

Instructions for Accessing CHEX and

Completing Computer-Based Training (CBT) – if needed

**** Please note: Although CHEX is a web-based system, it works best when accessed on a PC. There are often many connectivity problems when working on a MAC.**

Go to www.chexweb.com. You will be prompted to log-in. **Log-in is case-sensitive.**

USERNAME: cnmc##### (please enter the 5 digit ID number assigned to you)

PASSWORD: LAST NAME - ALL CAPS

When you log in, go to "All Cataloged Programs" on the right and scroll down to **"Affiliate Graduate Orientation."** Click "Register" and follow the directions for completion. Once registered, the program will show up in your "To Do" list on the main page.

Click on your "TO DO" list at the top of the page. You will see "Affiliate Orientation Graduate – Nurses – Clinical." Click on this and it will open the modules you need to complete.

There is no time limit on any test and you may take a test as many times as necessary to pass it. You can leave any module/test at any time as the system will always take you back to where you left off when you sign back in. When finished, go to "Quick Links," then "My Completed Learning" and **print out what's been done and scan to me. (Or do a screen shot & email it).**

FOR THOSE OF YOU WHO WILL NEED COMPUTER ACCESS:

You will also need to do the program(s) associated with the computer application(s) for which you will need log-in access. (This is not loaded in your "TO DO LIST" as it is student specific). **Note: Each module tells you which CHEX assessment (test) you must take when after you finish the training. You will not be granted access without having passed the test.**

Computer Training Requirements for Graduate Students

Please check with Preceptor to confirm which application(s) you may need **BEFORE** taking any training!

Area	Complete Training for:
<u>Acute Care</u> Floors 4, 5, 6 or 7 East, HKU, NICU, PICU, CICU, HemOnc, etc.	Bear Tracks - Inpatient Providers
<u>Emergency Department</u> Note: you may also need "view only" access for eClinical Works (eCW) to view information on patients who are followed by our primary care clinics See ** below	Bear Tracks - FirstNet for Providers
Goldberg Primary Care Sites (both on and off campus) Child or Adolescent Health Centers <u>and</u> Community-based Primary Care Clinics See ** below	– Clinical Works Providers (eCW)
Pre-Op/Surgical Sites	Bear Tracks - Surgical Providers
Ambulatory Clinics	Bear Tracks - Ambulatory Providers
** Primary Care (Goldberg sites) This is in addition to the training indicated above.	View Only for Outpatient Providers - (Primary Care/ED) - <u>Take Part I only!</u>

Reminders:

1. You must complete the Graduate Orientation in CHEX to be cleared to start.
2. You do not have to complete the computer training before you begin.
3. Important: When done with either training, go up to "Quick Links" and click on "completed courses/events." **Do a print screen and email me the documentation of having completed your all of your training so I will know this is done.**