

## How to Access MNsure Learning Center 2018

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### Contents

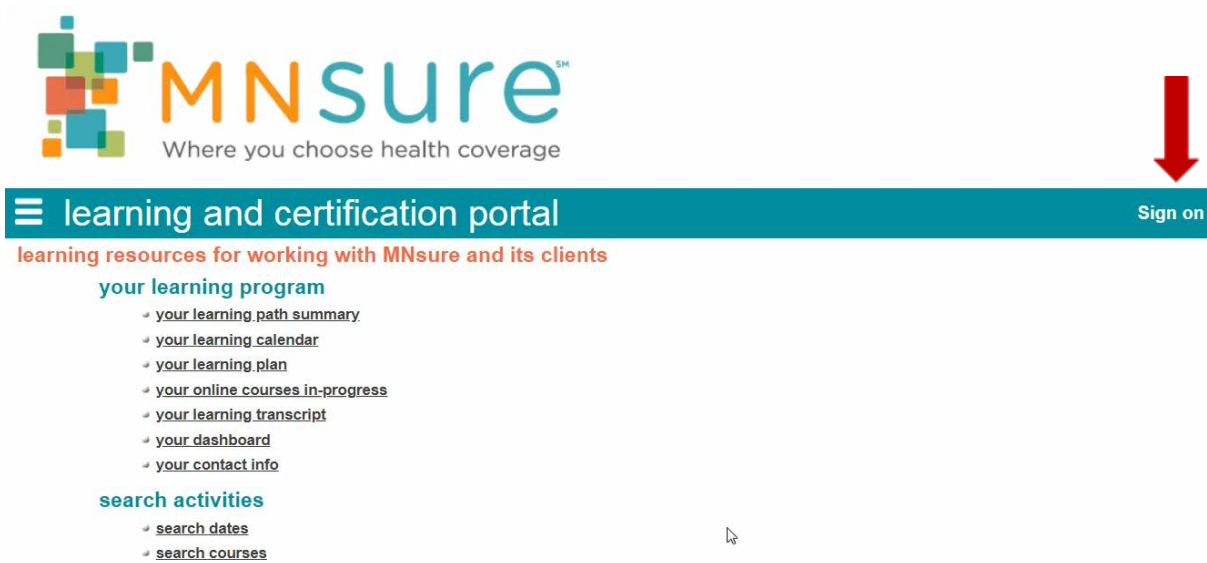
Accessing your learning: .....	2
Prerequisites .....	4
Launching a course .....	5
Important information about viewing courses .....	6
Assessments .....	7
Printing your transcript: .....	8

## Accessing your Learning:

1) Click on the link below to access the **MNsure Learning Center**.

<http://pathlore.dhs.mn.gov/stc/mnsure>

2) Click on the **Sign On** link in the upper right-hand corner of the page.



**MNsure**  
Where you choose health coverage

learning and certification portal **Sign on**

learning resources for working with MNsure and its clients

**your learning program**

- your learning path summary
- your learning calendar
- your learning plan
- your online courses in-progress
- your learning transcript
- your dashboard
- your contact info

**search activities**

- search dates
- search courses

3) Enter your **Unique Key**, and Click **OK**.

If you do not have your Unique Key, email the Broker Line or Assister Resource Center for assistance.



**Please sign on:**

Unique Key:

**OK** **Sign Off**

4) Confirm that your name is in the upper right-hand corner. Click on the **Your Learning Path Summary** under the your learning program menu.



**learning and certification portal** BROKER TEST ▾

learning resources for working with MNsure and its clients

**your learning program**

- [your learning path summary](#) ←
- [your learning calendar](#)
- [your learning plan](#)
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- [your dashboard](#)
- [your contact info](#)

**search activities**

- [search dates](#)
- [search courses](#)

5) Your courses have already been assigned to you and are listed by Learning Path. A Learning Path is a series of courses. The number and names of the Learning Paths assigned are based on your role with MNsure. They will vary depending on your role. The screen shots in this guide are examples, your screen may look different. Click the plus (+) icon to the left of a Learning Path to view all the courses in that path.

**your learning path summary** BROKER2 TEST ▾

Expand a learning path to see its details [Expand All](#) | [Collapse All](#)

Show learning paths with these statuses:  complete / all current  in progress  not started or expired

Show descriptions  Show Course Equivalents

<u>learning path</u>	<u>required</u>	<u>enrollment status</u> ▲	<u>due date</u>
<input type="checkbox"/> <a href="#">2017 MNsure Assistors Data Security, Accessibility, Compliance and Ethics</a> The courses and associated assessment in this curriculum are MANDATORY for ALL MNsure Assistors	Yes	not started or expired	
<input checked="" type="checkbox"/> <a href="#">2018-19 MNsure Assistors Data Privacy and Security, Accessibility, Compliance and Ethics</a> This course is required for all MNsure assistors on an annual basis.	Yes	not started or expired	
<ul style="list-style-type: none"> <li>▸ <a href="#">MNS19ADA</a> 2018-19 MNS ASSISTER DATA SECURITY AND PRIVACY</li> <li>▸ <a href="#">MNS19AAC</a> 2018-19 MNS ASSISTER ACCESSIBILITY, COMPLIANCE AND ETHICS</li> <li>▸ <a href="#">MNS19ADAA</a> 2018-19 MNS ASSISTER COMPLIANCE ASSESSMENT</li> </ul>	Yes		
<input type="checkbox"/> <a href="#">MNsure Core Curriculum for Assistors (Required for New Assistors Only)</a>	Yes	not started or expired	
<input type="checkbox"/> <a href="#">MNsure Role-based Main Training Assistors-(Required for New Assistors Only)</a>	Yes	not started or expired	
<input type="checkbox"/> <a href="#">MNsure Role-based Special Topics Training Assistors-(Only Required for New Navigators and CACs, Optional for Brokers)</a>	Yes	not started or expired	

6) Complete your courses in the order they are listed. Begin by clicking on the Course Code for the first course. After clicking on a Course Code, you will see the course tabs.

Here is more information about this course:

[★ Add to favorites](#)

Status in course: None

Cannot enroll: prerequisites not satisfied. Click the Prerequisites tab to review.

course details | course activities | **Prerequisites** ←

**Activity information**

Course Code: MNS19AAC

Course Description: 2018-19 MNS ASSISTER ACCESSIBILITY, COMPLIANCE AND ETHICS

## Prerequisites

7) If you see the Prerequisites tab, click the tab to see other courses that must be completed before you can start this course. The Prerequisites tab will show if the prerequisites have been met. If any have not been met, they will be listed.

An example where all prerequisites have been met:

Here is more information about this course:

[★ Add to favorites](#)

Status in course: Finished

[Restart course activities](#)

Warning: If you have a pop-up blocker, it may prevent online content from launching.

course details | course activities | **Prerequisites**

The following prerequisites have been met:

Prerequisite	Satisfied By
<a href="#">MNS19RB02</a> WHEN AND WHO SHOULD APPLY AND ENROLL WITH MNSURE	<a href="#">MNS19RB02</a> WHEN AND WHO SHOULD APPLY AND ENROLL WITH MNSURE 07/01/2018

An example of a course where prerequisites have not been met:

Here is more information about this course:

[★ Add to favorites](#)

Status in course: None

Cannot enroll: prerequisites not satisfied. Click the Prerequisites tab to review.

course details | course activities | **Prerequisites**

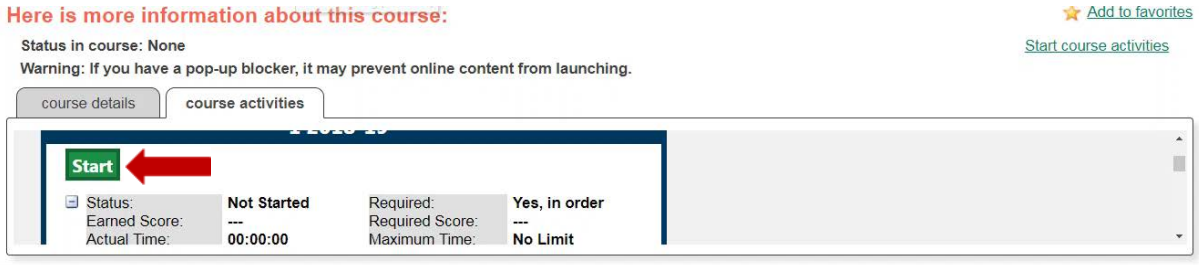
**Not Met 100%**

The following prerequisites have not been met:

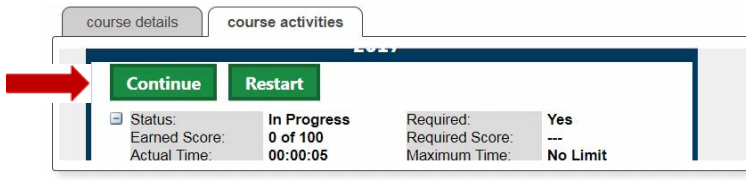
Prerequisite	Equivalent Prerequisite
<a href="#">MNS19ADA</a> 2018-19 MNS ASSISTER DATA SECURITY AND PRIVACY	

# Launching a course

8) If there is no Prerequisites tab or you have completed all prerequisites, click the Course Activities tab. There may be multiple parts or lessons for each course. Select the Start button to launch the lesson in a new browser window. Do not close the window that the lesson launches from.



**Important note:** If you need to take a break while in the middle of a lesson, close the lesson completely. You can resume the lesson by clicking the Continue button. If you do not close the lesson properly, the Learning Center will time out and **not record** your progress. The lesson will not show as complete. If the status shows "In Progress" you have not completed the lesson. If this happens, you will need to clear your cache, cookies and browsing history, and will have to complete the lesson again. Restart and make sure you have selected every slide and link. Courses are built this way to meet regulatory requirements.



9) When you finish a lesson you will return to the Learning Center. Do not close the window that launched the lesson. Go back to the course activities tab. Here you can confirm that you successfully met the course requirements.

You will receive credit for the lesson/course if your status shows Mastered or Completed.



## Important information about viewing courses

- The lesson/course may have timed slides. If it does, the NEXT button may not appear on the slide until the required time has passed. Slide times vary depending upon content. This is to meet regulatory requirements.
- In order to complete a lesson/course you must view every slide.
- Lessons/courses have links to more information. It is necessary to go to links for more information and current information. Be sure to select all relevant links.
- Some lessons/courses have audio and closed captioning. It is suggested that you use headphones and listen to the audio. Closed captioning will open automatically when a course launches. To turn off or turn on closed captioning click the “cc” in the lower left of the screen. Closed captioning may contain some information that is not on the slide, so we recommend you leave it on even if you are not using the audio.
- “Check your understanding slides” are there to help you learn. Correct answers are not necessary to proceed on these slides.

## Assessments

Some Learning Paths have built in required assessments. If an assessment is included in the Learning Path, it is required after all the courses are completed.

If the Learning Path includes an assessment, your Earned Score must be at least the Required Score. If your Earned Score is less than the Required Score, you will not be credited for completing the Learning Path no matter what the Status is. Take the course again until you achieve the Required Score.

For most Learning Paths, if you are unable to master the test after three attempts, you will need to take the courses again.

COMPLETION, ETHICS ASSESSMENT			
Status:	<b>Mastered</b>	Required:	<b>Yes, in order</b>
Earned Score:	<b>32 of 38 (84%)</b>	Required Score:	<b>80%</b>
Actual Time:	<b>00:03:02</b>	Maximum Time:	<b>No Limit</b>
Actual Attempts:	<b>2</b>	Maximum Attempts:	<b>No Limit</b>
Date Started:	<b>07/25/2018</b>	Estimated Time:	<b>---</b>
Date Ended:	<b>07/27/2018</b>		

## Printing Your Transcript:

- 1) Once you have completed all your courses, you can print a copy of your **Transcript** for your records. Click on the **Main Menu** Link

Note: Course completions will be automatically reported to MNsure for certification and CE credit, if applicable. Printing a transcript is for personal records, and not necessary for certification or CE credit.

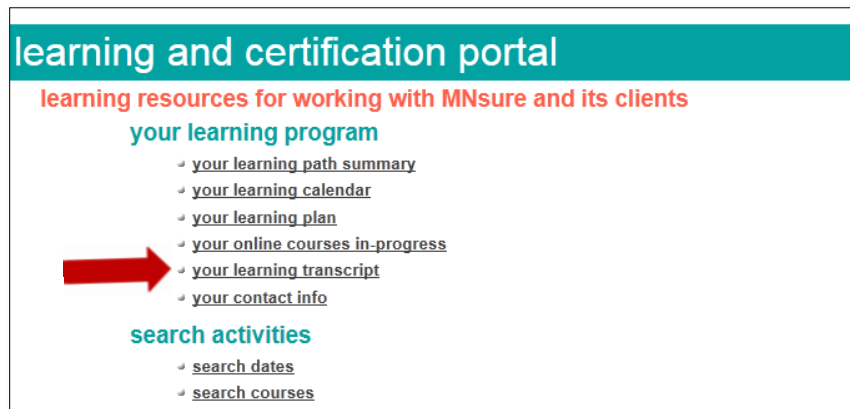
 [Main menu](#)

### your learning path summary

#### Expand a learning path to see its details

Show learning paths with these statuses:  complete / all current  in progress  not started or expired  
 Show descriptions  Show Course Equivalents

- 2) Click on the **Your Learning Transcript** link. Completed courses will show a status of **Finished** or **Mastered**.



The screenshot shows a teal header with the text "learning and certification portal". Below the header is a red sub-header: "learning resources for working with MNsure and its clients". Underneath, there are two main sections: "your learning program" and "search activities". The "your learning program" section contains a list of links: "your learning path summary", "your learning calendar", "your learning plan", "your online courses in-progress", "your learning transcript", and "your contact info". A red arrow points to the "your learning transcript" link. The "search activities" section contains links for "search dates" and "search courses".

- 3) Select **Print** from your browser menu or use the Ctrl and P keys to print your transcript.