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User Instructions for e-Compliance Training 2020

Step one is to obtain the training materials.

Your supervisor may distribute the training materials to you directly, you may be instructed to go to a page on your company's internal intranet or shared drive to obtain the materials, or you may be instructed to obtain the materials from the Eagle Associates web site. If you are obtaining the materials from the Eagle Associates web site, go to the following URL:

<http://www.eagleassociates.net>

Click on the E-Compliance Training Link as show at left in the graphic below:

Access our Subscriber Services

E-Compliance Training
If you are a subscriber to E-Compliance Training, you may log in here to access training materials or record a test.
[Choose this option...](#)

Member Services
You may log into Member Services to access various compliance program updates & tools, according to your service level.
[Choose this option...](#)

You will be taken to a page with four links, one titled "Training Materials," one titled "Take a Quiz," one titled "Review Tests" and one titled "Managers Only."

Click on the link titled "Training Materials."

You will be taken to the login page as shown below, where you will enter your group's assigned account name and password. The login will be given to you by your supervisor or training coordinator. You will use this account name and password each time you log in. Note that the account name and password are the same, for convenience, and are case sensitive, meaning you must enter them in lower case letters.

Once you've entered the account name and password, click "Login."

You will then be taken to the materials page as shown in the sample screen shot below:

EAGLE ASSOCIATES MEMBER SERVICES

e-Compliance Training Materials

This page contains links to access all of the available e-Compliance Training modules. Simply click on the appropriate link below to obtain a PDF copy of the training materials.

How to Use These e-Compliance Training Materials

These materials are electronically delivered in easy-to-use PDF format. Simply click on the link of your choosing to open it with your browser, or right-click the link to download the PDF file for offline use with applications like the [Adobe Reader](#).

You should have previously received directions (including Account Name and Password) for login with each training module. If you need assistance for any module, please contact jennifer@eagleassociates.net, or by phone at (800) 777-2337.

The e-Compliance Training Materials

CURRENT TRAINING MODULES:



[October 2019 \(PDF\)](#)
Hazard Communication



[September 2019 \(PDF\)](#)
Influenza Safety



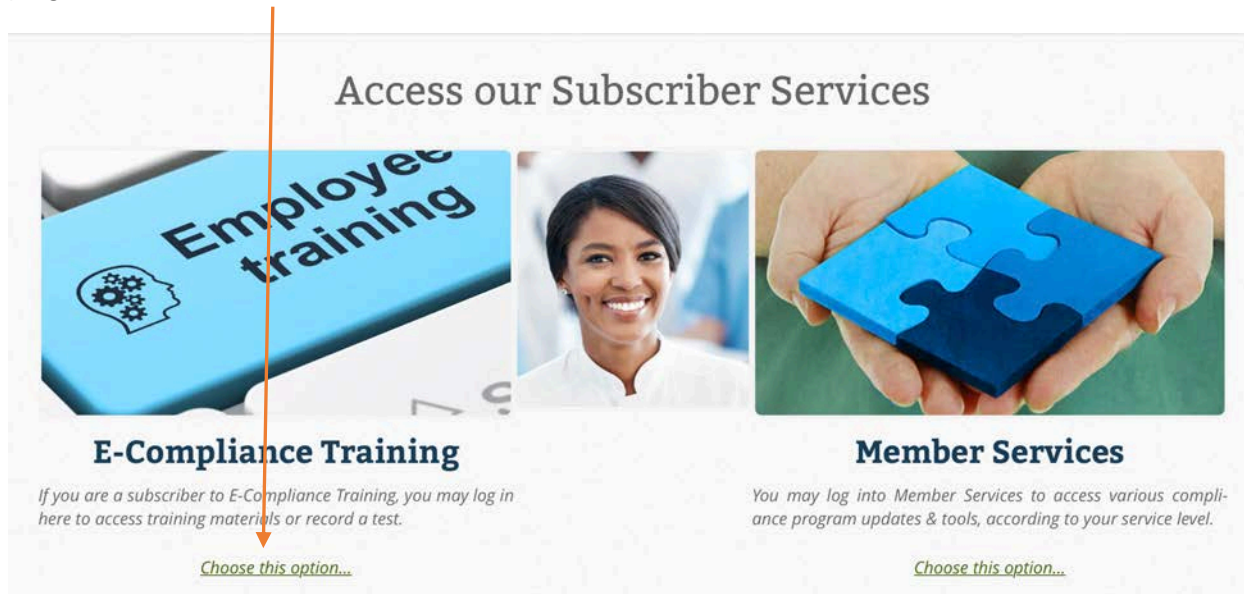
[August 2019 \(PDF\)](#)
Workplace Violence and Harassment

All currently available materials will be posted on this page. Simply click on the link for the test you have been instructed to take. If you are unsure of what training module(s) you should take, check with your supervisor or training coordinator. You can read the materials online, or print the materials and read them off-line, and select your quiz answers on paper before returning to our web site to record your responses.

Taking a Test On-line

If you are still in the Training Materials, there is a button at the end of the quiz that states "Click Here to Take Your Quiz." Click that button to go to the area of our web site to take your quiz.

If you had printed out or previously read the materials, return to the Eagle Associates web site at www.eagleassociates.net and go to the e-Compliance Training area at the left of our main web page as shown below:



Access our Subscriber Services

E-Compliance Training
If you are a subscriber to E-Compliance Training, you may log in here to access training materials or record a test.
[Choose this option...](#)

Member Services
You may log into Member Services to access various compliance program updates & tools, according to your service level.
[Choose this option...](#)

Click on E-Compliance Training, and you will be taken to a page that has four links, one titled "Training Materials," one titled "Take a Quiz," one titled "Review Tests," and one titled "Managers Only."

This time, click on the link titled "Take a Quiz." You will be taken to the screen shown below:

e-Compliance Training

Warning! Do NOT use the back or forward buttons on your browser to navigate the system. Errors may result.

ENROLLEES
CLICK HERE TO TAKE TEST

ENROLLEES
CLICK HERE TO REVIEW THE TESTS YOU'VE TAKEN THIS YEAR

If you experience problems, contact Eagle Associates at (800) 777-2337, or via e-mail at enrollment@eagleassociates.net

RETURN TO LOGIN SCREEN **LOGOUT**

Note that if you exit, your test will not be saved.

This screen has four options available to you. You can click to take a test, you can view the tests you've taken so far (in case you are unsure of tests that still need to be taken), you can log out, or you can return to the login screen.

Viewing Tests That Had Previously Been Taken

Click on the button titled "Enrollees Click Here to View the Tests You've Taken This year." You will be taken to the screen pictured below to enter your Student ID.

e-Compliance Training

Enrollee Test Review

Warning! Do NOT use the back or forward buttons on your browser to navigate the system. Errors may result.

Type your 10-digit Student ID in the box below to review the tests you've taken this calendar year.

CONTINUE

If you experience problems, or if you need to obtain your Student ID, contact Eagle Associates at (800) 777-2337, or via e-mail at enrollment@eagleassociates.net

LOG OUT

Type your Student ID into the box and then click the orange CONTINUE button. You will be taken to a screen (pictured below) that asks you to confirm your identity.

e-Compliance Training

Enrollee Confirmation

You are logged in as:

ID: 7777001001
Enrollee Name: Joseph Doe
Institution: Sample Entity

If Your identity is Correct, Please Click the button below:

I CONFIRM THAT MY IDENTITY IS CORRECT

If You are not the individual listed, Please click the button below:

THIS IDENTITY IS INCORRECT

If you experience problems, or if you need to obtain your Student ID, contact Eagle Associates at (800) 777-2337, or via e-mail at enrollment@eagleassociates.net

LOG OUT

Once you have confirmed your identity, click the button to continue. You will be taken to a screen that displays all the tests you have taken for this calendar year, as shown on the next page:

e-Compliance Training

Training Test Results

You are logged in as Joseph Doe from Sample Entity.

7777001001	Joseph	Doe	Admin	Employee HIPAA Orientation 2018	TTFTTFTTT	TTFTTFTTT	CCCCCCCCC	100	11/28/2018	13:58:23
7777001001	Joseph	Doe	Admin	Fraud, Waste & Abuse and General Compliance 2018	TTTTTTTTT	FTFFFFTTF	ICIIIICCI	40	12/10/2018	10:02:09
7777001001	Joseph	Doe	Admin	September 2018 Influenza Safety	TTTTTTTTT	FTTTTFTFT	IICCCICIC	60	12/14/2018	12:54:52
7777001001	Joseph	Doe	Admin	September 2018 Influenza Safety	FFFFFFFFF	FTTTTFTFT	CCIIICI	40	12/14/2018	12:56:04

CLICK HERE TO PROCEED TO TAKING A TEST

CLICK HERE TO PRINT CERTIFICATES

CLICK HERE TO EXIT TEST RESULTS

If you experience problems, or if you need to obtain your Student ID, contact Eagle Associates at (800) 777-2337, or via e-mail at enrollment@eagleassociates.net

LOG OUT

From this point, you can either click to take a quiz, click to exit test results, print certificates of completion for previous tests, or log out. NOTE: Our program is not pre-approved for CEUs through any organization. However, many organizations award credits for use of our program. You are able to print out certificates of completion from the online system for the current calendar year. The certificate lists the user name, topic, learning objectives, contact hours, score, and date. You can then ask your licensing organization if it will award credits.

Note that if a user wants certificates from years other than the current year, there is a processing fee of \$20 per person per calendar year. Each user that wants to apply for CEUs should print out certificates before the end of the current calendar year.

Taking a Test

From the main screen, you will click on the button titled "Enrollees Click Here to Take Your Test." If you had viewed your tests upon logging in, you would click on the button titled "Click Here to Proceed to Taking a Test."

Entering your ID and Test Selection

You will be taken to the Student ID entry screen as shown below:

e-Compliance Training

Take Test

Warning! Do NOT use the back or forward buttons on your browser to navigate the system. Errors may result.

Type your 10-digit Student ID in the box below

CLICK HERE ONCE YOU HAVE FINISHED ENTERING YOUR INFORMATION

If you experience problems, or if you need to obtain your Student ID, contact Eagle Associates at (800) 777-2337, or via e-mail at enrollment@eagleassociates.net

LOG OUT

You will type in your ten-digit student ID in the box provided. Then click on the button to continue.

Verifying ID and Test Selection

You will be taken to the ID verification screen as shown below:

e-Compliance Training

Enrollee Confirmation

Based Upon the ID You Entered, Our Records Show That You Are:

ID: 7777001001
Enrollee Name: Joseph Doe
Insitution: Sample Entity

I CONFIRM THAT MY IDENTITY IS CORRECT

If You are not the individual listed, Please click the button below:

THIS IDENTITY IS INCORRECT

If you experience problems, or if you need to obtain your Student ID, contact Eagle Associates at (800) 777-2337, or via e-mail at enrollment@eagleassociates.net

LOG OUT

This screen displays your identity and asks you to confirm that it is correct.

If your identity has been correctly verified, click on the confirmation button to continue.

If you made an error, click on the "This Identity is Incorrect" button to try again. You may also log out if you are unsure of your ID.

If you verify that your identity is correct, you will be taken to the Test Selection screen as shown on the next page, unless you had already taken the selected test three times. The system allows each test to be taken a maximum of three times.

e-Compliance Training

Select Test

Warning! Do NOT use the back or forward buttons on your browser to navigate the system. Errors may result.

Please select the test you wish to take. Note that you can only take each test a maximum of three times. Please attempt to choose a time when you will not be interrupted to take your test.

If you need to take more than one test, you will have the option to take another test once you've finished submission.

CLICK HERE ONCE YOU HAVE SELECTED YOUR TEST

If you experience problems, or if you need to obtain your Student ID, contact Eagle Associates at (800) 777-2337, or via e-mail at enrollment@eagleassociates.net

RETURN TO MAIN MENU

LOG OUT

Simply click on the Choose One popup bar, select the test you would like to take, and then click the button titled "Click Here Once You Have Selected Your Test" to continue.

Entering Test Answers

Once you have clicked to confirm your test selection, you will be taken to the Test Submission form as shown in the excerpt on the next page:

On-line Test Submission Form

Warning! Do NOT use the back or forward buttons on your browser to navigate the system. Errors may result.

Click the radio button (circle) that represents your answer to each test question.

Test: October 2019 Hazard Communication

1. The Hazard Communication Standard does not allow employers to use products manufactured outside the United States, due to safety concerns.

True False

2. The required pictogram is a red diamond-shaped frame, with a black hazard symbol on a white background.

True False

On the screen shown above, you will select your test responses by clicking on the True or False radio button that corresponds with your answer. When you have finished selecting your answers, click on the button at the bottom of the screen that says "Click Here to Submit Your Test and Then Wait for the Next Screen to Appear."

Viewing Your Score

You will be taken to the Scoring screen as shown below.

e-Compliance Training

Show Score

To view your score, type your student ID into the box below. If you want to view a specific test, click into the Test field and select the test from the pop-up menu. If you do not select a test, the most recently taken test will be displayed. Click the OK button.

Student ID

Most Recently Taken Test

OK

If you experience problems, or if you need to obtain your Student ID, contact Eagle Associates at (800) 777-2337, or via e-mail at enrollment@eagleassociates.net

LOG OUT

To view your score, click into the Student ID box, and type in your ten-digit student ID. Then click on the "OK" button.

If you want to select a specific test to view, you can click the pop-up menu to select. If you do not select a test, the system will display the most recently taken test.

The screen will then display your responses, tell you whether you answered the question correctly, and display your score, as shown in the graphic on the next page. Once you have finished viewing your score, you can either click to go to the final screen, print out a certificate of completion, or log out.

e-Compliance Training

Scoring

You are logged in as Joseph Doe from Sample Entity.

Test: October 2018 Hazard Communication

Date: 12/17/2018

9. T T You answered this question correctly.
10. T F The correct answer is False. Liquid and injectable medications are NOT exempt, and they do require SDSs. Medications that are in solid final form (pill, capsule, caplet) for direct administration are exempt from the need to obtain and maintain an SDS.

Score: 50

If you experience problems, or if you need to obtain your Student ID, contact Eagle Associates at (800) 777-2337, or via e-mail at enrollment@eagleassociates.net

[CLICK HERE TO GO TO FINAL SCREEN](#)

[CLICK HERE TO PRINT A CERTIFICATE OF COMPLETION](#)

[LOG OUT](#)

If you click the option to print a certificate, follow the on-screen prompts. If you click to go to the final screen, it will appear as shown below:

e-Compliance Training

Warning! Do NOT use the back or forward buttons on your browser to navigate the system. Errors may result.

[CLICK HERE TO FINISH YOUR SUBMISSION AND EXIT](#)

Warning! You must click the button above to complete your submission. If you do not, your test may not be properly recorded and you may experience problems with the system.

[ENROLLEES
CLICK HERE IF YOU WANT TO VIEW TESTS YOU'VE TAKEN](#)

[IF YOU COMPLETED THE TEST, BUT FAILED TO VIEW YOUR SCORE,
CLICK HERE AND CAREFULLY FOLLOW THE INSTRUCTIONS ON THE NEXT SCREEN](#)

[CLICK HERE IF YOU WOULD LIKE TO TAKE OR ENTER ANOTHER TEST](#)

If you experience problems, or if you need to obtain your Student ID, contact Eagle Associates at (800) 777-2337, or via e-mail at enrollment@eagleassociates.net

From this screen, if you are finished, please click on the button titled "Click Here to Finish Your Submission and Exit" to log out of our system. ***It is very important that you log off of the system by clicking the button, instead of just quitting out of your browser.***

There are also options for trying again to view your score, viewing tests you've taken, and taking another test.

e-Compliance Training

Warning! Do NOT use the back or forward buttons on your browser to navigate the system. Errors may result.

CLICK HERE TO FINISH YOUR SUBMISSION AND EXIT

Warning! You must click the button above to complete your submission. If you do not, your test may not be properly recorded and you may experience problems with the system.

ENROLLEES

CLICK HERE IF YOU WANT TO VIEW TESTS YOU'VE TAKEN

**IF YOU COMPLETED THE TEST, BUT FAILED TO VIEW YOUR
SCORE,
CLICK HERE AND CAREFULLY FOLLOW THE INSTRUCTIONS ON
THE NEXT SCREEN**

**CLICK HERE IF YOU WOULD LIKE TO TAKE OR ENTER ANOTHER
TEST**

If you experience problems, or if you need to obtain your Student ID, contact Eagle Associates at (800) 777-2337, or via e-mail at enrollment@eagleassociates.net

If you click on the button titled "Click Here to Finish Your Submission and Exit," you will be taken to the logout landing page as shown on the next page:

System Logout

You have successfully logged out of the Eagle Associates online training database. If you need to log back in or view other areas of our website, simply follow the links in the menu found in the upper left-hand corner of this page. If you are finished using our system at this time, you can exit your browser, or navigate to another web site as you wish.

The customer support team at **Eagle Associates, Inc.** wishes to thank you for using our services and remind you that whenever you need help or have questions, to think of us first and contact us immediately.

Need Help?

You can access our **Live Support** by calling toll-free **(800) 777-2337**, by sending a fax message to (734) 662-0651, or by sending email to info@eagleassociates.net

If you are done using our system, you can either navigate to another web site of your choosing, or you can quit out of your browser, or go to another program.

Thank you for using our program, and if you have any problems or questions, contact us via phone at (800) 777-2337, or via email at enrollment@eagleassociates.net.