

## Directions for using Direct Course

245D Training

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)

Macromedia Flash

Adobe Reader

Windows Media Player

Login

Password

Login

[Forgot Password?](#)

[NADSP Credentialing](#)

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

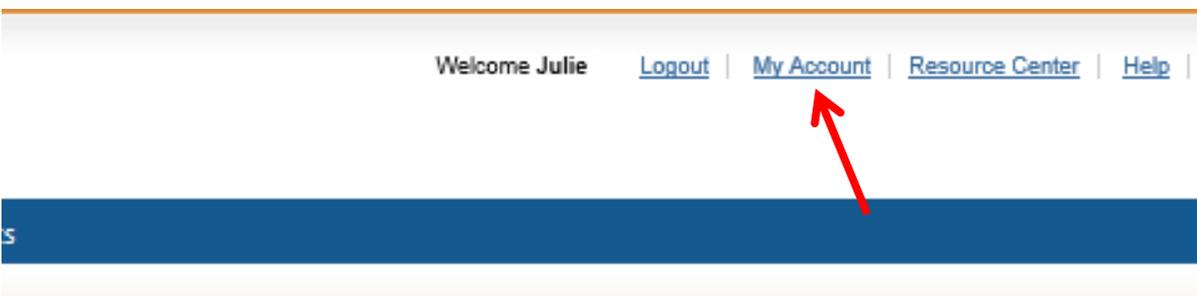
Password is the generic *hello* and once logged in staff will need to reset their password.

**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.



# Directions for using Direct Course

3) Under the **Home page**, you will see which **Lessons** are available to you.

**Direct Course**  
ONLINE CURRICULA FOR LIFE IN COMMUNITY

Home eLearning Discussion Classes & Events Surveyor Tools

Personal Page for: Julie

**Click view to see your assigned lessons.**

- Manage
- My eLearning Lessons [View](#) 0 Lessons due
- My Classes & Events [View](#) 0 Scheduled in the next 15 days
- My Announcements [View](#) 0 New Announcements  
0 Acknowledgements due  
0 Acknowledgements overdue  
0 Survey due
- My Surveys [View](#)
- My Discussions [View](#) 0 Scheduled in the next 30 days  
0 New Postings
- My Ontrack Items [View](#) 0 Items due in the next 30 days

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.

Assigned Items

Assigned Items eLearning Self Enroll

Currently viewing all assigned items.  show module name

Available Filters: All Assignments

Assigned Item	Due Date	Priority	Started	Completed	Pretest Score Date	Score Date	Program Name	Assign Type	Eval
<input type="text" value=""/>							<input type="text" value=""/>		
CDS: Person-Centered Planning: Introduction	04/21/2015	4					No Program Assigned	Assigned	
CDS: Person-Centered Planning: The Person-Centered Planning Process	04/21/2015	4					No Program Assigned	Assigned	

# Directions for using Direct Course



**Lesson: Introduction** Person-Cente

**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.

**Lesson 3: The Person-Centered Planning Process**

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**My Notes**

Description:

Note:

- 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.

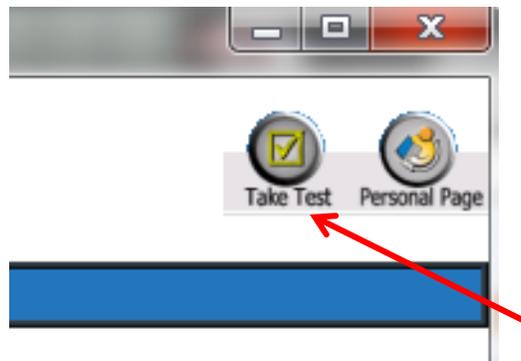
**Lesson 3: The Person-Centered Planning Process**

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- 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).