Directions for using Direct Course

Please go to the website:

https://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=MNNEW

1) The Direct Course log in screen, please enter your login and password.
   a. The Login will be your first initial, last name and the last 4 digits of your social security number.
   b. Password will be *hello* for the first entry, once you are successfully logged in please rest your password (follow the next prompts)

Login will be staff's *first initial, last name* and *last 4 digits of your social security number.*

Password is the generic *hello* and once logged in staff will need to reset their password.

Example:
Login: jlux1234
Password: hello

2) In the upper right hand corner please select ***My Account*** to reset your password. Also please make sure you have an ***Email*** address that you check frequently, MRCI will send you email notices when trainings are available.
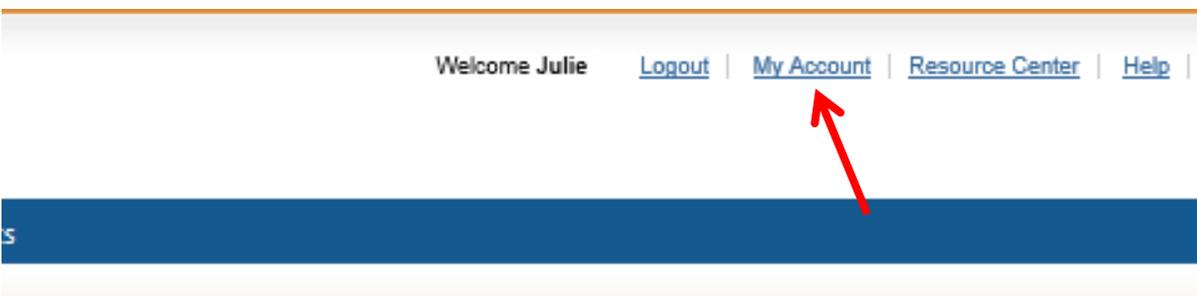
3) Under the **Home page**, you will see which **Lessons** are available to you.

4) Once a lesson has been assigned all staff until the **due date** to complete the lesson. Staff will be able to see your progress, score, and the date taken. Select the lesson and it will bring you to the *start* screen.

Lesson: Introduction

WELCOME

The following is a description of the course you are starting: This course introduces person-centered (PCP) and supports. The course helps the learner understand the history PCP. It compares PCP to s centered planning. It reviews several approaches to person-centered planning. It provides practical strategies for staying focused on person-centered supports.

The following lessons are included in this course.
Lesson #1: Foundations of Person-Centered Planning
Lesson #2: An Overview of Person-Centered Approaches
Lesson #3: The Person-Centered Planning Process
Lesson #4: Bringing Person-Centered Plans to Life

Click on the buttons if you would like to see suggested On-The-Job (OJT) skills and Portfolio sample course. These lists are methods of assessing skills, knowledge, and attitudes that the course is desi learners develop.

OJT   **Portfolio**   **Activities and Resources**

Start the Lesson

Click the ***Start the Lesson*** and the lesson will begin.

5) You can take notes on a lesson by selecting the *My Notes.* The notes field will appear and you can type in notes on the lesson you feel are important.

≡ Menu ▾   📓 My Notes   ✓ Take Test

Lesson 3: The Person-Centered Planning Process

My Notes

Description: person centered   [Save]

Note:

This is a good page for further review.

6) After completion of the lesson in the upper blue box select ***Take Test*** which will bring you to the another screen with further directions.

≡ Menu ▾   📄 My Notes   ✓ Take Test

Lesson 3: The Person-Centered Planning Process

Directions for using Direct Course

7) In the upper Right corner you will need to select **Take Test** in order to proceed to the test screen.
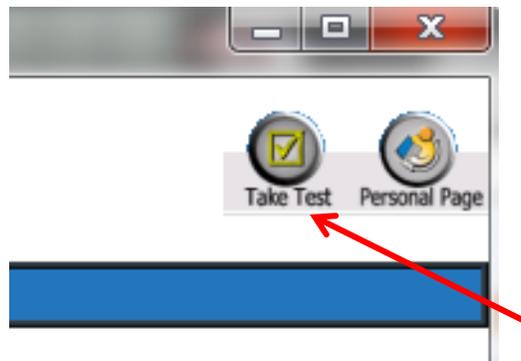
Select **Take Test** and your test will start.

Staff have **_unlimited_** opportunities to pass with a **_70% score_** on all lesson tests.

*__**Once the test has been completed and passed, MRCI will be notified of the completion and the score. MRCI will pay staff upon completion of the lesson and quiz**__*

8) Other Features:
   a. All staff will have the option to select their *Transcripts* which will provide you a list of lessons completed, the score you received on the test and when you completed the lesson.
   b. Lessons are interactive, you can listen or read the material and you can go at your own pace.
   c. No more faxing, mailing or emailing your quiz or materials to MRCI. Once a staff has completed the lesson quiz MRCI automatically is sent notification. MRCI will take that notification and pay staff accordingly. All staff will be devoted an amount of hours for the lesson (the amount of time has been allocated by Direct Course).