

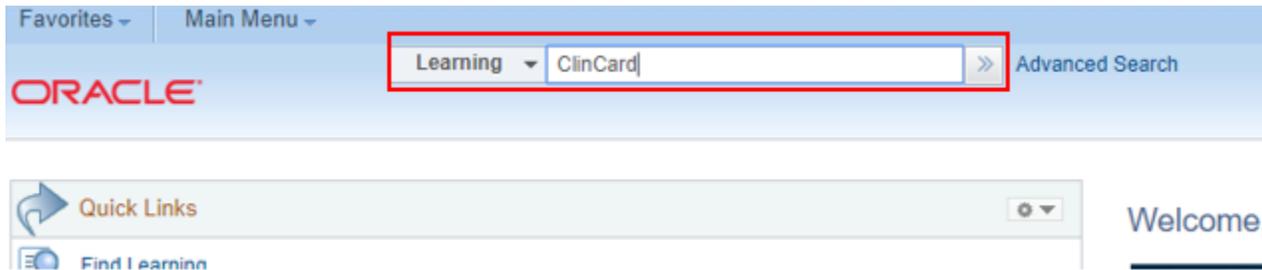
CLINCARD TRAINING IN ELM

Below is the link to ELM:

<https://psappprd1.is.wfubmc.edu:8032/psp/Impro/?cmd=login>

You will first log in using your med center credentials.

In the blue banner at the top left, enter 'ClinCard' in the search box and press enter.



You will see three available ClinCard trainings:

1. Complete ClinCard Training (*For access to **execute AND approve payments** in ClinCard*)
2. Participant Registration and Executing Payments in ClinCard (*For access to **only execute payments** in ClinCard*)
3. Approving Payments in ClinCard (*For access to **only approve payments** in ClinCard*)

****Please note: If you complete the 'Complete ClinCard training,' you will not be required to complete the other trainings.****

Select the "Enroll" button next to the class you need to take.

▼ Complete ClinCard Training (1000-1574)



Plan for Later

Online training for using the ClinCard system. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Start Time
CTSI_ClinCard_Complete	Web-Based		01/23/2019	None	

Enroll

On the next screen, select the "Submit Enrollment" button.

Class Name	Complete ClinCard Training	Type	Web-Based
Class Code	CTSI_ClinCard_Complete	Contact	Thomas Joseph Roth
Price Per Seat	--	Drop Charge	--
Start Date	01/23/2019	End Date	--
Last Enrollment Date	--	Last Drop Date	--
Available Seats	--	Available Waitlist	0
Language	English		

Submit Enrollment

From the home screen in ELM, you can access your course by selecting My Learning (shown below).

Quick Links

- Find Learning
- My Learning**
- Certifications
- Learning Plans
- Supplemental Learning

Announcements

No Current Announcements.

The course(s) selected will show a status of ENROLLED. To start the course(s), click on the BLUE ARROW in the LAUNCH column.

My Learning							1-15 of 17
Title	Type	Status	Date	Launch	Action	Print	
Complete ClinCard Training	Web-Based	Enrolled			Drop		

When you finish, ELM will show a status of 'Completed' (Note: this may take up to 24 hours before ELM changes your status to 'Completed').

My Learning 1-15 of 16					
Title	Type	Status	Date	Launch	Print
Complete ClinCard Training	Web-Based	Completed	01/24/2019		

Once you have completed the course, please print the certification and forward to ocr@wakehealth.edu along with your **Medcenter Username**. The Office of Clinical Research requires a copy of both your certification and your MedCenter ID to set up your access in ClinCard.

If you have any questions, please reach out to ocr@wakehealth.edu.