

# Steps to Complete BLUE Book

## First Time Log In

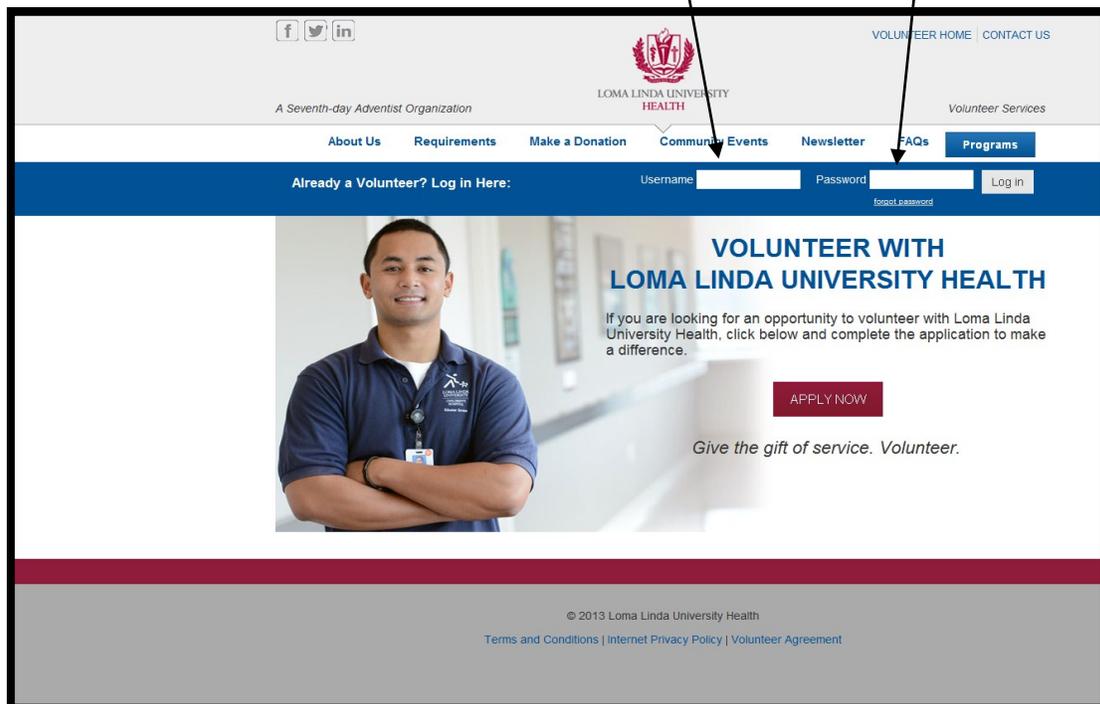
Greetings!

Thank you for taking the time to complete your BLUE Book compliance!

**Please follow these detailed instructions carefully!** If you need assistance, please **do not** reset your password or call the Help Desk. Instead, call Volunteer Services at 909-558-8022. We are here to help!

**Step 1:** Visit our website at [www.lomalindavolunteers.org](http://www.lomalindavolunteers.org)

**Step 2:** Log in to your dashboard using the **user name** and **password** you created when you submitted your profile.



**Step 3:** From your volunteer dashboard, click on “Complete BLUE Book Training”.

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**Step 4:** Log in to the OWL Portal using the **email address** and password that you use for your volunteer profile.

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NOTE: This requires your full **email address** - not your username . If you forgot which email address you used in your profile, you can click Edit Profile on your volunteer dashboard to view your email address.

**DO NOT click on** *Change Password, Join myLLU, or Forgot Password.*

If you have trouble logging in, please call Volunteer Services at 909-558-8022

**Step 5:** This is the main screen for the OWL Portal. Select “Self Register”

Organization Wide Learning (OWL) Portal

MyLLU | VIP | CE Portal | Online Classroom (Moodle) | People Portal | Atomic Learning

Home  
SELF SERVICE  
Self Register  
My Requirements  
My History

**Welcome**

Welcome to the Loma Linda University Health **Organization Wide Learning Portal (OWL)**. The information in this portal is only available to Employees, Faculty, Physicians, Staff and Students. This portal will assist you in reviewing and completing your assigned education. Use the controls on the left to navigate through this site. **My Requirements** will allow you to view and register for your required education. To see all course listings, please use the registration option (s).

In addition, the **Continuing Education Portal** (CE Portal) extends the educational opportunities to the World Wide Web. You will need to use this portal to register for all courses that incorporate a registration fee.

For assistance, please contact Staff Development (909) 558-3500 or email [staffdevelopment@llu.edu](mailto:staffdevelopment@llu.edu)

**Temporary/Contract Staff:**

[Non-Employee Access Form](#) - Click this link to request registration of non-employees for trainings such as LLEAP, etc.

[OWL New Number Request Form](#) - use this link to open the request form.

**OWL Tutorials**

[Individual User Tutorial](#)  
[Managed Cost Center User Tutorial](#)

**Frequently Asked Questions**

[FAQs](#) - click here to view frequently asked questions related to OWL, CE Online (Moodle), and the CE Portal.

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**Step 6:** Type the words “BLUE Book” into the Keyword field.

You do not need to enter a date range.

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Home  
SELF SERVICE  
Self Register  
My Requirements  
My History  
COURSES  
Register Population  
Update Results  
Course Roster  
Course History  
REQUIREMENTS  
Assign Requirements  
Delete Requirements  
RPT:List Requirements  
RPT:Missing Requirements  
RPT:Requirement Completion  
RPT:Compliance/HIPAA  
STAFF INFO  
Staff List  
License & Certification

**Self Register**

Use the query below to search for courses to register yourself for.

Keyword:

Range for Course Begin Date:  to

*Enter date as mm/dd/yyyy e.g. 06/14/2011*

NOTE: This query searches based on the start date of the course, not the ending date. Therefore a class that is scheduled for 1/1/2010 - 3/1/2010 will NOT show up with a query that asks for course beginning 2/1/2010 - 4/1/2010.

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**Step 7:** Click on the box next to the words “BLUE Book”, then click “Register”.

**Do not** select MUR:BLUE Book.

Organization Wide Learning (OWL) Portal

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### Self Register

Select the course below for which you wish to register.

Register

#### Select Course

[Course List](#)

The following courses are free to employees, and can be registered from this portal.

Course	
<input type="checkbox"/>	BLUE Book 2014 (M:INSV4) S000019366 DATE: 12/31/2014 TIME: 00:00 LOCATION: Online Classroom (Moodle) <a href="#">Details</a>
<input type="checkbox"/>	<del>MUR: BLUE Book 2014 (M:INSV1804) S000018626 DATE: 12/31/2014 TIME: 00:00 LOCATION: Online classroom (Moodle) <a href="#">Details</a></del>

Register

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**Step 8:** Click on the link.

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### Registration Confirmation

Course	Date	Results
BLUE Book 2014	12/31/2014	Registration Confirmed

You have been enrolled in one of our online courses, BLUE Book 2014.

Please go to <http://ceonline.llu.edu/moodlece/course/view.php?id=2701> to take the course. You will be asked to login.

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**Step 9:** Log in again, using the **email address** and **password** that you use for your volunteer profile.

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CE Online ▶ Login to the site

### Returning to this web site?

Login here using your email and password  
(Cookies must be enabled in your browser)

Email

Password

### Is this your first time here?

Attention:  
Your log in username is now your full email address:  
i.e. jsmith@llu.edu

Welcome to Continuing Education Online!  
If you have any trouble logging in, please contact the Loma Linda University helpdesk.

Email: lluhelpdesk@llu.edu  
Phone: (909) 558-8053  
Extension: 48611

**Step 10:** Select “Volunteers Only”

Navigation

- Home
  - My home
  - Site pages
  - My profile
- Current course
  - BLUE Book 2014
    - Participants
    - Badges
    - General
    - Clinical Departments
    - Clinical Support Departments
    - Non-Clinical Departments
    - Volunteers
  - My courses
- Administration
  - Course administration
    - Grades
  - My profile settings

## B.L.U.E. Book

2014

Select the **ONE** lesson below which relates closest to your job.

### Clinical Departments

- Clinical Departments

For everyone working with patients. i.e. advance practice professionals, nurses, respiratory care practitioners, radiologic technologists, physical therapists, speech pathologists, social services, case managers, clinical dietitian, etc. LLU Faculty who oversee students in clinical settings such as School of Dentistry, School of Nursing, School of Allied Health, School of Pharmacy, etc.

### Clinical Support Departments

- Clinical Support Departments

For staff supporting the functions of patient care departments such as nutritional support, dispatch, engineering services, security, etc.

### Non-Clinical Departments

- Non-Clinical Departments

For all other departments such as administration, administrative assistants, environmental services, landscape, campus engineering, risk management, HRM, HRIS, payroll, PBO, LLU, Volunteers, etc.

### Volunteers

- Volunteers ONLY

## Step 11: Begin the course!

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CE Online ▶ S000013865 ▶ Lessons ▶ Non-Clinical

### Non-Clinical

#### Instructions

- Read through the content of each page, then advance to the next page.
- Click on the links to additional information, such as policies, videos, which are embedded throughout the BLUE Book.
- This icon  at the end of the module can be used to obtain the full text of each module.
- Throughout the course you will experience randomized test questions. You will need to pass the course with a score of 80% or higher. If you do not achieve 80% or higher please start a new attempt.
- If you need to leave the BLUE Book before completing it, a bookmark will be placed so that the next time you log in, you will advance to the page where you left off.
- At the end of the BLUE Book, open the link to the Pesticide Safety Training Record and complete, print, sign, give to your supervisor to sign and forward the original document to EH&S.
- Upon completion your score will be automatically recorded in your history in OWL.

Continue

- At the end of the BLUE Book, open the link to the **Pesticide Safety Training Record**.
- Log in to “**Liquid Office**” using your username and password.
- Complete the form - you do not need to enter a supervisor name or password.

Book 2014 ▶ Volunteers ▶ Volunteers ONLY

### Volunteers ONLY

You have earned 21 point(s) out of 24 point(s) thus far.

#### Pesticide Form and Continue

Click on the link below to complete your pesticide form & then select the Continue button at the bottom of the screen to continue BLUE Book.

- Login to the Pesticide Form using your Login/Password identical to your initial computer login or websense credentials.
- Complete the form
- Select the “Submit/Go” button
- Close the window and continue BLUE Book

[Pesticide Form](#)

**\*\* Remember to select the Continue button at the bottom of this screen**

Continue

## Notes:

- You can stop the course at any time and come back later to finish it. The steps to log in a second time will be slightly different - see next section.
- A passing score is 80% or better. You may take the course as many times as you need to pass. The steps to log in a second time are slightly different - see next section.

# Steps to Log in a Second Time - to Resume the Course

Follow **Steps 1 – 4** outlined above to get to the main screen in the OWL Portal .

Select “My History”.

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Check the box labeled “Enrolled”. Then click “Get Report”.

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Home  
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My History

**My Course History**

Include Status:	Include Date Range:	Output Options
<input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Completed: Passed <input type="checkbox"/> Completed: Not Passed <input type="checkbox"/> No Show <input type="checkbox"/> Cancelled	08/29/2012 x mm/dd/yyyy to 08/29/2015 Leave blank for all future dates	<input checked="" type="radio"/> HTML <input type="radio"/> Print <input type="radio"/> Word

Get Report

Then click on BLUE Book “Take this course”

Records: 4-Enrolled 4-Total

Title	Date	Status	Update All
Compliance Corp (Basic) (M:COMP793)(S000014819) <a href="#">Take this course</a>	Apr 1, 2013-Dec 31, 2013	Enrolled	<input type="checkbox"/> Cancel
Information Security & Confidentiality 2013 (M:COMP101)(S000014232) <a href="#">Take this course</a>	Jan 1, 2013-Dec 31, 2013	Enrolled	<input type="checkbox"/> Cancel
BLUE Book 2013 (M:INSV4)(S000013885) <a href="#">Take this course</a>	Dec 31, 2013	Enrolled	<input type="checkbox"/> Cancel
10" Confidential Information at Your Fingertips and One Step Away from a Breach (M:INSV1361)(S000010198)	Dec 31, 2012	Enrolled	

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Log in again, using the **email address** and password that you use for your volunteer profile.

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[CE Online](#) ▶ Login to the site

**Returning to this web site?**

Login here using your email and password  
(Cookies must be enabled in your browser) ⓘ

Email

Password

**Is this your first time here?**

Attention:  
Your log in username is now your full email address:  
i.e. jsmith@llu.edu

Welcome to Continuing Education Online!  
If you have any trouble logging in, please contact the Loma Linda University helpdesk.

Email: lluhelpdesk@llu.edu  
Phone: (909) 558-8053  
Extension: 48611

Select "Volunteers Only"

The screenshot shows the B.L.U.E. Book interface. On the left is a navigation menu with sections for 'Navigation' and 'Administration'. Under 'Navigation', there is a 'Current course' section expanded to show 'BLUE Book 2014' with sub-items: 'Participants', 'Badges', 'General', 'Clinical Departments', 'Clinical Support Departments', 'Non-Clinical Departments', and 'Volunteers'. Under 'Administration', there is a 'Course administration' section with 'Grades' and 'My profile settings'. The main content area features a blue header with 'B.L.U.E. Book' and a 2014 section with a red instruction: 'Select the ONE lesson below which relates closest to your job.' Below this are three department categories: 'Clinical Departments', 'Clinical Support Departments', and 'Non-Clinical Departments', each with a description and a link icon. At the bottom, the 'Volunteers' category is highlighted with a downward-pointing arrow and a link icon labeled 'Volunteers ONLY'.

Resume the course!

The screenshot shows the Loma Linda University CE Online interface. The top left features the university logo and name. Below it is a breadcrumb trail: 'CE Online > S000013865 > Lessons > Non-Clinical'. The main heading is 'Non-Clinical'. Below this is a white box titled 'Instructions' containing a list of instructions: 'Read through the content of each page, then advance to the next page.', 'Click on the links to additional information, such as policies, videos, which are embedded throughout the BLUE Book.', 'This icon  at the end of the module can be used to obtain the full text of each module.', 'Throughout the course you will experience randomized test questions. You will need to pass the course with a score of 80% or higher. If you do not achieve 80% or higher please start a new attempt.', 'If you need to leave the BLUE Book before completing it, a bookmark will be placed so that the next time you log in, you will advance to the page where you left off.', 'At the end of the BLUE Book, open the link to the Pesticide Safety Training Record and complete, print, sign, give to your supervisor to sign and forward the original document to EH&S.', 'Upon completion your score will be automatically recorded in your history in OWL.' At the bottom right of the instructions box is a 'Continue' button.