1.1. Overview

Learn@Work is the university learning management system where faculty and staff take all compliance training. Danforth Facilities Maintenance staff are required to take the EHS – Facilities Engineering/Maintenance Operations training in this system.

1.2. Logging in

- Open any browser (Internet Explorer, Firefox, Chrome)
- In the address bar at the top type in Learnatwork.wustl.edu and click Enter on your keyboard
- Type in your Wustl Key ID and password to sign in.
- You will be on the Home Page of the system.

1.3. Locate Training

There are a variety of ways to access the training. Many of the required trainings are automatically assigned to you, while others require that you first complete the Compliance Profile for them to be assigned.

Compliance Profile

Your first step should be to locate and complete the Compliance Profile upon accessing the system. It is the first item on the Home page underneath the Featured section.
Learn@Work – *Getting Started for Students & Collaborators*

- To immediately take the required trainings, **Click** on the link provided next to each Yes answer to locate the course and launch the training. If you prefer to wait for the courses to be automatically assigned to you, they will appear on your **ME page** the following day.

**Me Page**
The ME page may be accessed from the green banner on the top left of the page. This page allows you to easily locate and complete required courses that have been assigned to you, such as HIPAA training.

- Once the ME page loads, you will be on the Plan link, which displays all courses that have been assigned to you.

**Click** on the Yellow (Pending Action) area of the dashboard wheel to locate assigned courses. HIPAA should be listed there as Assigned if you are faculty, staff or a student of the Medical school or in select units of the CFU or Danforth Campus.

- **Click** on the course name in blue text, to access the course page.

- **Click** the Enroll or Launch button from the page to begin the course.

- Repeat the above steps to locate, launch and complete additional training requirements.

### 1.4 Learn@Work Assistance

- For immediate assistance with Learn@Work please contact the Systems and Procedures Help Desk at (314) 935-5707 where a Systems Support Associate is available Monday through Friday from 8:30 am to 5:00 pm, or email LearnatWork@Wustl.edu providing a name and contact number for support to reach you.

- If you have questions regarding other assigned trainings, please contact the appropriate Area Specific Compliance Office (ASCO) or your department compliance administrator for assistance. A listing of ASCO’s is available at LearnatWork.Wustl.edu/Support.