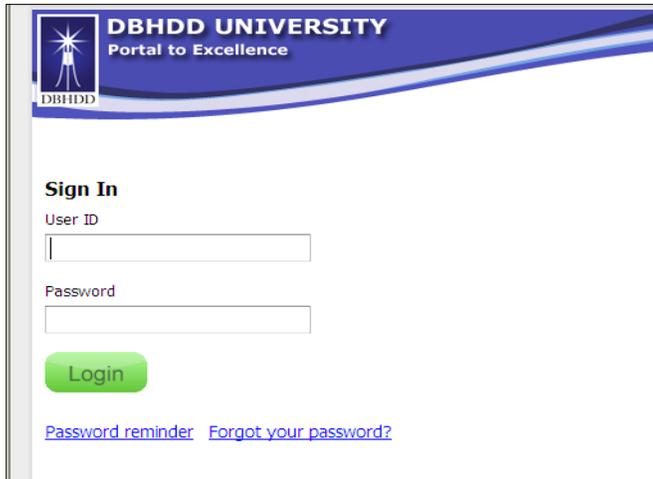


How to access the Kronos Demonstration and Practice lessons within the LMS.

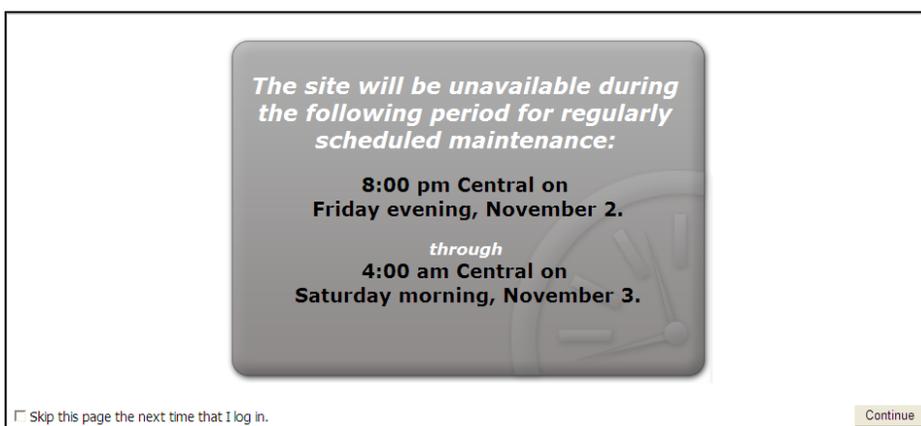
First you must login to the Learning Management System (LMS).

1. Using your web browser, go to www.dbhdduniversity.com
2. Enter your User ID and password – by default, both of these are the same as your 8 digit employee ID#.



The screenshot shows the login interface for DBHDD University. At the top left is the DBHDD logo, a stylized starburst. To its right, the text reads "DBHDD UNIVERSITY" in a large, bold font, with "Portal to Excellence" underneath in a smaller font. Below this header is a "Sign In" section. It contains two input fields: "User ID" and "Password". Below the password field is a green "Login" button. At the bottom of the sign-in area are two links: "Password reminder" and "Forgot your password?".

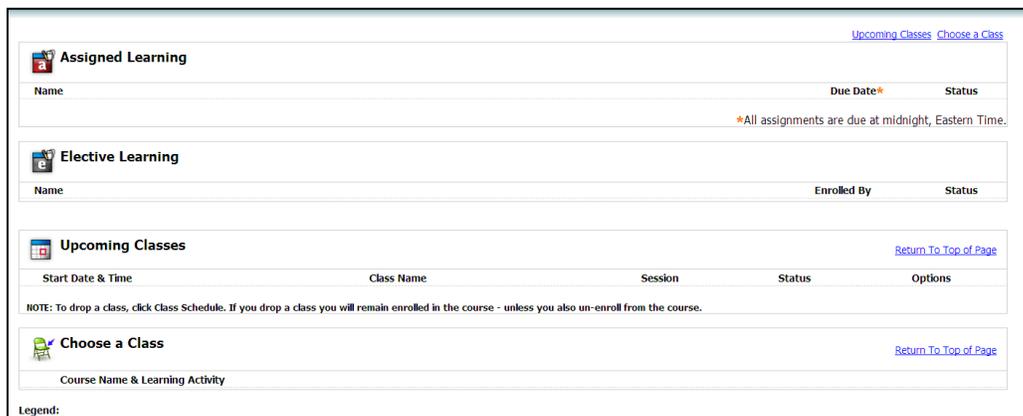
3. You will be taken to your student homepage. Any current system notifications will be displayed here on the System Highlight page. You can choose not to receive this notification in the future by checking "Skip this page next time I login" or you can choose to simply "Continue".



The screenshot shows a system maintenance notification. The text is centered and reads: "The site will be unavailable during the following period for regularly scheduled maintenance: 8:00 pm Central on Friday evening, November 2. through 4:00 am Central on Saturday morning, November 3." Below the notification is a checkbox labeled "Skip this page the next time that I log in." and a "Continue" button.

After continuing past the System Highlight page, you will be at your “My Learning” page.

- a) Courses visible under the **Assigned Learning** section are required for you to complete.
- b) Courses visible under the **Elective Learning** section are elective courses that you have previously chosen to accept through the Course Catalog.
- c) **Upcoming Classes** displays the dates/times and locations of Instructor Led courses you have been registered in.
- d) The **Choose a Class** section displays available instructor led classes that you can register for to satisfy any instructor led courses you have been assigned or chosen as an elective.

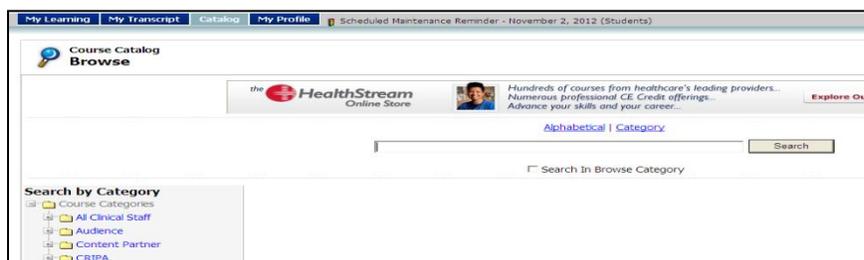


Two options are available for finding your desired Kronos course.

For either option, you must click the Catalog Tab

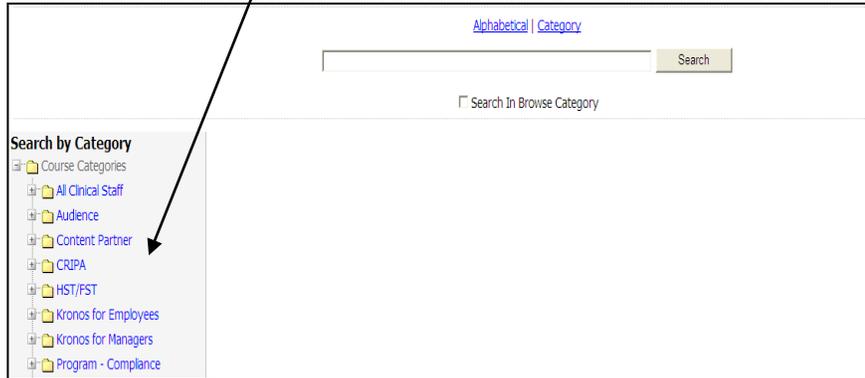


After clicking the Catalog Tab, the course catalog will display.

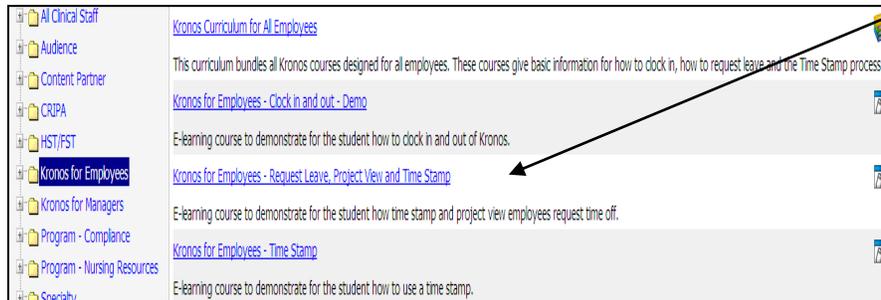


First Option: Browse the Category Display:

1. All of the Kronos courses are sorted into the Kronos for Managers and Kronos for Employees categories, click the appropriate folder to visually search for your desired course.



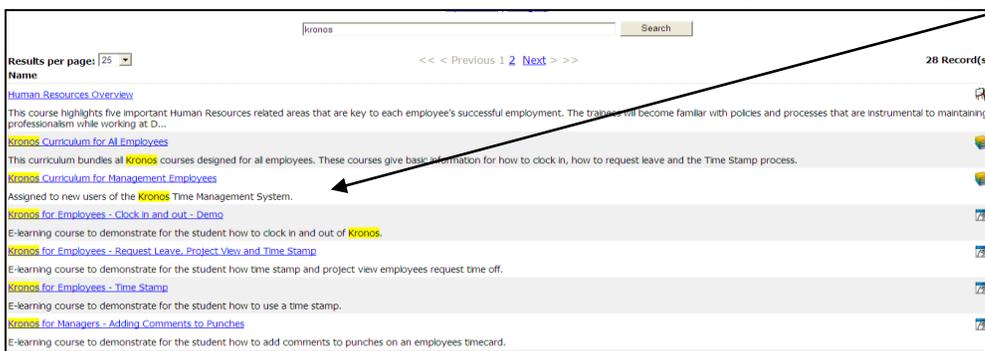
After clicking the folder, the courses included within that category are displayed.



Second Option: Search for a course.

1. Enter your search term, in this case Kronos – to display all courses with Kronos either in the course name or description.
2. Click Search

A list of all courses with Kronos in the title name or description will be displayed



Enrolling in your desired Kronos course:

1. After you find your course using either of the methods above, click the name of the course.

All Clinical Staff	Kronos Curriculum for All Employees	
Audience	This curriculum bundles all Kronos courses designed for all employees. These courses give basic information for how to clock in, how to request leave and the Time Stamp process.	
Content Partner	Kronos for Employees - Clock in and out - Demo	
CRIPA	E-learning course to demonstrate for the student how to clock in and out of Kronos.	
HST/FST	Kronos for Employees - Request Leave, Project View and Time Stamp	
Kronos for Employees	Kronos for Employees - Request Leave, Project View and Time Stamp	
Kronos for Managers	E-learning course to demonstrate for the student how time stamp and project view employees request time off.	
Program - Compliance	Kronos for Employees - Time Stamp	
Program - Nursing Resources	E-learning course to demonstrate for the student how to use a time stamp.	
Specialty		

2. This will take you to the enrollment page. Click Enroll in this Course.

Course Overview
Kronos for Employees - Request Leave, Project View and Time Stamp
Estimated Course Length: 30 minutes [Return](#)

Course Learning Activities

- Kronos for Employees - Request Leave, Project View and Time Stamp - Demo*
- Kronos for Employees - Request Leave, Project View and Time Stamp - Practice*

Legend:
 Online

Enroll in this Course

Course Fee: \$0.00
No-Show Fee: \$0.00
Cancellation Fee: \$0.00

After enrolling in the course, the following will be displayed.

My Learning | **My Transcript** | **Catalog** | **My Profile** | Scheduled Maintenance Reminder - November 2, 2012 (Students)

Course Details
Kronos for Managers - Adding Comments to Punches
Estimated Course Length: 30 minutes [Course Overview](#) [Un-enroll](#) [Exit Course](#)

Course Learning Activities

You are enrolled in this course. Click the "Course Overview" link above to review the course description, learning objectives, and all available CE credit prior to beginning the learning activities below. (For CE Credit Information, scroll down.)

Learning Activity	Status	Score	Last Accessed
Kronos for Managers - Adding Comments to Punches - Demo*	Not Yet Started		
Kronos for Managers - Adding Comments to Punches - Practice*	Not Yet Started		

From the page above you can:

- a) Complete both Learning Activities to finish the course. Please note that most of the Kronos courses include a Demo and a Practice activity. **The activities are sequential; you must complete the Demo before continuing to the Practice.**
 - b) You can un-enroll from the course.
 - c) Or you can Exit the course.
-
- After starting any on-line activity, you have the option of leaving and returning to the same spot in the activity.
 - You can un-enroll from the entire course at anytime via the un-enroll link.

Do not enroll twice in the same course. If you wish to review a completed course, you can go to the My Transcript tab and click any previous completion.

My Transcript
Completions: Nov. 2, 2011 - Nov. 1, 2012

This screen lists the learning you have completed. Click the name to review the material or view your certificate. To start or continue a course, click the My Learning tab.

Date Range: Last 12 Months OR: From: [] Through: [] Go

TOTALS FOR CHRISTOPHER EUGENE SCOGGINS	
COMPLETIONS	ESTIMATED TIME
11	57:25

Name	Est. Time*	Completion Date
Kronos for Managers - Adding Missed Punches	0:30	11/01/2012
Kronos for Managers - Adding Paycode to Timecard	0:20	10/24/2012
Incident Management - 03-315 Read/Sign - Jan 2012	0:16	09/17/2012