

# DSI Training Center

([training.dsiservices.org](http://training.dsiservices.org))

## User Guide

The screenshot shows the homepage of the DSI Training Center. At the top left is the logo "d DSI Training Center". To the right is a navigation menu with links for "HOME", "ABOUT US", "CONTACT US", and "APPRENTICESHIP". Below the navigation is a large graphic of puzzle pieces. One piece in the center features the "d" logo. Other pieces contain the words "Care", "CPR", and "security", along with a medical cross icon. To the right of the puzzle graphic is the heading "DSI Training Center" followed by the slogan "PUTTING THE PIECES TOGETHER". Below this is a paragraph of introductory text, a paragraph about 2008 changes, and another paragraph about the center's mission. A "Text Size" control with two "A" icons is located to the right of the heading. At the bottom of the page is a yellow footer bar with four icons and labels: a clipboard for "TRAINING REQUIREMENTS", a computer for "ONLINE TRAINING COURSES", a calendar for "ONLINE TRAINING CALENDER", and the "d" logo for "CAREERS AND OPPORTUNITIES".

**d DSI Training Center**

HOME ABOUT US CONTACT US APPRENTICESHIP

Text Size:

### DSI Training Center

**"PUTTING THE PIECES TOGETHER"**

The DSI Training Center is a place for DSI employees and future DSI employees to expand their knowledge in a variety of different areas. The DSI Training Center has many certified trainers that will help current and future employees achieve their certifications.

2008 marks new and exciting changes for us here at the DSI Training Center. Our online training and certification program has been implemented, which means that you can take your annual training online, any time, from anywhere!

The DSI Training Center will help you put the pieces together to become a certified DSI employee.

TRAINING REQUIREMENTS ONLINE TRAINING COURSES ONLINE TRAINING CALENDER CAREERS AND OPPORTUNITIES

The first step in taking the online training courses is to **create** a user account. **Click** on the “Online Training Courses” menu-tab. Then, **select** “Create an Account”.

## CREATE AN ACCOUNT

In order to create an account to access the online training courses available through the DSI Training Center, simply fill out the form below.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="v"/>
Zip:	<input type="text"/>
Email:	<input type="text"/>
Positions:	<input type="checkbox"/> (Assistant) Rest Area Supervisor <input type="checkbox"/> Administrative Coordinator <input type="checkbox"/> Administrative Worker <input type="checkbox"/> Client Service Worker <input type="checkbox"/> Coordinator <input type="checkbox"/> County Manager, Program Manager or Manager <input type="checkbox"/> Developmental Therapist
Primary Cost Center ID:	<input type="text"/>
Employee ID:	<input type="text"/>
<input type="button" value="Register"/>	

**Click** on the “Register” button to complete the “Create an Account” process. ↑

Once you have created your account you can **login** to the system using your Primary Cost Center ID and Employee ID numbers.

Text Size: 

### LOGIN TO YOUR ACCOUNT

Please login using your Primary Cost Center ID and Employee ID to access online training courses available through the DSI Training Center.

Primary Cost Center ID:	<input type="text"/>	
Employee ID:	<input type="text"/>	<input type="button" value="Login"/>
<a href="#">Create An Account</a>		

You should see the available online courses that are required for your certification.

Welcome Test Test (View Profile) (Logout) Text Size: 

### ONLINE TRAINING COURSES

The DSI Training Center offers Online Training Courses, so you can achieve your certifications directly from your personal computer in the comfort of your home.

In order to get certified in any particular area, first study the training material and then test your knowledge over what you've learned. You have three attempts to pass each test.

Course Name: Agency Orientation/HIPAA/Corporate Compliance Training Materials: <a href="#">Download</a> Online Test: <a href="#">Take the test</a> Results: You have 3 attempt(s) left.
Course Name: Introduction to Bloodborne Pathogens Training Materials: <a href="#">Download</a> Online Test: <a href="#">Take the test</a> Results: You have 3 attempt(s) left.

To view the "Training Materials", **select** "Download".



To take the “Online Test”, *select* “Take the test”.

**Note:** You will be asked to enter your digital signature prior to taking each test.

## ONLINE TRAINING COURSES

The DSI Training Center offers Online Training Courses, so you can achieve your certifications directly from your personal computer in the comfort of your home.

In order to get certified in any particular area, first study the training material and then test your knowledge over what you’ve learned. You have three attempts to pass each test.

Course Name: Agency Orientation/HIPAA/Corporate Compliance

Training Materials: [Download](#)

Online Test: [Take the test](#)

Results: You have 3 attempt(s) left.

To continue on to the test please sign below with your digital signature:

[Continue to the test](#)


Course Name: Introduction to Bloodborne Pathogens

Training Materials: [Download](#)

Online Test: [Take the test](#)

Results: You have 3 attempt(s) left.

Welcome Test Test (View Profile) (Logout)

Text Size:  

## ONLINE TRAINING COURSES

### Agency Orientation/HIPAA/Corporate Compliance

1. HIPAA is the Health Insurance Portability & Accountability Act  
 True  
 False



[Submit Test](#)



**Click** on the “Submit” button when you have completed all of the test questions.

The system will let you know the score of your test. Below is the screen you should see if you have passed the test.

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Welcome Test Test (View Profile) (Logout) Text Size:  

**ONLINE TRAINING COURSES**

**Agency Orientation/HIPAA/Corporate Compliance**

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You scored a **80%** with 16 out of 20 questions answered correctly.  
Congratulations, you have passed this test.

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If you fail the test, here is an example of the screen you will see.

**\*Note** that you are notified of how many more attempts you have to pass the test online. If you do not pass the test online, **contact** our training center.

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Welcome Test Test (View Profile) (Logout) Text Size:  

**ONLINE TRAINING COURSES**

**Introduction to Bloodborne Pathogens**

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You scored a **0%** with 0 out of 20 questions answered correctly.  
You have 2 more attempt(s) to pass this test online.

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To track the progress of your online training and testing you can always login to your profile. **Note:** You have the ability to “edit” your personal information at any time. (Make sure to logout of the system when you are done)!

## MY PROFILE

Your user profile is where you can keep track of your progress on the courses you've taken. You can also update your personal information here.

<b>Personal Information</b> (edit)	
Name:	Test Test
Address:	Test, Test, IN Test
Email:	test@dsiservices.org
Positions:	(Assistant) Rest Area Supervisor
Primary Cost Center ID:	999888
Employee ID:	777666

## Test Results

Course	Attempt 1	Attempt 2	Attempt 3
Agency			
Orientation/HIPAA/Corporate Compliance	01/29/2008: <b>80%</b>		
Introduction to Bloodborne Pathogens			
	01/29/2008: <b>0%</b>		