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

Step 2: Log in to your dashboard using the **user name** and **password** you created when you submitted your profile.
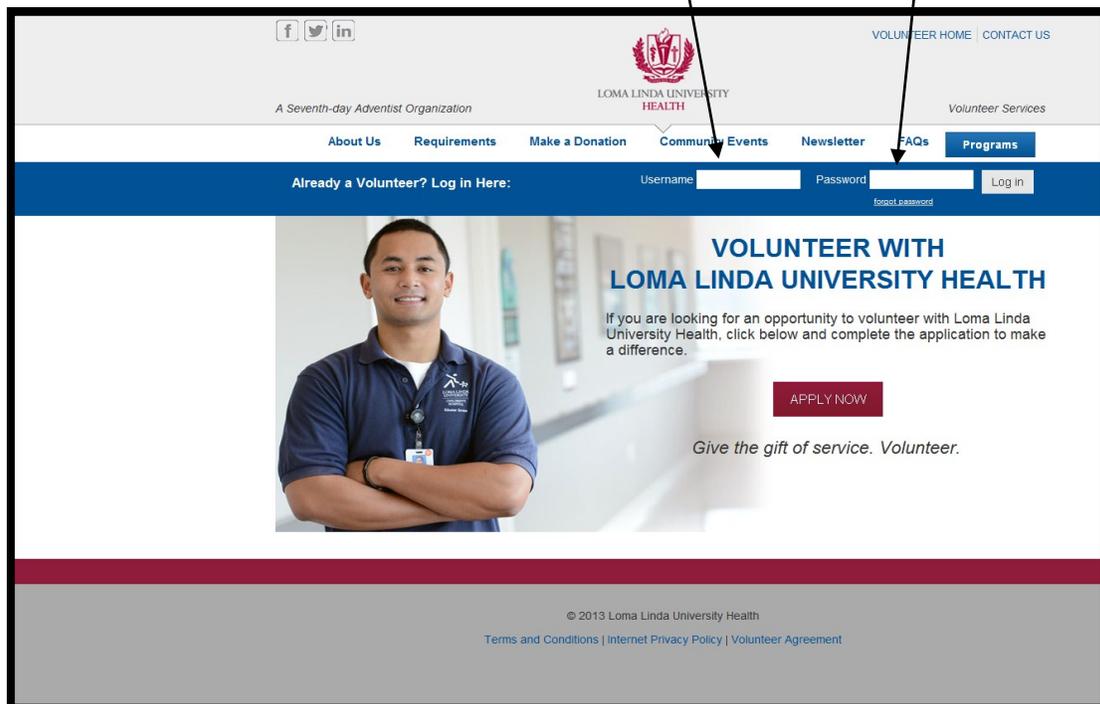
Step 3: From your volunteer dashboard, click on "Complete BLUE Book Training".

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

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"

Step 6: Type the words "BLUE Book" into the Keyword field.

You do not need to enter a date range.

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

Do not select MUR:BLUE Book.

Step 8: Click on the link.

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

Step 10: Select "Volunteers Only"

Step 11: Begin the course!

- 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.

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 make 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".

Check the box labeled "Enrolled". Then click "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) Take this course	Apr 1, 2013-Dec 31, 2013	Enrolled	☐ Cancel
Information Security & Confidentiality 2013 (M:COMP101)(S000014232) Take this course	Jan 1, 2013-Dec 31, 2013	Enrolled	☐ Cancel
BLUE Book 2013 (M:INSV4)(S000013865) Take this course	Dec 31, 2013	Enrolled	☐ Cancel
10" Confidential Information at Your Fingertips and One Step Away from a Breach (M:INSV1361)(S000010198)	Dec 31, 2012	Enrolled	

Update All

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 [   ] [Login]

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"

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 dietician, 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, adminstrative assistants, enviromental services, landscape, campus engineering, risk management, HRM, HRIS, payroll, PBO, LLU, Volunteers, etc.

Volunteers

Volunteers ONLY

Resume the course!

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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 **GO! Click Here** 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