Principles' has a green checkmark and a green 'Launch' button. A large yellow arrow points to the 'Launch' button. The footer contains 'Privacy Policy', 'Language: English', and the 'absorb' logo.

C

You will be instructed to open a new browser to continue the training.

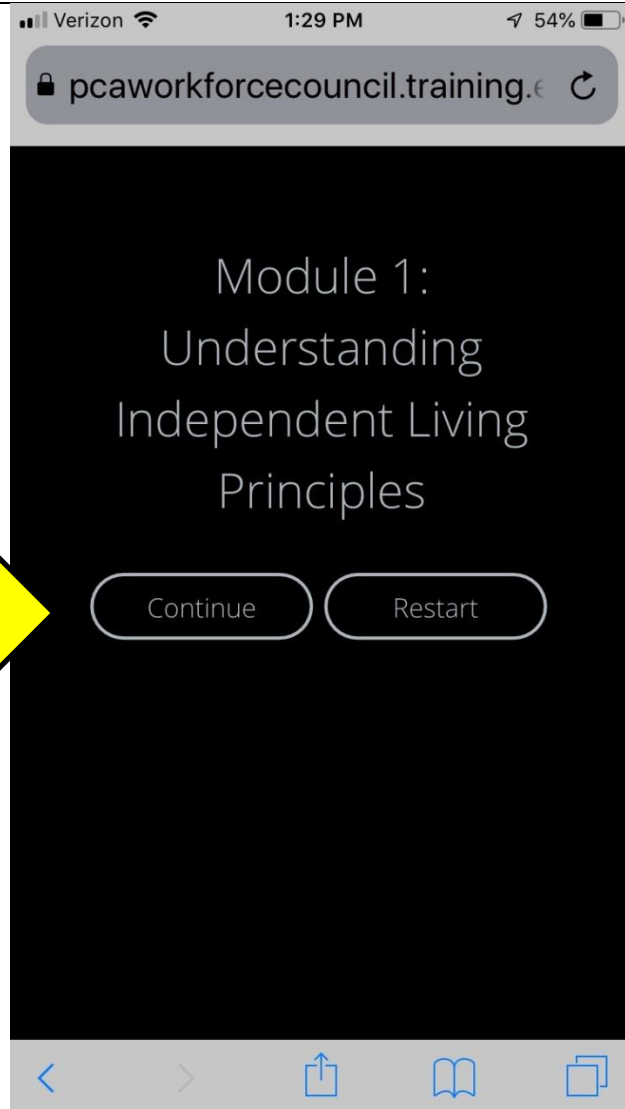


D

Either press “continue” or “restart” based on where you are in the training.

When you have finished the module, you need to go back to the menu (see A above) to launch the next module.

You will need to close the browser tab in the module that is completed and will be prompted to open another (see C above) as you continue through the orientation.



If you have questions regarding the online PCA New Hire Orientation training, please email [ABCsdirectcare@umassmed.edu](mailto:ABCsdirectcare@umassmed.edu) or the PCA Workforce Council at [pcacouncil@state.ma.us](mailto:pcacouncil@state.ma.us)

