Kentucky Health Benefit Exchange

Application Assister Learning Management System (LMS)

Quick Reference Guide

Updated: 2.28.2020

KHBE Application Assister LMS Quick Reference Guide

This Quick Reference Guide is designed to help Application Assister access the My Purpose learning management system to view and complete Application Assister trainings.

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Introduction

Kentucky Health Benefit Exchange (KHBE) is introducing a new Learning Management System to the Application Assister program. A Learning Management System (LMS) is a web software application that hosts online trainings for organizations. KHBE has partnered with the Kentucky Personnel Cabinet to bring their My Purpose LMS to the Application Assister Program. Application Assisters will access My Purpose through their already established Kentucky Online Gateway (KOG) accounts. My Purpose allows Application Assisters to not only complete and track their required trainings but take courses that will expand their knowledge and skills!

System Requirements

The My Purpose Learning Management System does not require special hardware requirements. However, Application Assisters will need to use the one of the supported web browser versions below to access My Purpose. Links are provided for download.

Brower Versions

- Internet Explorer 11
  - Download Internet Explore → HERE

- Firefox 4 and above
  - Download Firefox → HERE

- Safari 8 and above
  - Download Safari → HERE

- Opera 27 and above
  - Download Opera → HERE

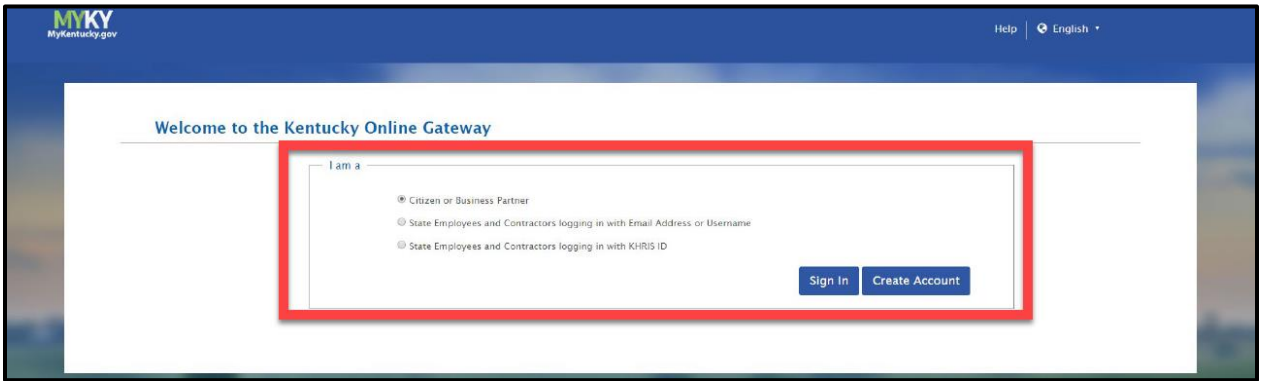
- Microsoft Edge
  - Download Edge → HERE

- Google Chrome
  - Download Chrome → HERE

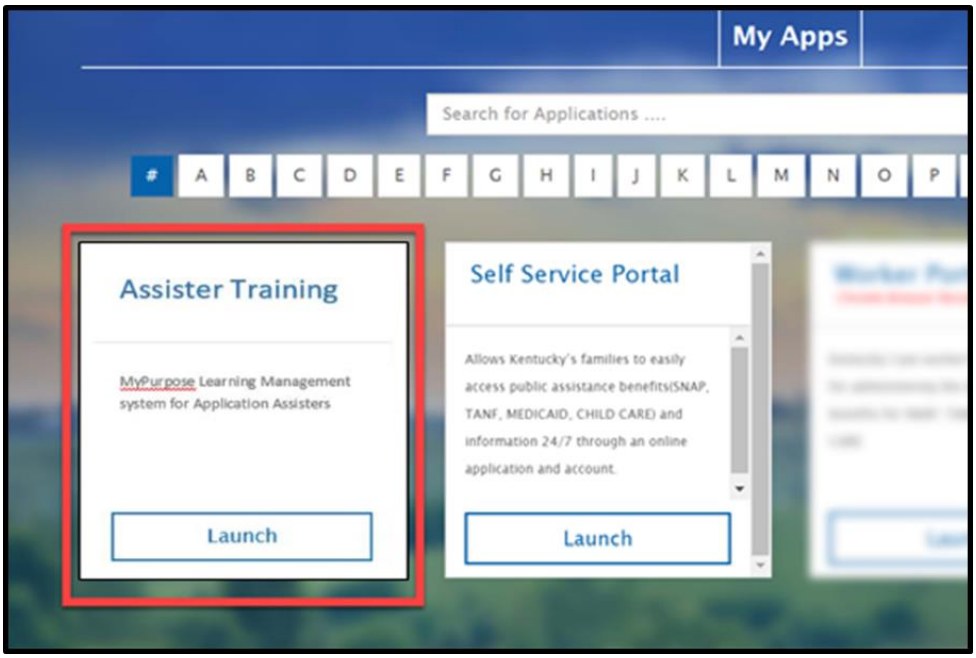
Accessing the My Purpose Learning Management System

To access the My Purpose Learning Management System Application Assisters should follow the steps below.

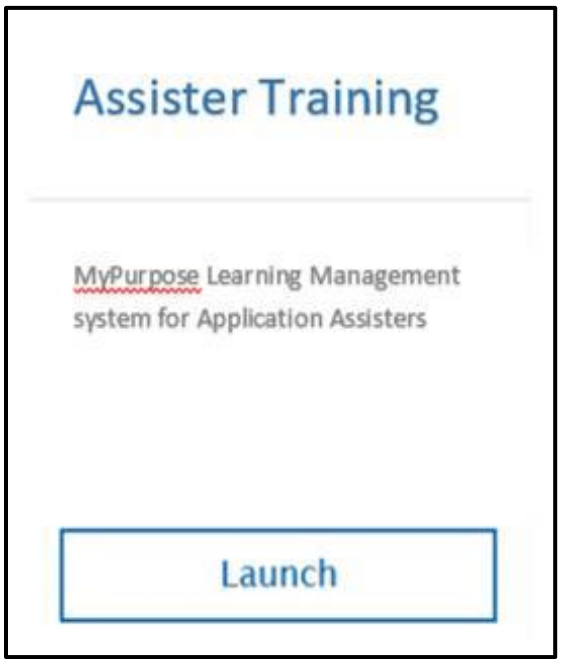
1. Navigate to the KOG Homepage
   - KOG Homepage can be accessed here: LINK
2. Log into KOG using your Application Assister KOG credentials
   - For help accessing KOG reference the Application Assister Quick Reference Guide here: LINK



3. Navigate to the Assister Training Tile from the KOG My Apps dashboard



Assister Training Tile:



Finding and Completing a Training Course in the My Purpose LMS

When an Application Assister has been registered for a training by the KHBE team, they will receive a registration email in the same email account linked to KOG. See an example of a registration email below.

MyPURPOSE
Grow. Learn. Lead. Serve.

KENTUCKY PERSONNEL CABINET

Dear Justin Mullins,

You have registered for the following training item:

Title: KHBE Pilot Exercise
Description: A four page course introducing the KHBE Assister Training/MyPurpose Learning Management system.
Hours: 0 Hours 0 Minutes
Credits: 1

Thank you,

Personnel Cabinet,
Commonwealth of KY

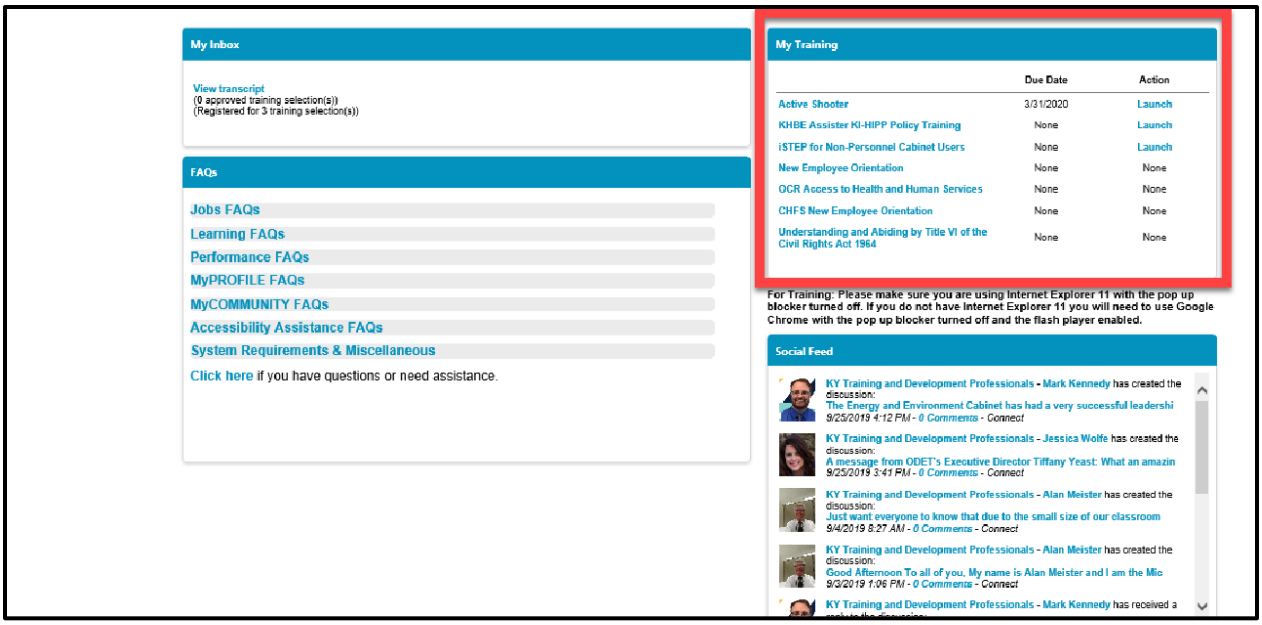
Want to be in the know? Who doesn't!

Get the Personnel Cabinet app at the App Store or Google Play to receive employee news, access your recent pay info, and more!

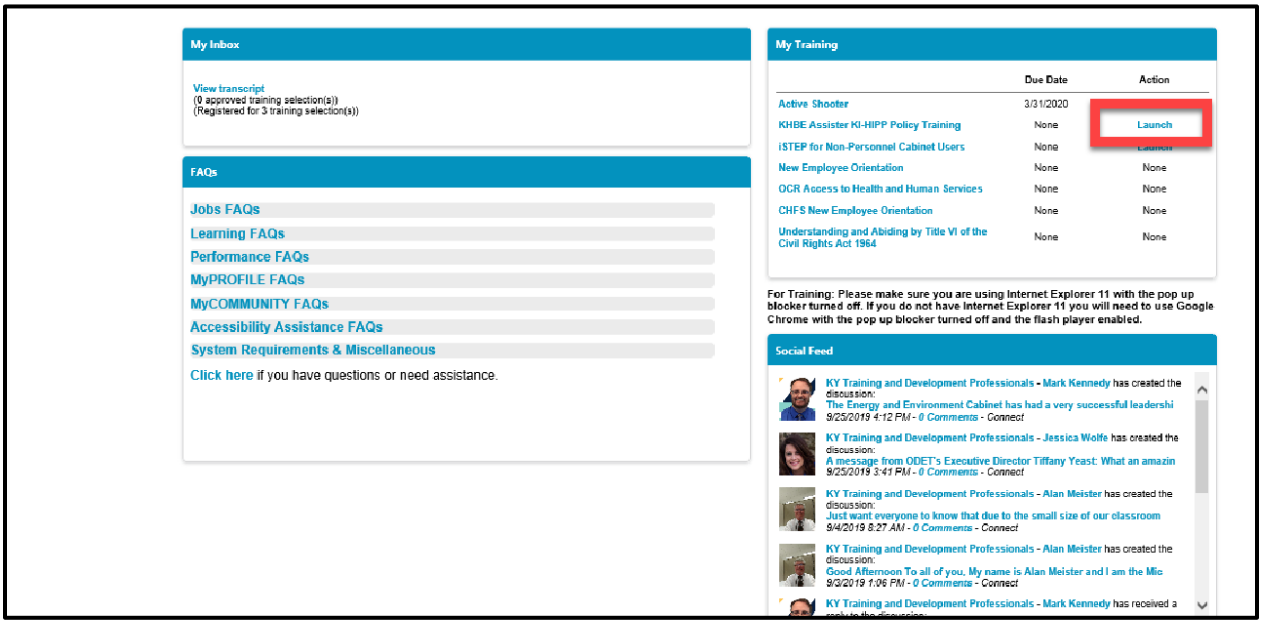
Once an Application Assister has received a registration email or decided to view and complete a training, they should first access My Purpose. Then, they should follow the steps below to find and complete Application Assister training courses on the My Purpose Learning Management System.

1. Navigate to the My Purpose homepage

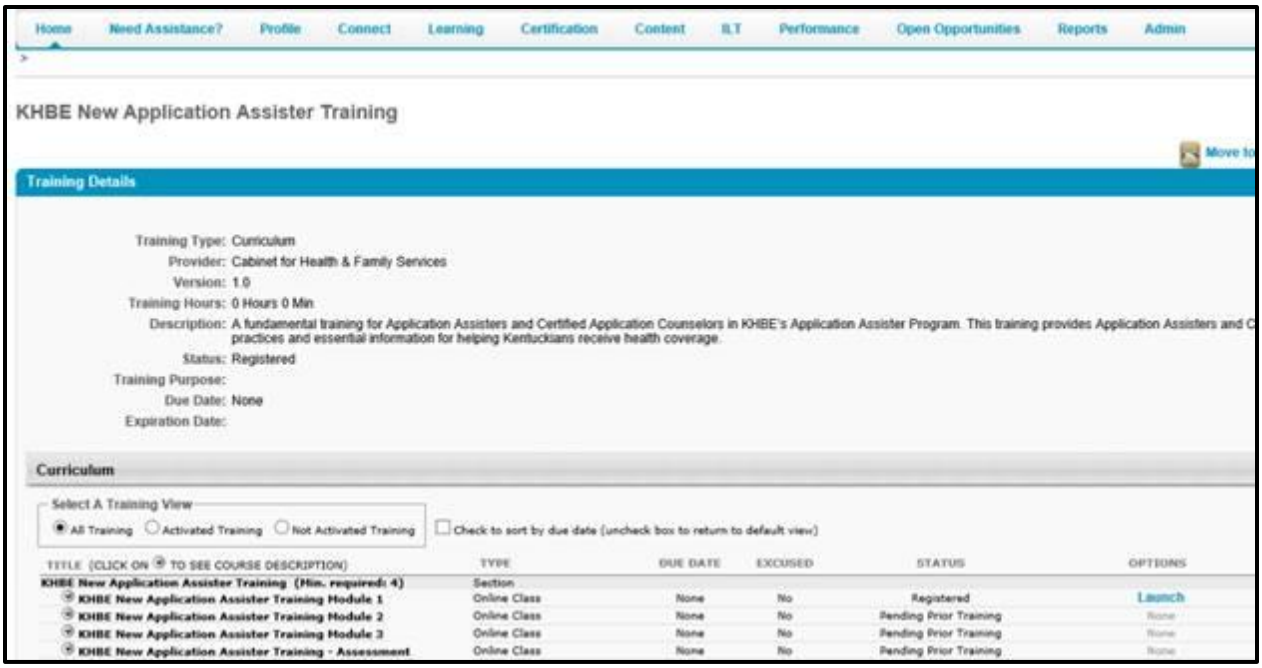
2. Scroll down and locate the "My Training" box



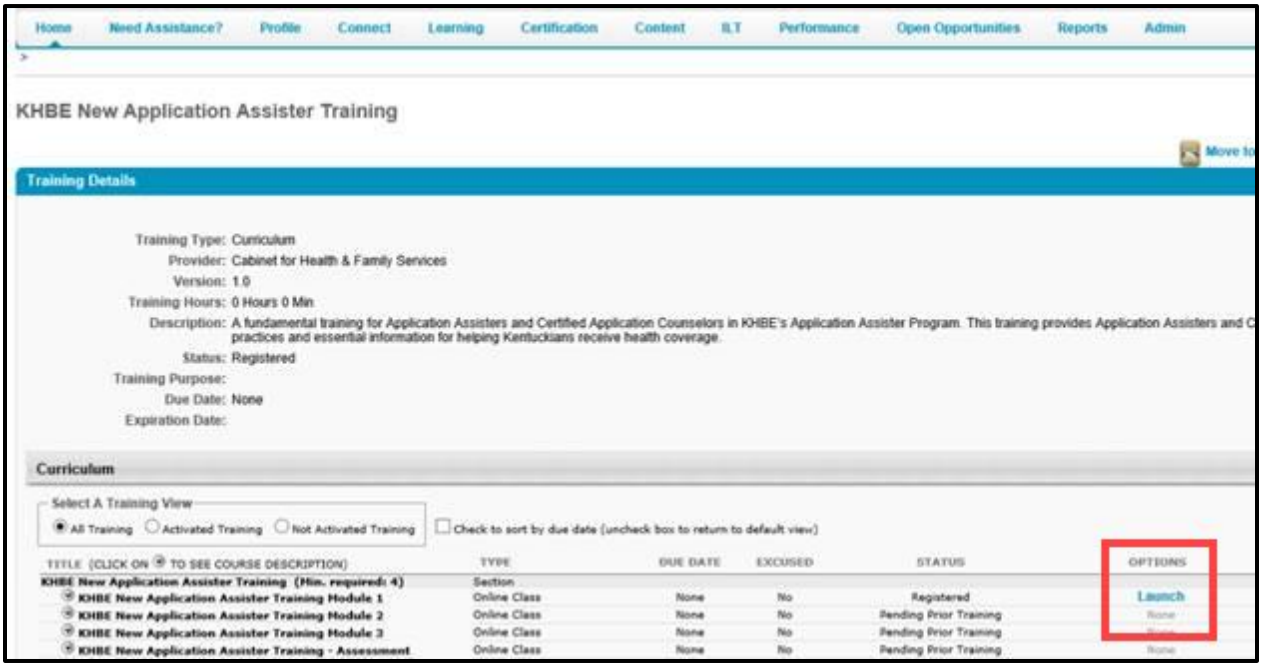
3. To launch the training, locate the Application Assister training and click "Launch"



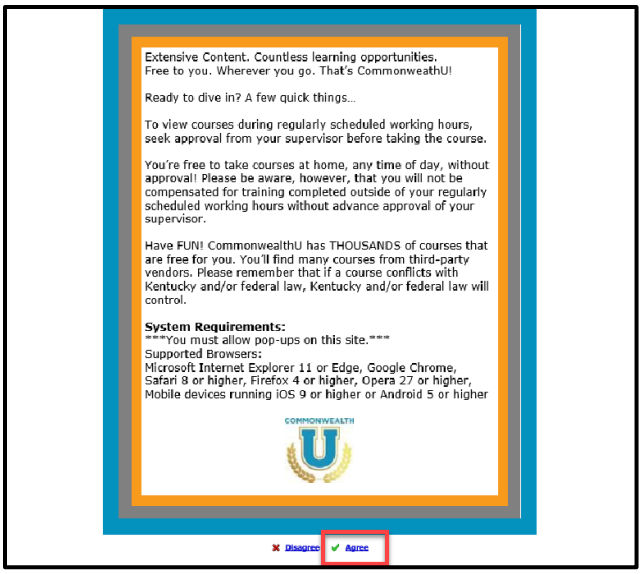
4. If the training is part of a curriculum the training details screen will appear, otherwise proceed to Step 6.



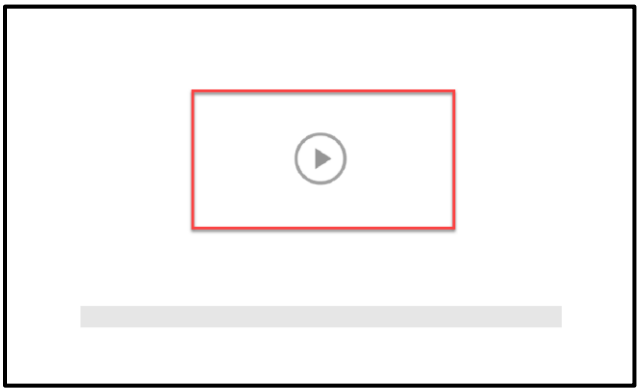
5. Scroll down and click on the "Launch"



6. Click "Agree" from the Training Agreement page



7. Click the training play button once the training pop-up appears to start the training



Please Note: You may need to disable your pop-up blocker for the training window to appear. This can be done by going to your browser's settings.

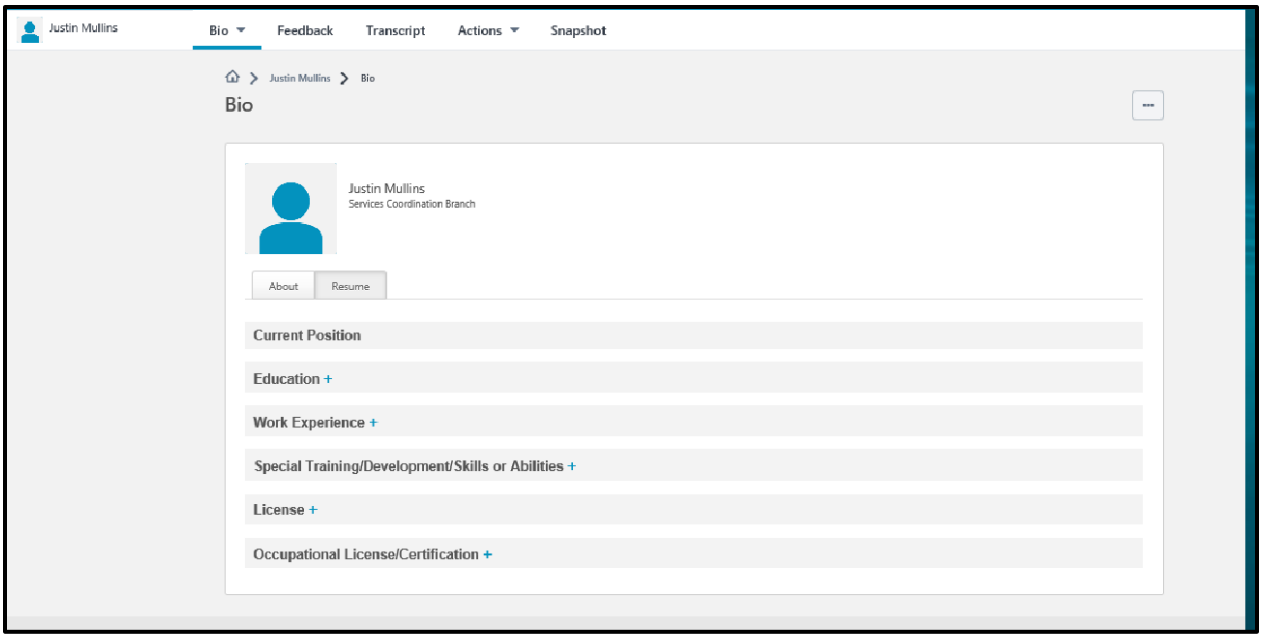
Navigating to the Training Profile

After logging into My Purpose Application Assisters can view their training profile called "MyProfile". The training profile allows Application Assisters to view profile information, training status, training confirmation, and training scores. To access the training profile, follow the steps below.

1. Navigate to the My Purpose home page

2. Hover over the "Profile" tab

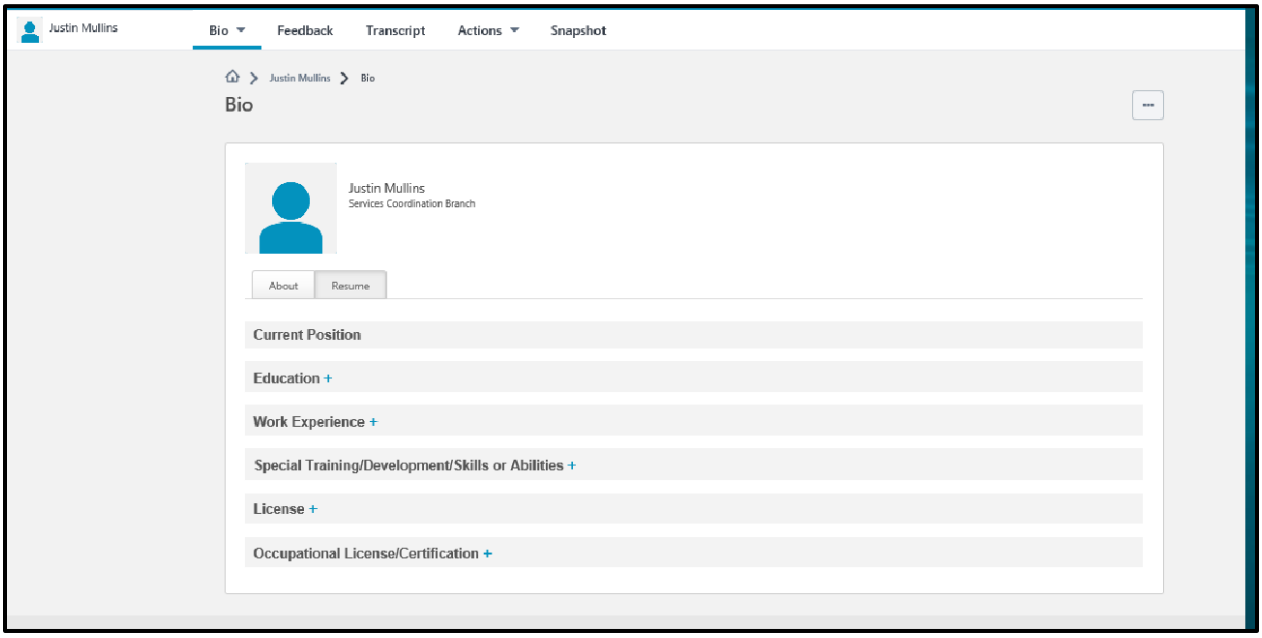
3. Click on "MyProfile" to go the training Bio


Justin Mullins
Bio
Feedback
Transcript
Actions
Snapshot
Justin Mullins
Bio
Bio
Justin Mullins
Services Coordination Branch
About
Resume
Current Position
Education +
Work Experience +
Special Training/Development/Skills or Abilities +
License +
Occupational License/Certification +

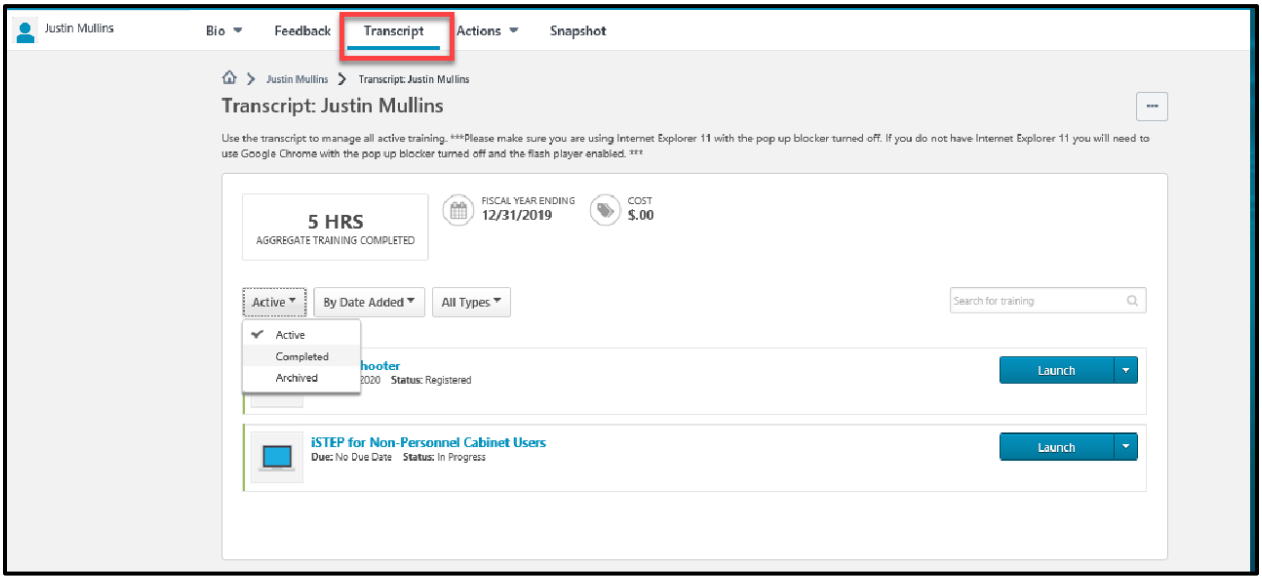
Navigating to the Training Transcript

Application Assisters can go to their training transcript to view their training status, certificates, and details from within the training profile. Going to the training transcript allows Application Assisters to verify that the training was completed. See the steps below to access the training transcript.

1. Navigate to the training profile (MyProfile)



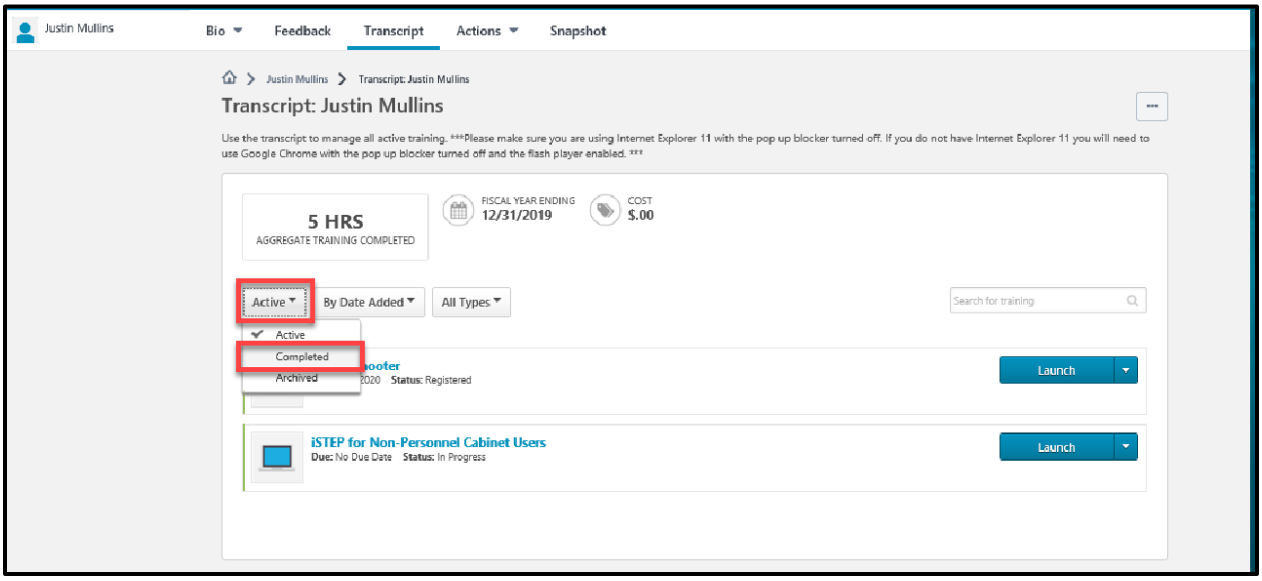
2. Click on the "Transcript" tab



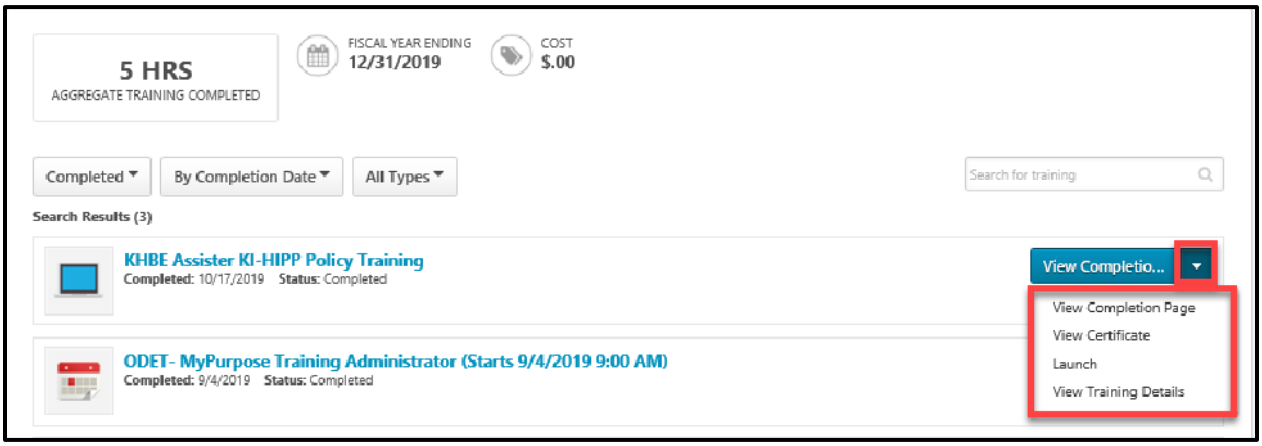
Navigating to the Completion Page

The "Completion Page" allows Application Assisters to verify they have completed a training. See steps below to view the "Completion Page".

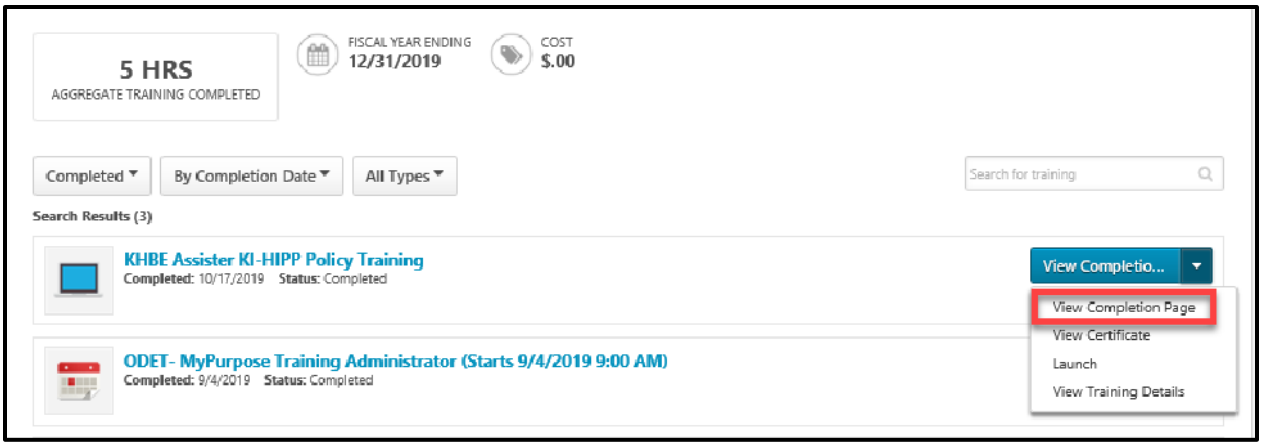
1. Locate the training status drop down on the "Transcript" tab and select "Completed"

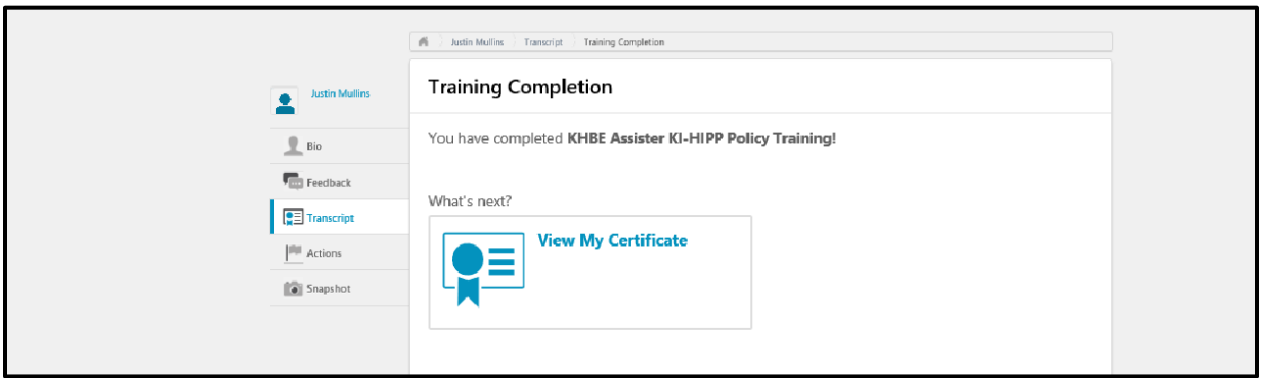


2. Click on the "Launch" drop-down arrow to show the links to the "Complete Page", the "Certificate", and the "Training Details" screens



3. Click on the "View Completion Page" link to go to the "Completion Page"

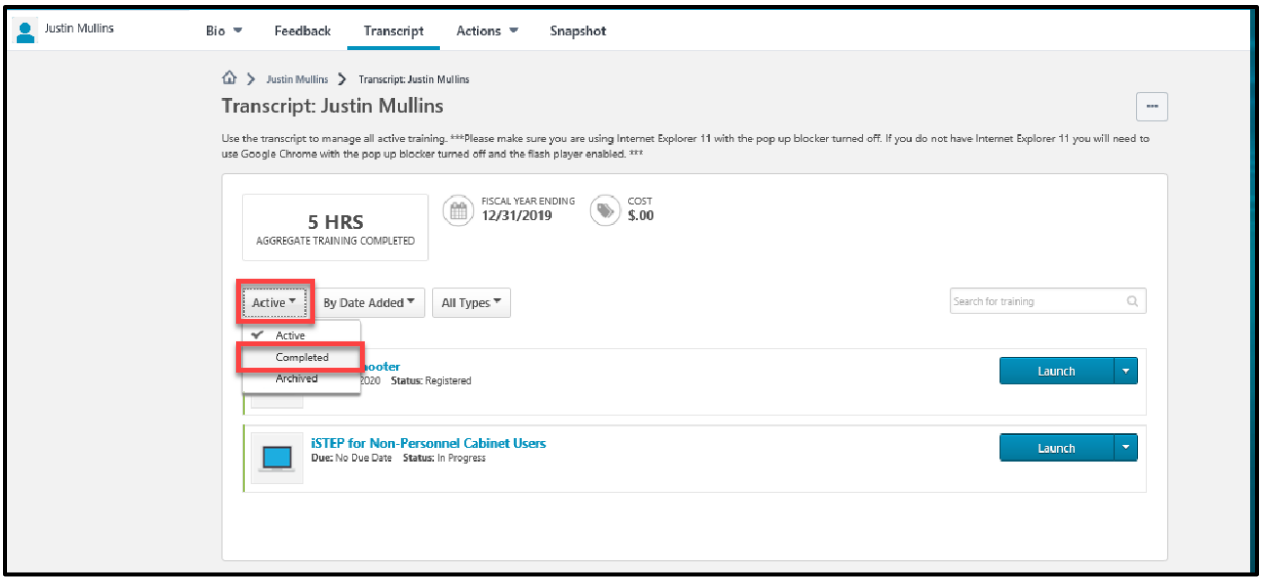




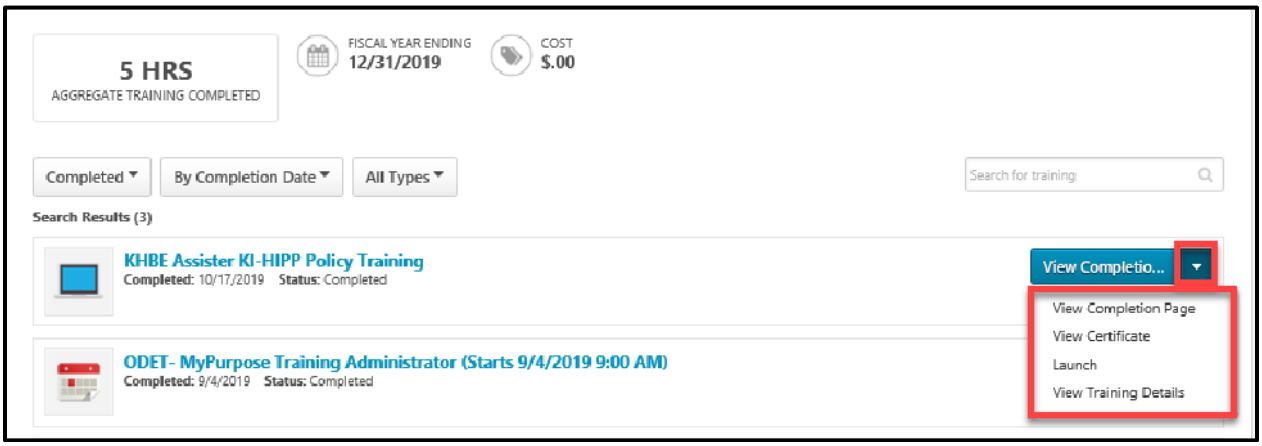
Navigating to the Certificate Screen

The "Certificate" screen allows Application Assisters to view a certificate of their training that can be printed off if needed. This screen also shows Application Assisters to see the date when their training was completed. See the steps below to view the "Certificate" screen.

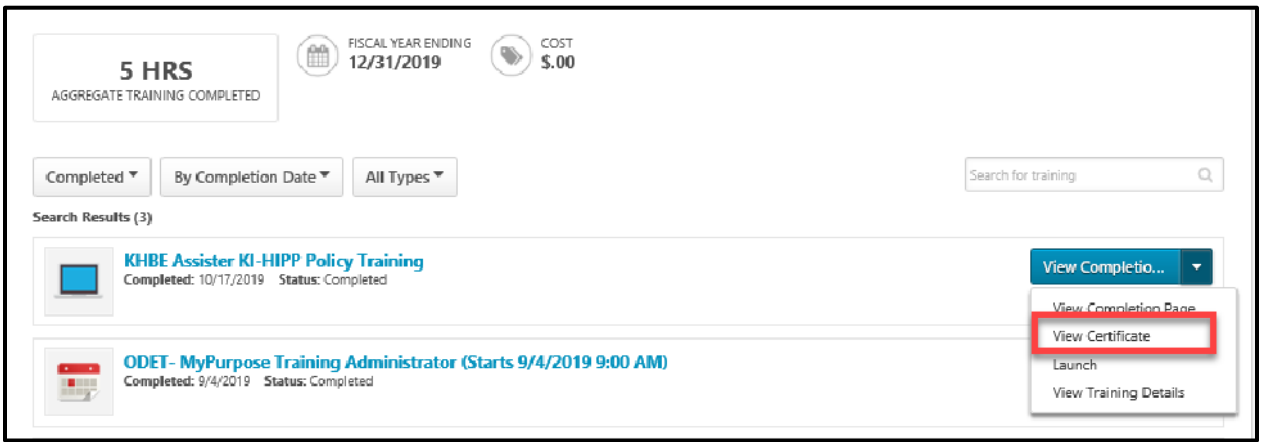
1. Locate the training status drop down on the "Transcript" tab and select "Completed"

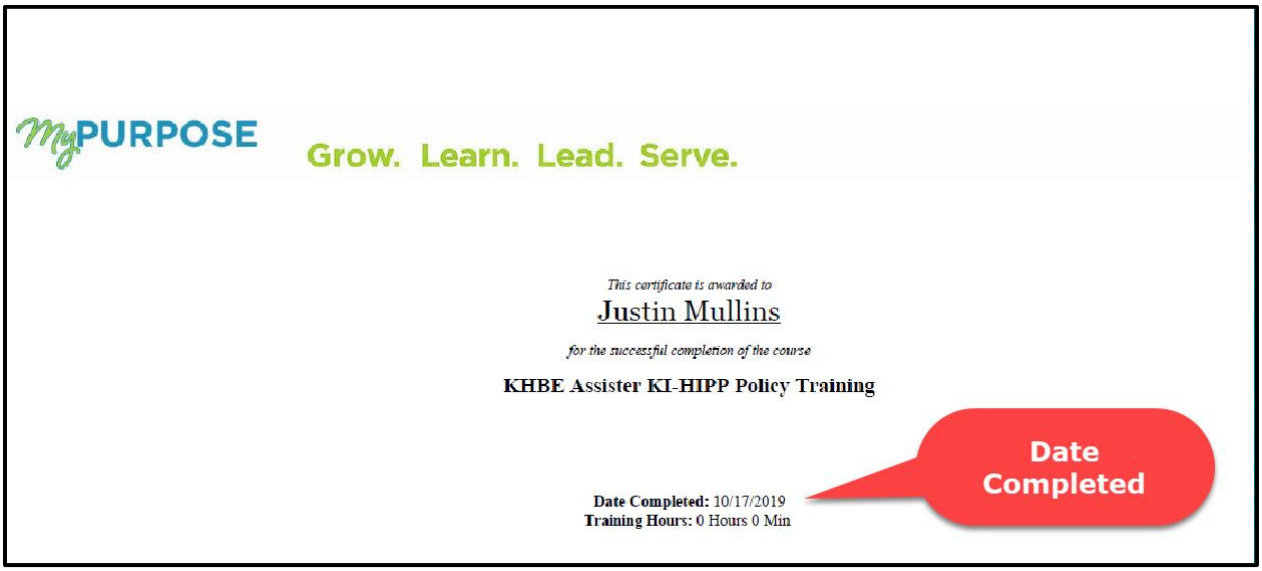


2. Click on the "Launch" drop-down arrow to show the links to the "Completion Page", the "Certificate", and the "Training Details" screens



3. Click on the "View Certificate" link to go to the "Certificate" screen

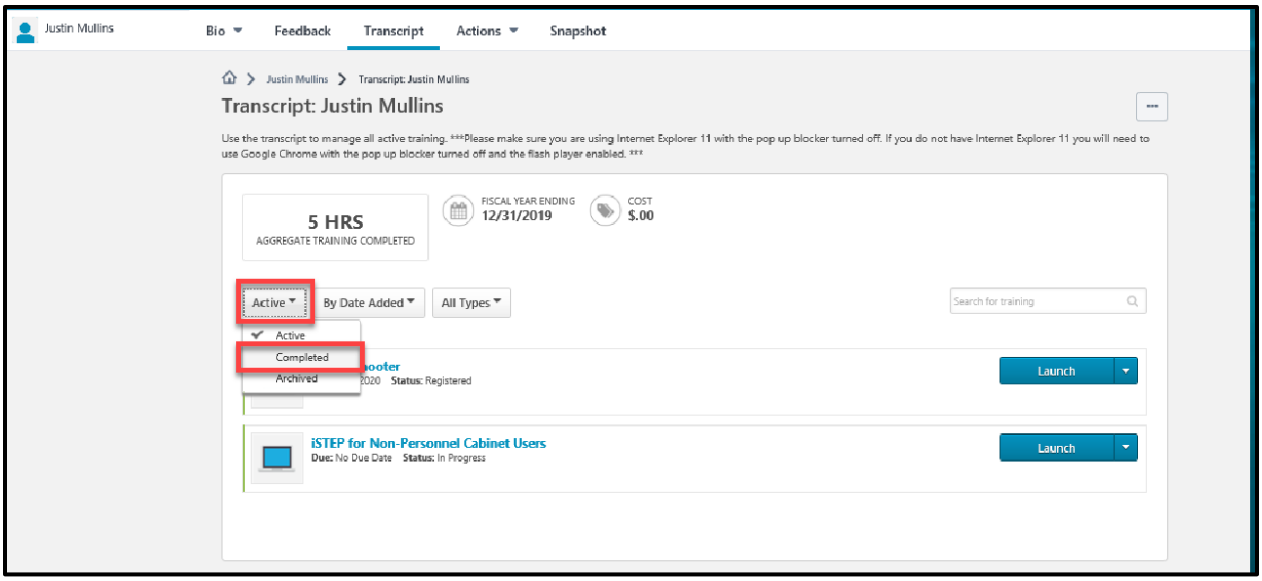




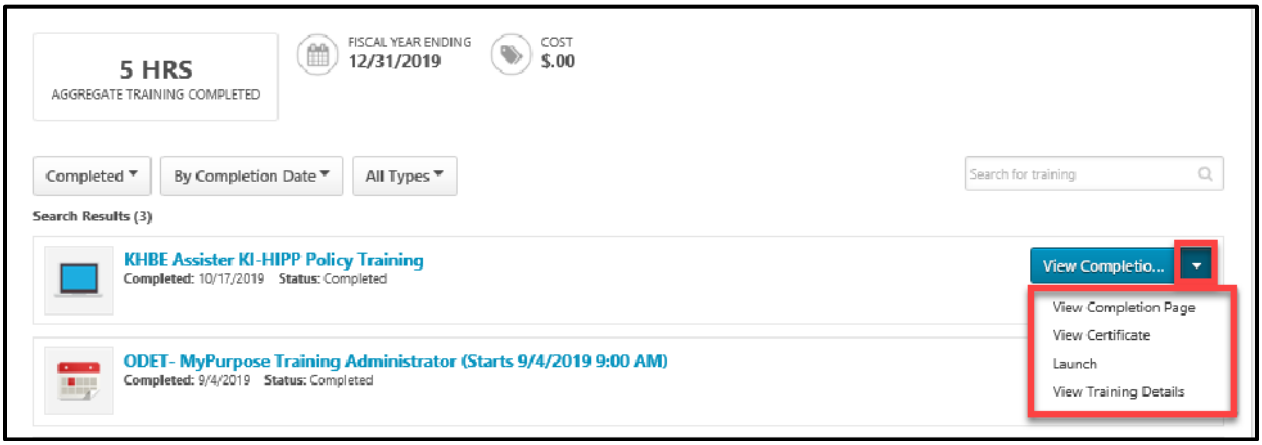
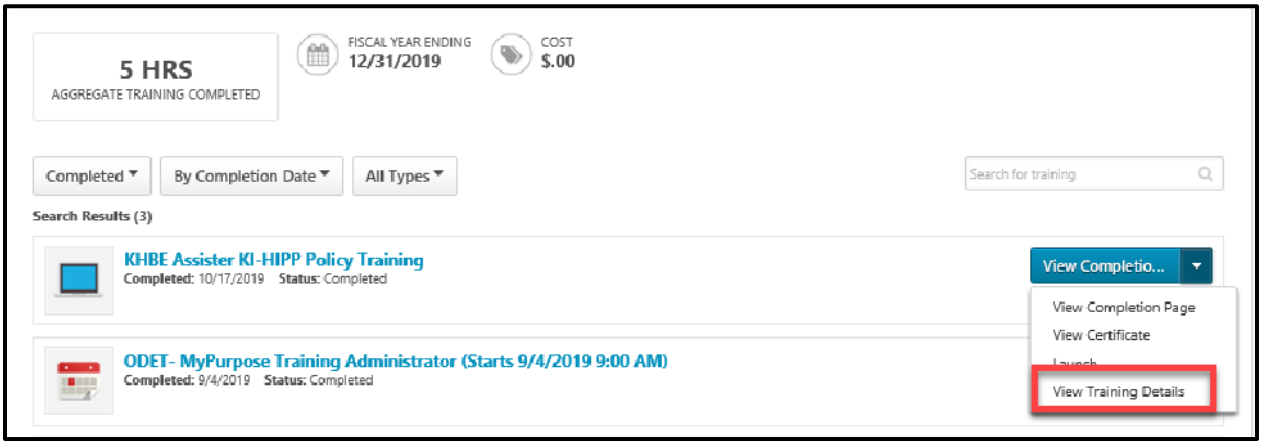
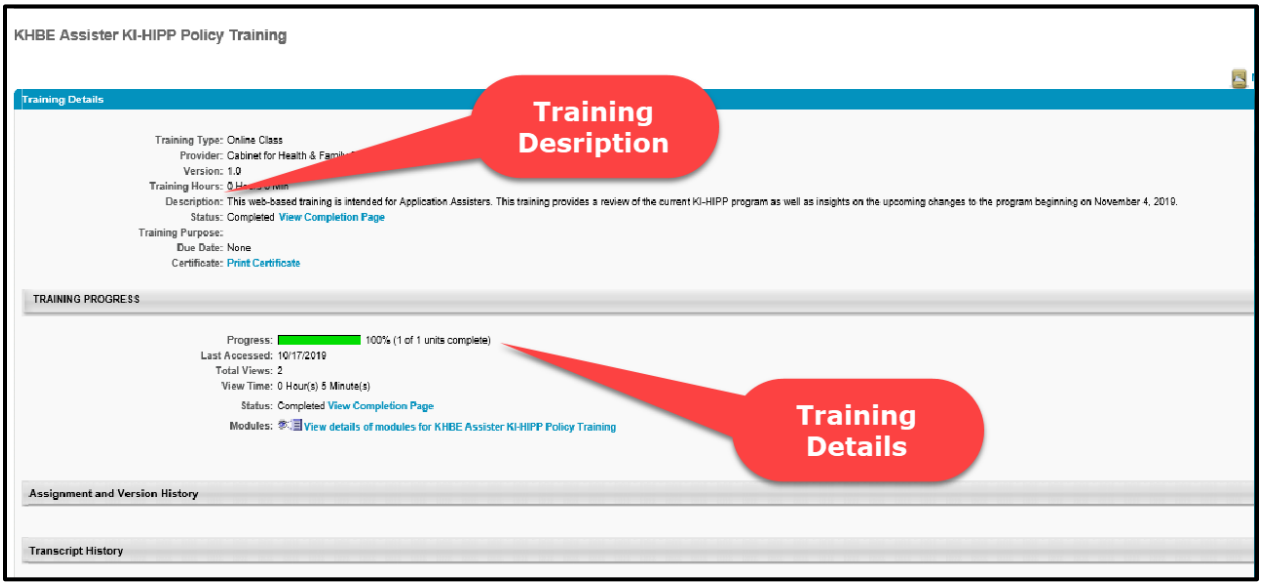
Navigating to the Training Details

The "Training Details" screen allows Application Assisters to view training details such as training description and training progress. To view the "Training Details" screen follow the steps below.

1. Locate the training status drop down on the Transcript tab and select "Completed"



2. Click on the "Launch" drop-down arrow to show the links to the "Complete Page", the "Certificate", and the "Training Details" screens



3. Click on the "View Training Details" link to go to the "Training Details" screen