LSU Health NEW ORLEANS

Office of Compliance Programs

Compliance and Training System (CATS)

User Guide

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Logging In

1. Click on CATS or type https://lsuhsc.bridgeapp.com into a browser.
    - ***Note:*** *Firefox and Google Chrome are preferred browsers. Safari and Internet Explorer are NOT supported.*

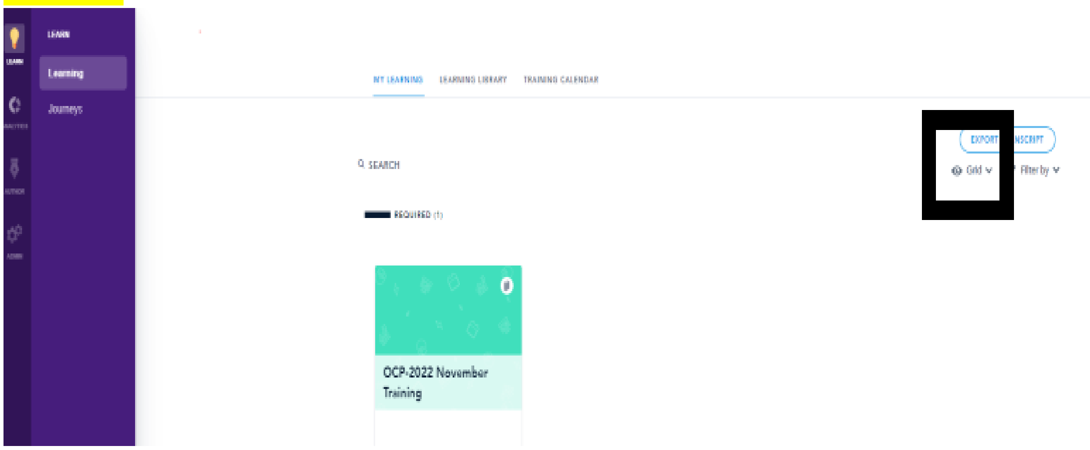
2. Enter in your LSUHSC credentials.

   The platform will open under the "**My Learning**" page. On the "**My Learning**" page, you can view all of your courses, checkpoints, and programs.

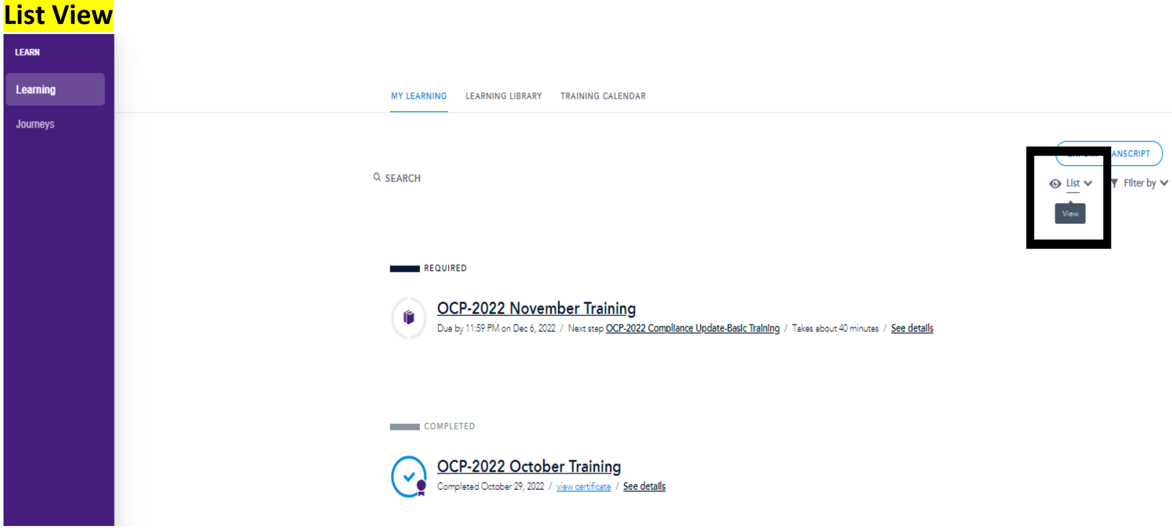
   Note: *A **program** consists of one or more courses and/or checkpoints. A **checkpoint** is a course that requires action by a user, such as uploading documentation.*

3. You can select how you want the courses to appear:

Grid View



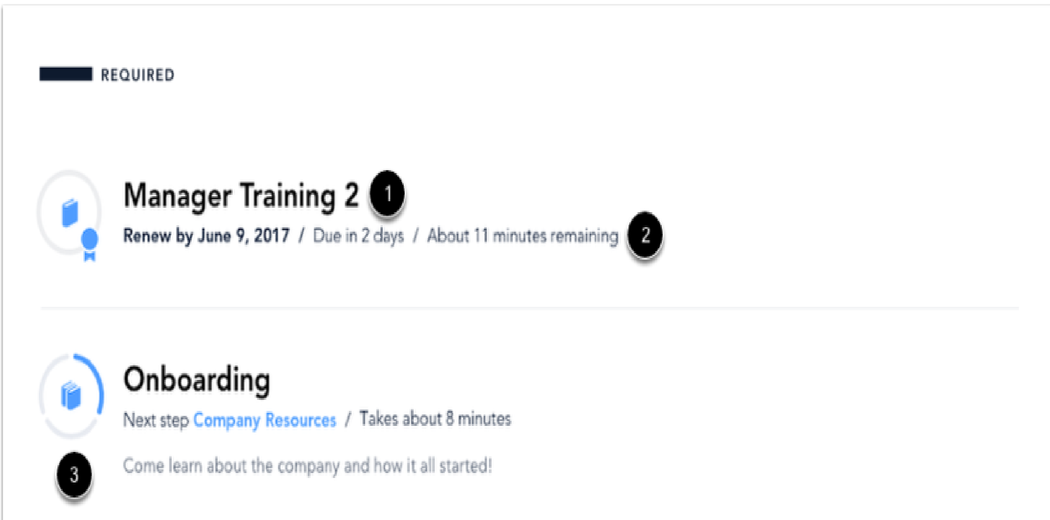
List View



Required Trainings

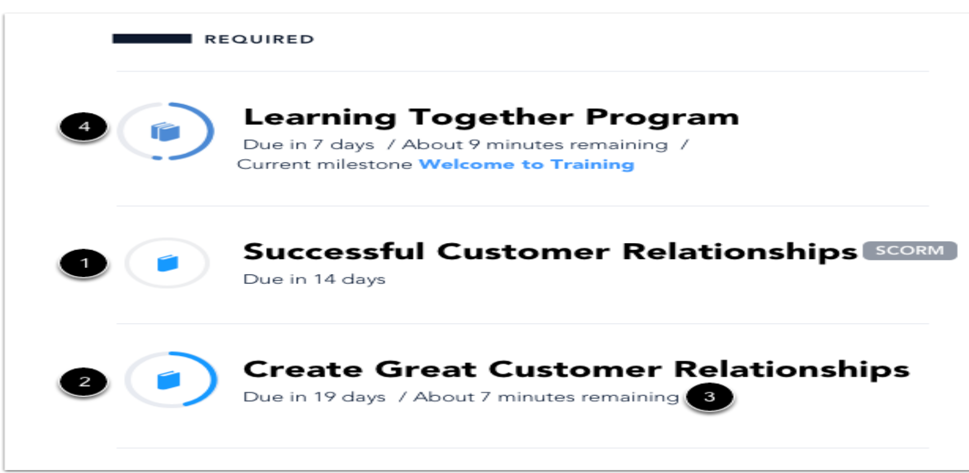
You can view all learning items you are required to complete. You can view the name of each learning item [1], how many days remain to complete the learning item, and the estimated time it takes to complete [2]. If the learning item is part of a program, you can view the name of the program and learning item status [3]. ***Note:*** *A learning item is a course or checkpoint.*

To begin or view a course, click the name of the course. To begin or preview a program, click the name of the program.



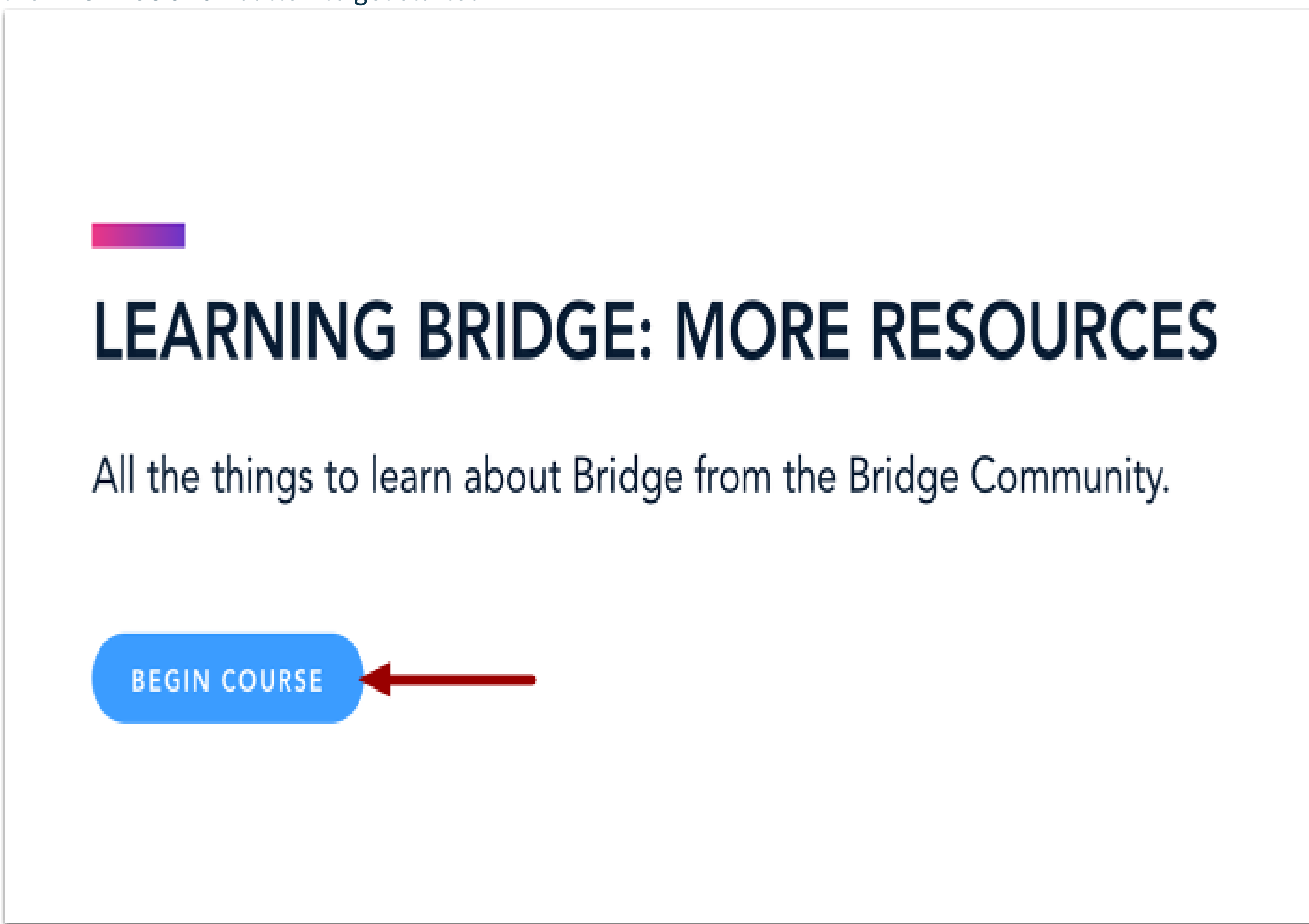
You can also view an overview of the status of your programs. Programs show a multiple-book icon surrounded by a segmented circle [4] to represent the number of courses in the program. Your completed progress is indicated with shading. The estimated time to complete the course is displayed under the course title.

You can view an overview of the status of your courses. Courses with a book icon surrounded by a faint circle represent courses that you can begin at any time [1]. Once you have viewed the course, the course shows the status of how far you progressed in the course. Your completed progress is indicated with shading in the completion circle [2].

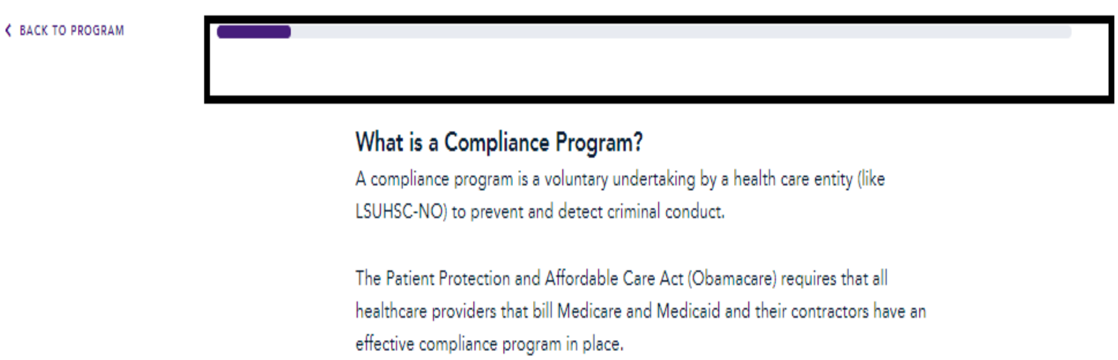


Begin Course

Once you begin a program, you will be prompted to start each course contained therein. Click the **BEGIN COURSE** button to get started.

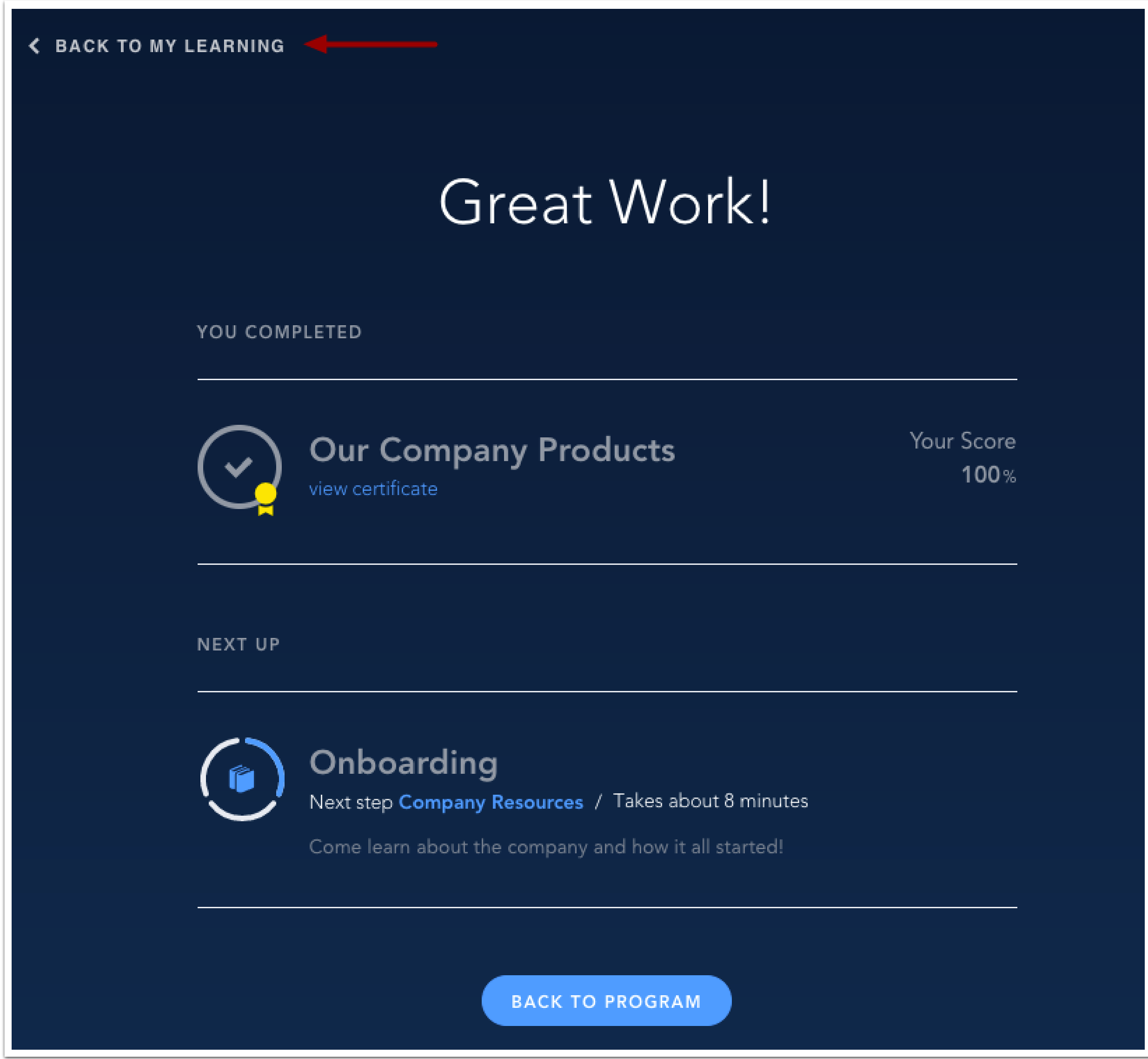


Note: *Once you begin a course, you can exit and return at any time to resume where you left off. The bar at the top of each page will advance as you proceed through the slides to indicate your progress. You can also click on the shaded part of the bar to go back to previous slides.*



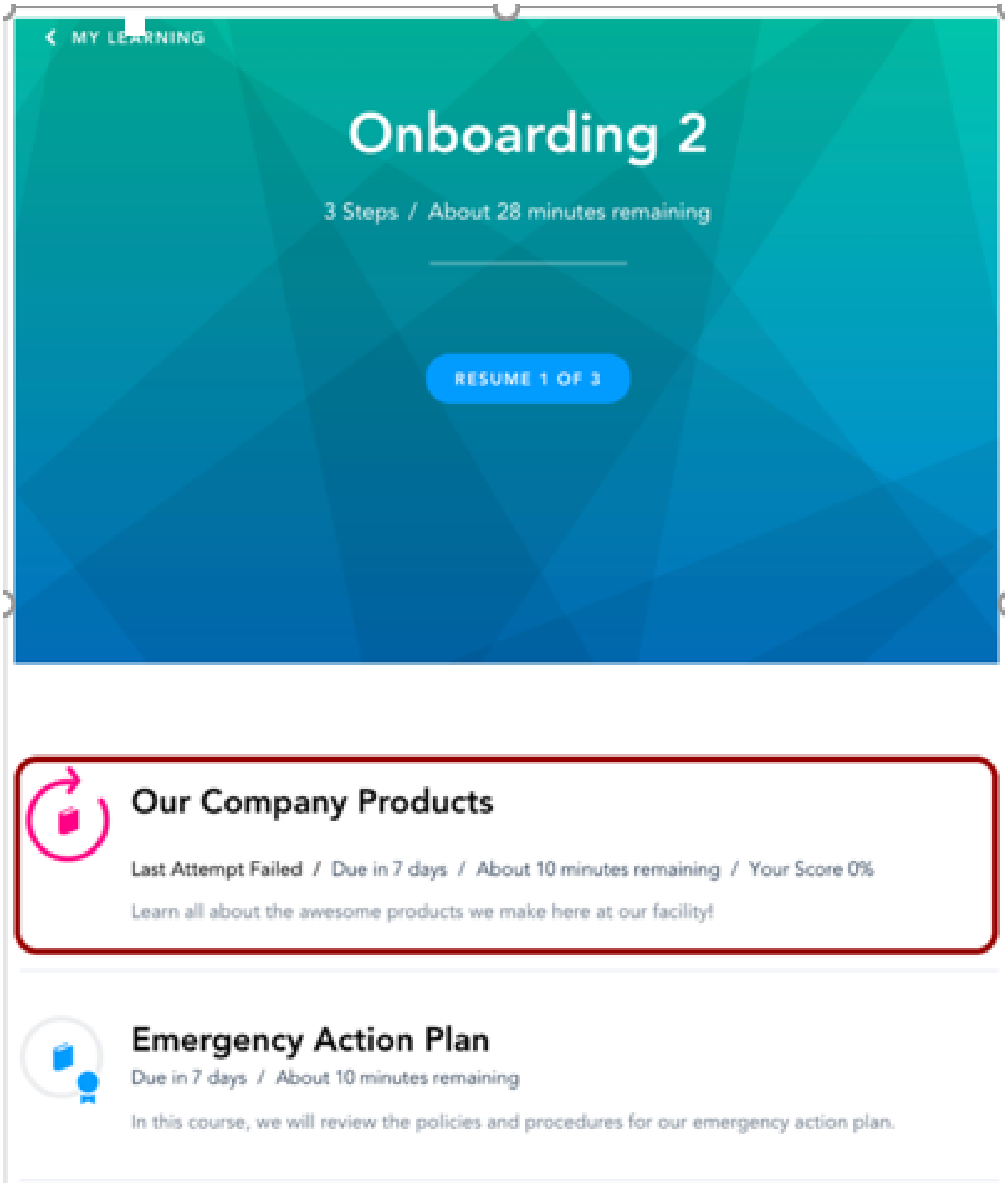
Completion

Once you have completed a course, you will be shown a completion page with a score and the name of the next milestone in the program. To return to the My Learning page, click the **BACK TO MY LEARNING**.



View Failed Course

If you fail a course within a program that has multiple attempts enabled, the course will remain on the Program Preview page until you pass the course.

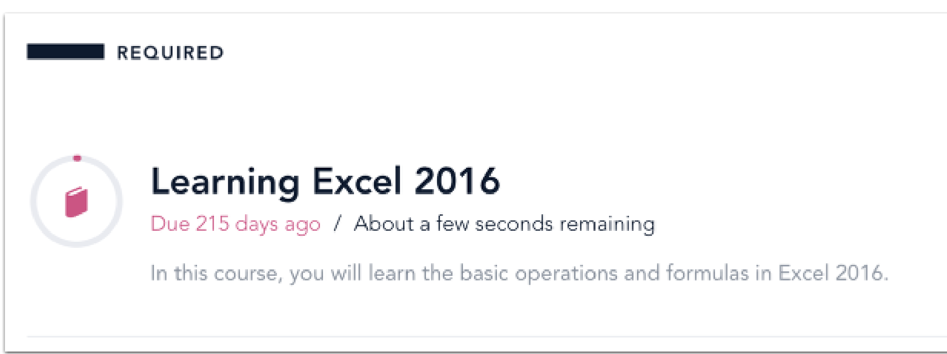


Continue a Program

The Program Preview page will reflect your progression through the steps of the program. To begin the next course or checkpoint in your program, click the **Resume** button.

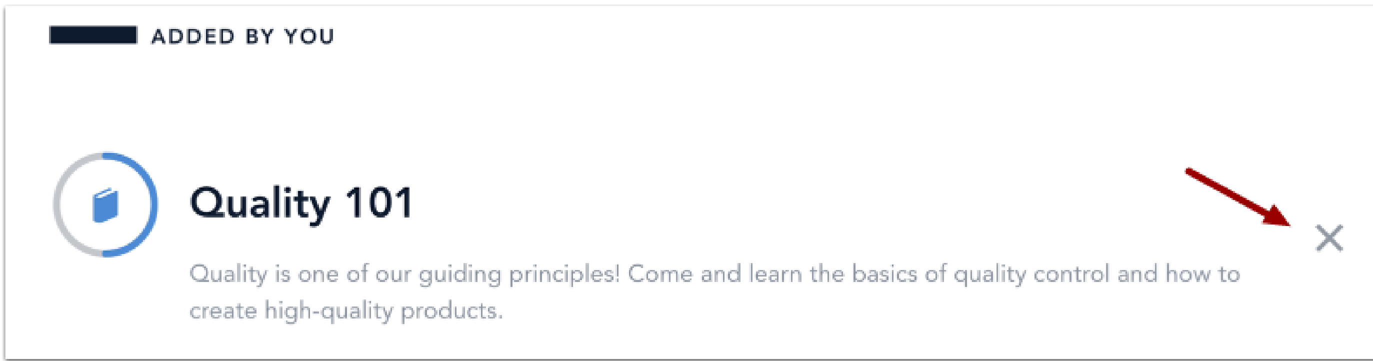
Overdue Learning Items

Courses that were not completed by the due date will have a magenta icon and due date text. Click the name of the course to begin.



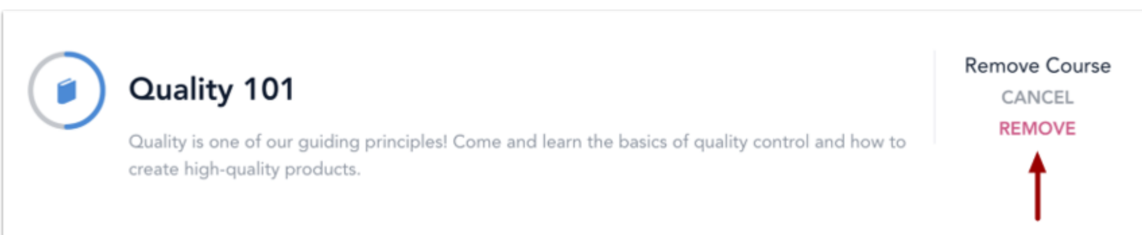
“Added by You” Section

In the ADDED BY YOU section, you can view any courses that were added by you from the learning library. You can self-enroll in courses available in the LEARNING LIBRARY. If you want to remove a course that you added, locate the course, and click the **Delete** icon.



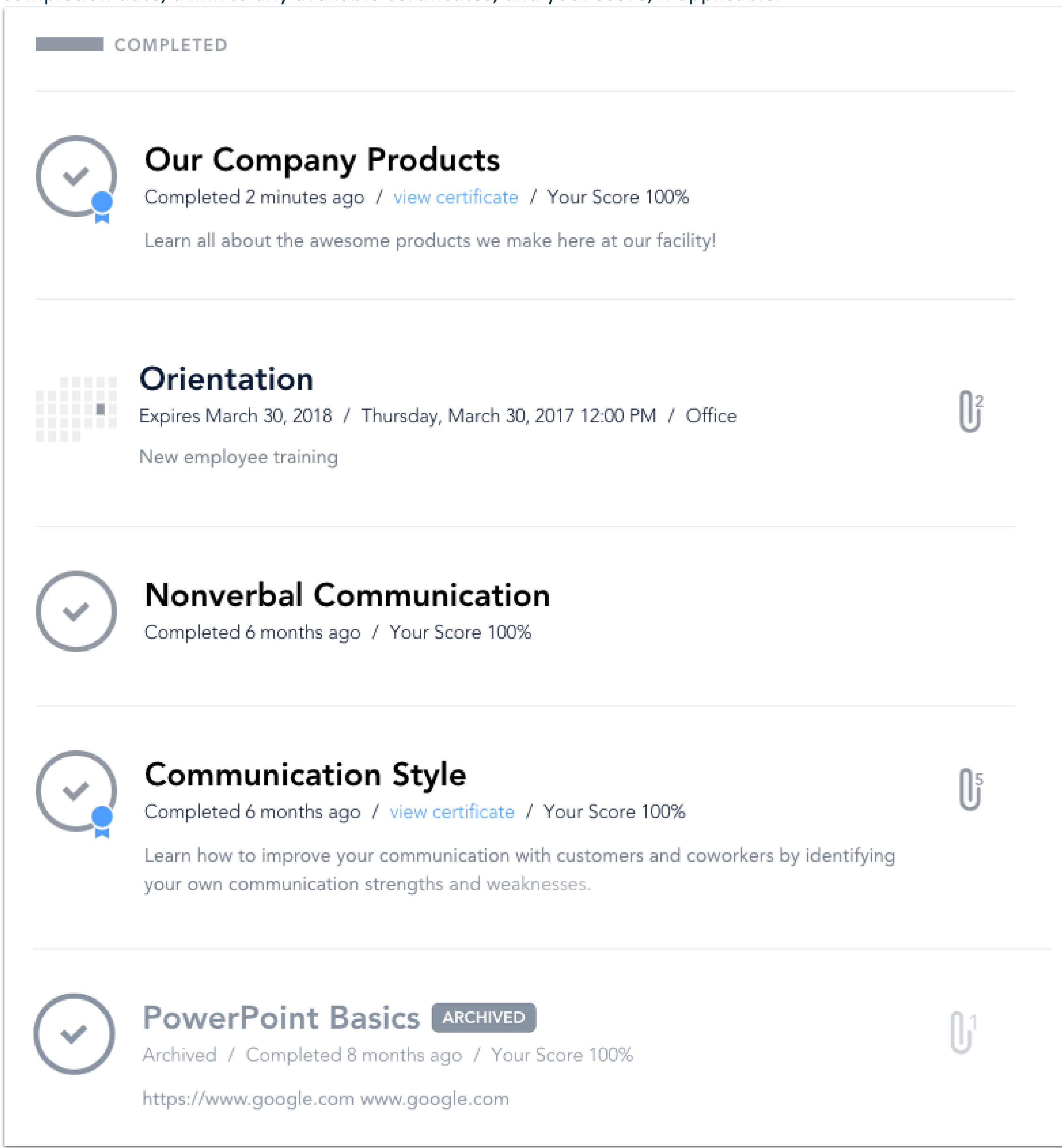
Confirm Remove

To confirm, click the **Remove** link.



View Completed Courses

Once a program has been completed, the program's individual courses, and checkpoints will be added to the COMPLETED section of the My Learning page. ***Note:*** *A score will not be displayed for courses without quiz questions.* Additionally, you can view archived courses. Completed courses will show the completion date, a link to any available certificates, and your score, if applicable.

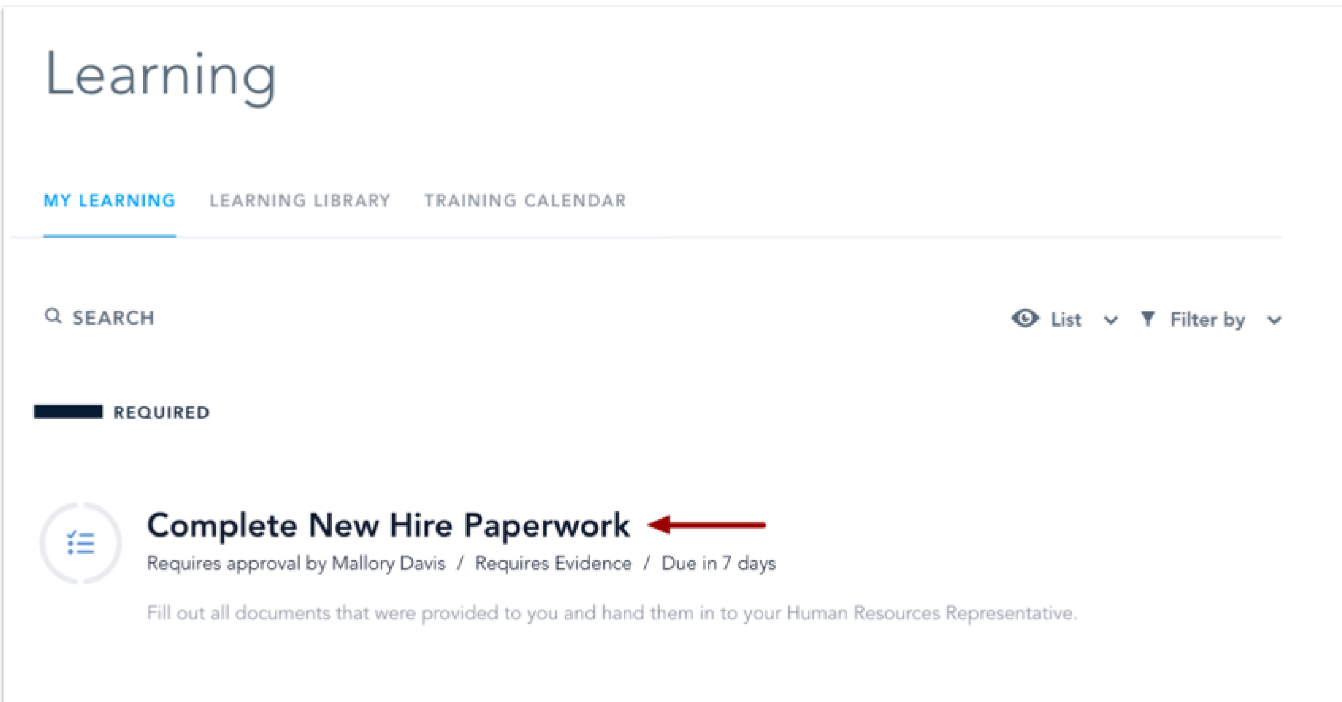


Checkpoint

A checkpoint is used when you are required to upload documentation. Additionally, you may be required to submit the documentation for review and approval.

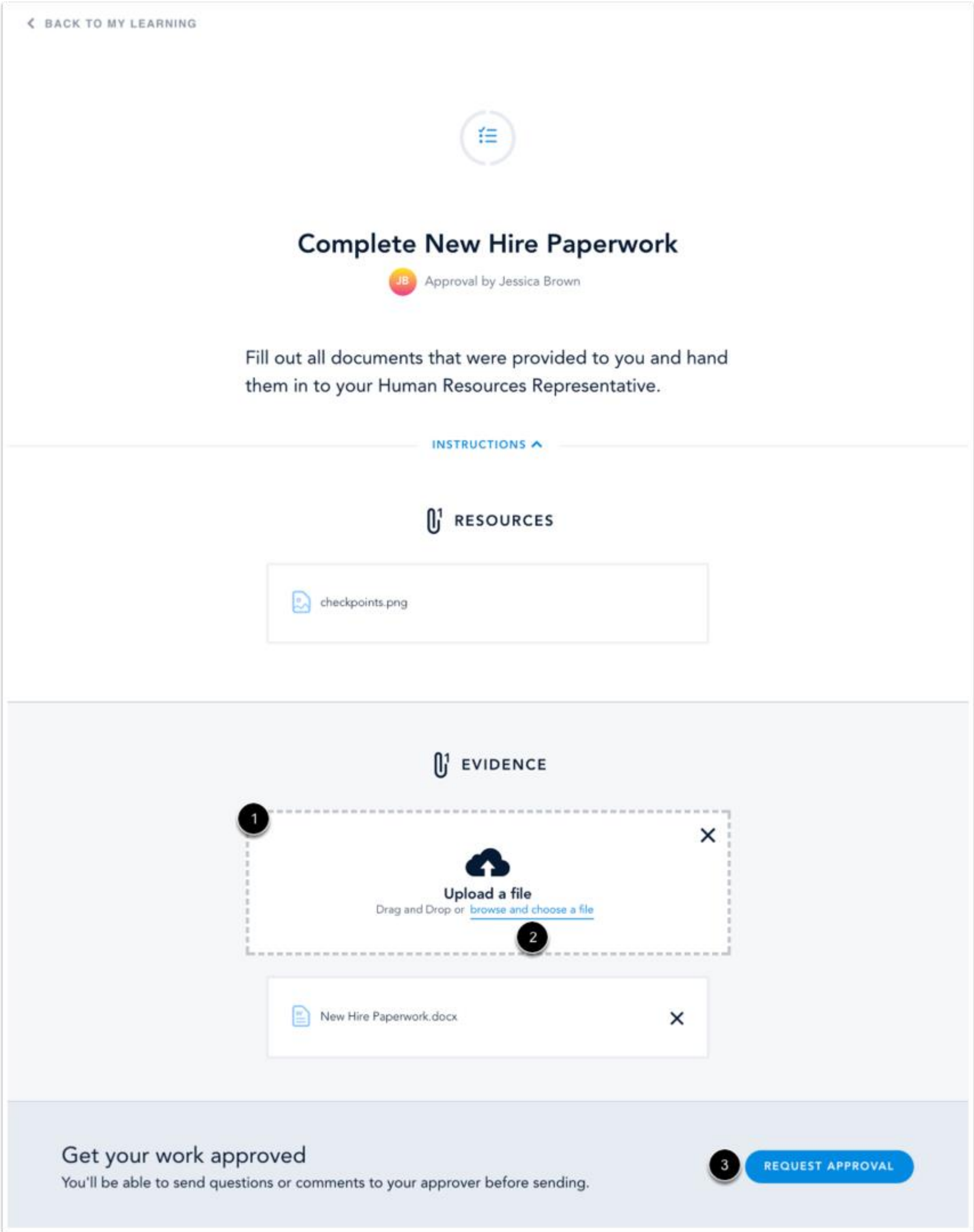
How to Complete a Checkpoint

On the My Learning page, click the title of the checkpoint.



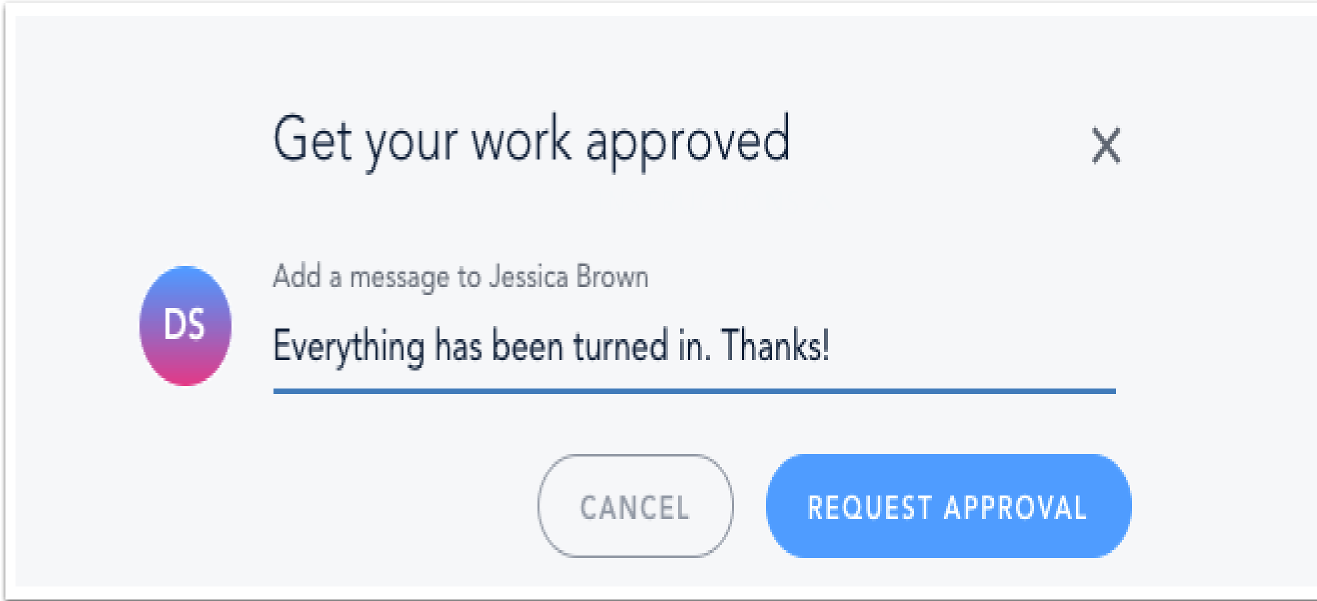
How to Complete a Checkpoint – (Cont.)

Follow the checkpoint instructions. Some checkpoints require approval after the documentation is submitted. To upload documentation, you can either drag and drop a file into the “Evidence” section [1] or upload a file from your device [2]. When you are finished, click the **Request Approval** button [3] or if no approval is required, click submit.



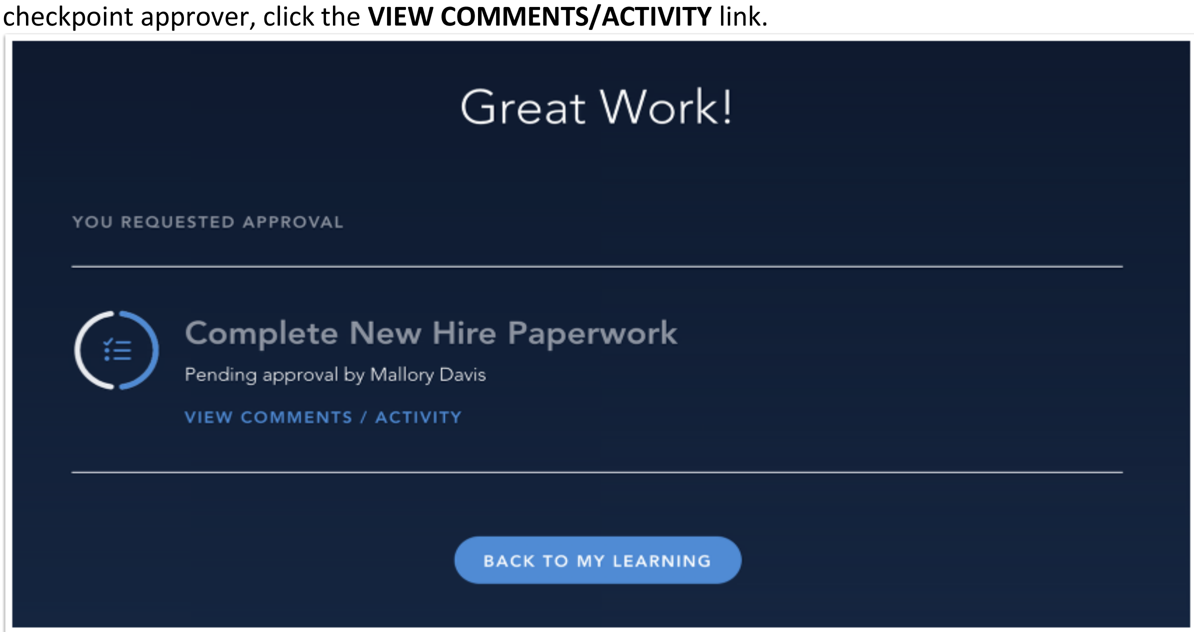
Submit Checkpoint

You have the option to add a message for the approver, then click the **REQUEST APPROVAL** button.



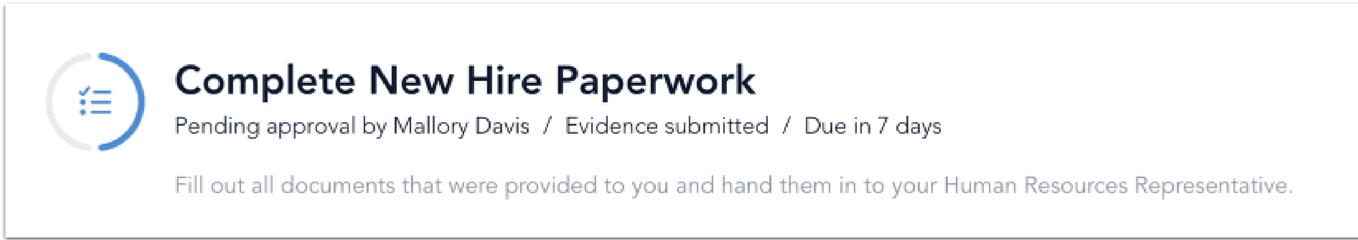
View Checkpoint Status

View the confirmation message. To view checkpoint activity, including comments from you and the checkpoint approver, click the **VIEW COMMENTS/ACTIVITY** link.



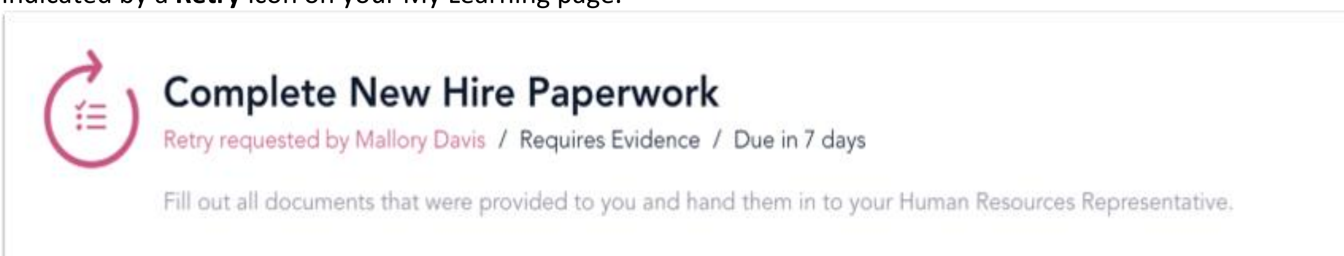
View Pending Approval

Checkpoints that are pending approval will remain in the Required section on your My Learning page.



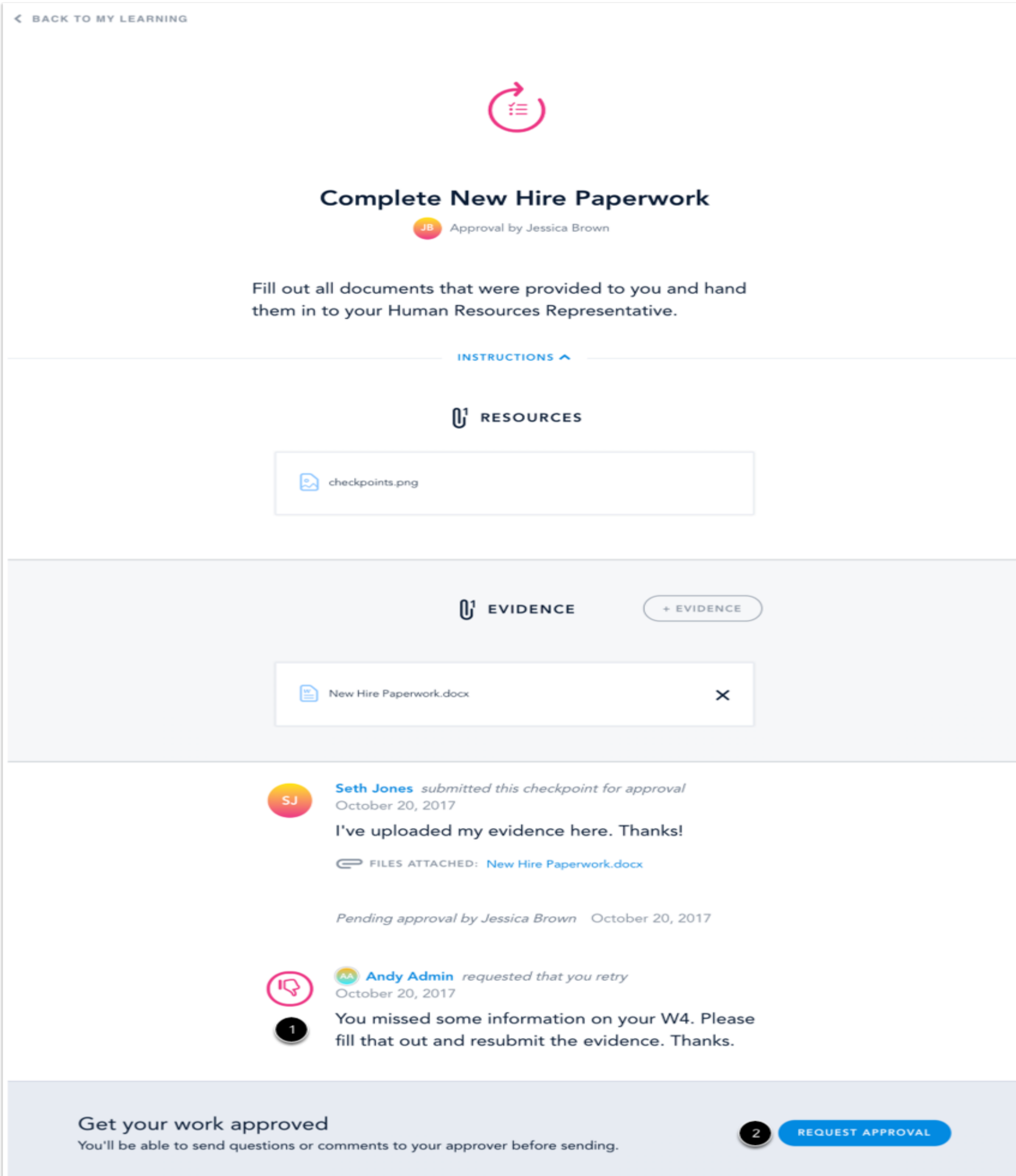
Resubmit for Approval

Approvers may request that you resubmit your documentation. Requests for resubmission will be indicated by a **Retry** icon on your My Learning page.



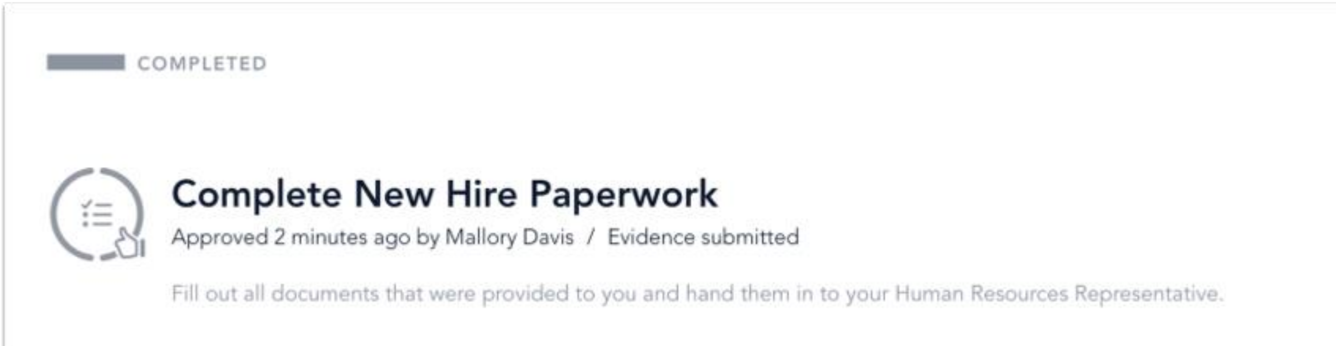
View Approver Comments

You can view comments from the approver for more information about the request for resubmission [1]. To resubmit your checkpoint for approval, click the **REQUEST APPROVAL** button [2].



Approved Checkpoints

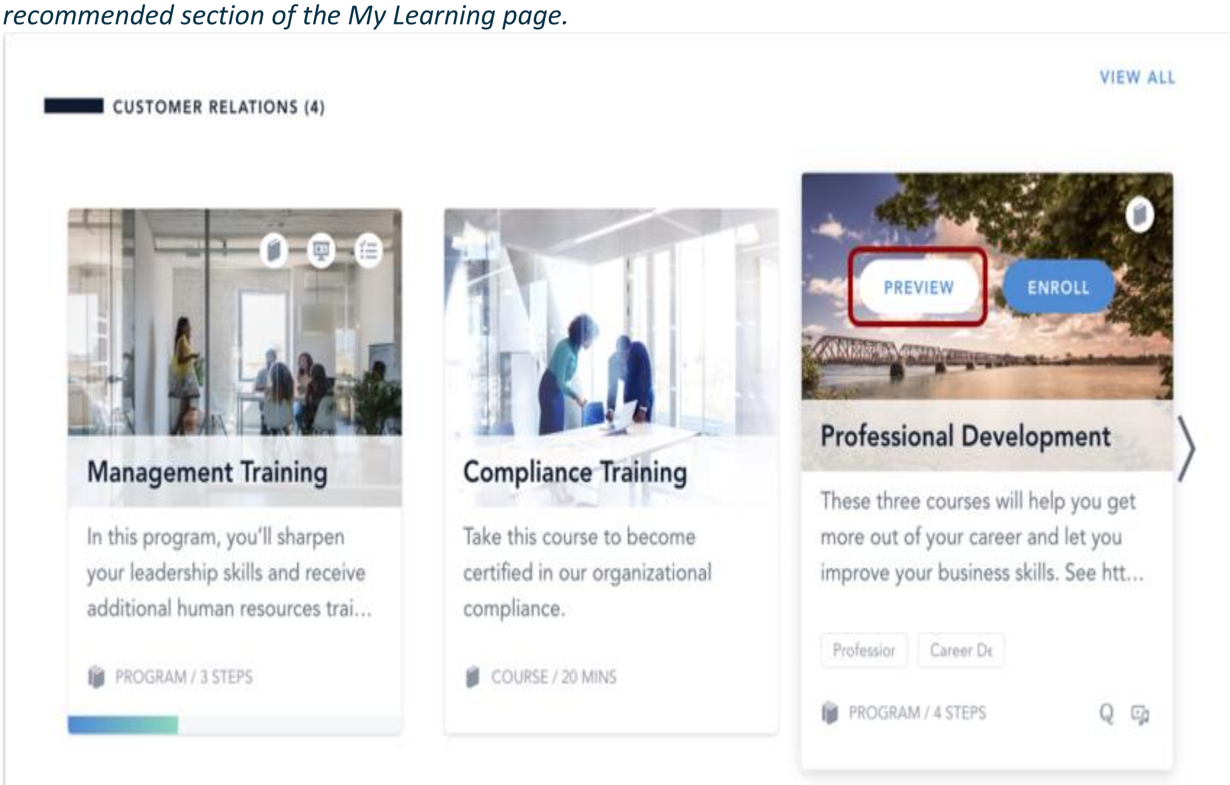
Approved checkpoints are indicated by an **Approved** icon in the COMPLETED section on your MY LEARNING page.



Program Preview Page

You can preview the learning items within a program before enrolling in the program. Hover your mouse over the program card and click the **PREVIEW** button.

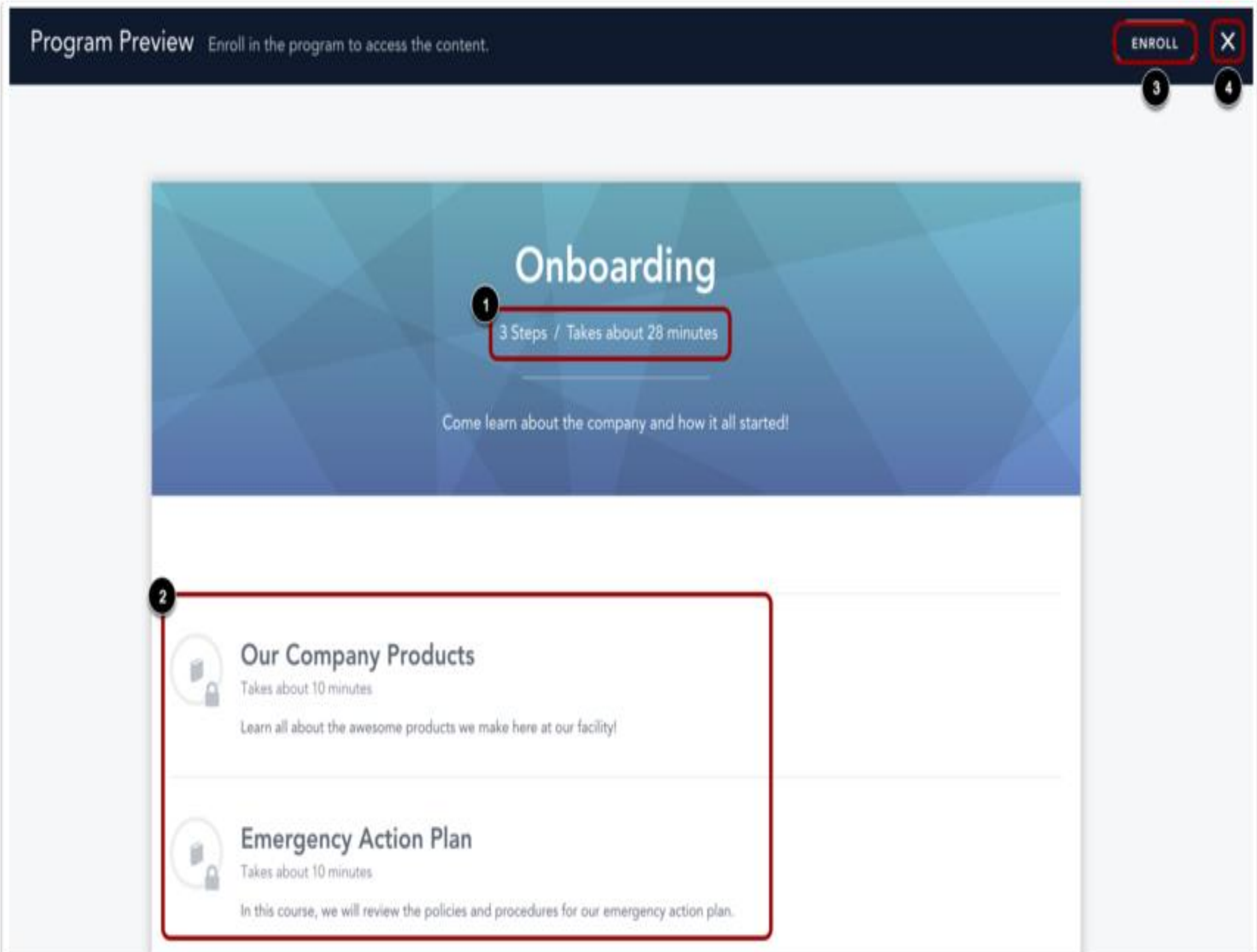
Note: *The Program Preview page can be accessed for a program via the Learning Library or the recommended section of the My Learning page.*



Program Preview – (Cont.)

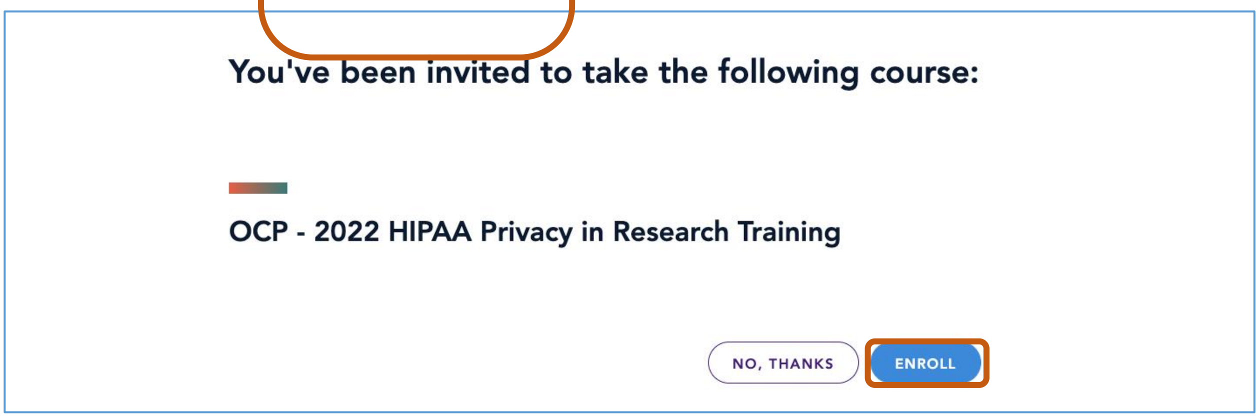
The Program Preview page shows how many steps are in the program and the estimated time it takes to complete the program [1]. This page also shows a list of the courses, live trainings, and checkpoints in the program and their descriptions [2]. Depending on how the program is configured, you may be required to complete the steps in the order in which they appear. Programs may also be configured to allow you to complete steps in any order.

Note: *If the estimated time it takes to complete your program is more than 44 minutes, the displayed estimate will be rounded to the nearest hour.*



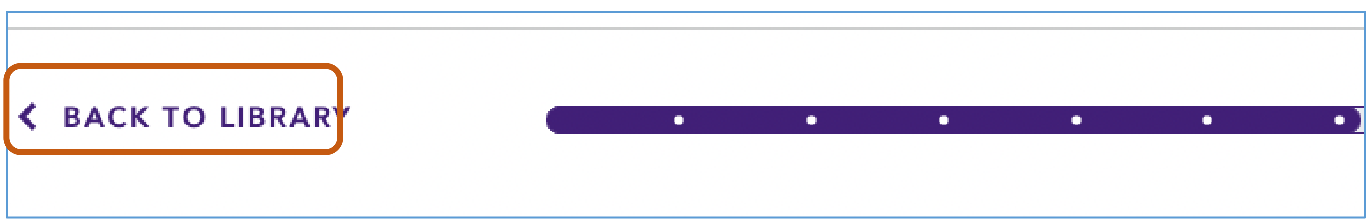
How to Self-Assign Library Courses

1. Click **ENROLL** and you will be asked to confirm enrollment prior to beginning the course:

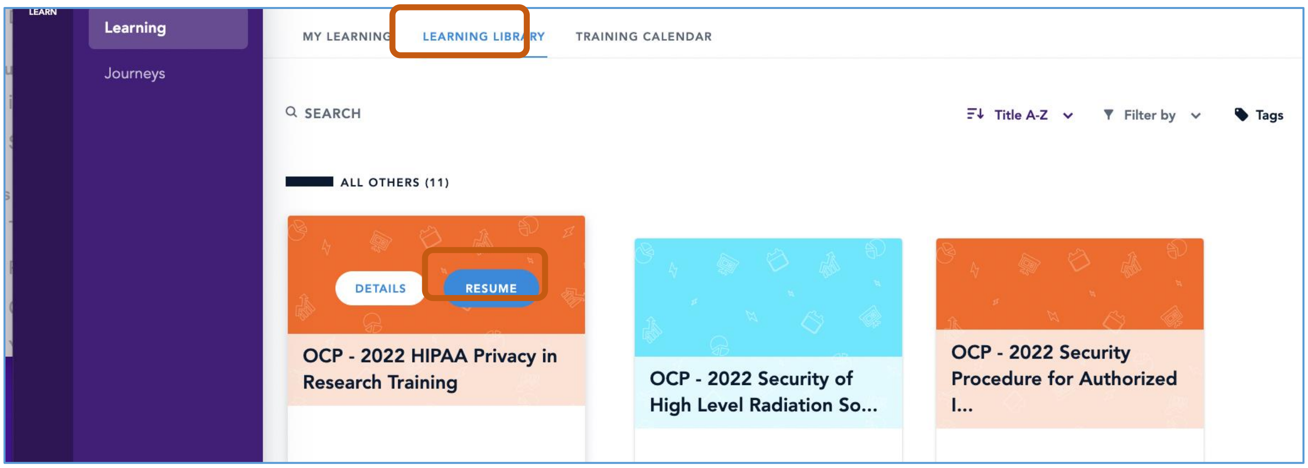


2. Begin the course.

3. You can click **BACK TO LIBRARY** at any point and return to complete the training in the future.



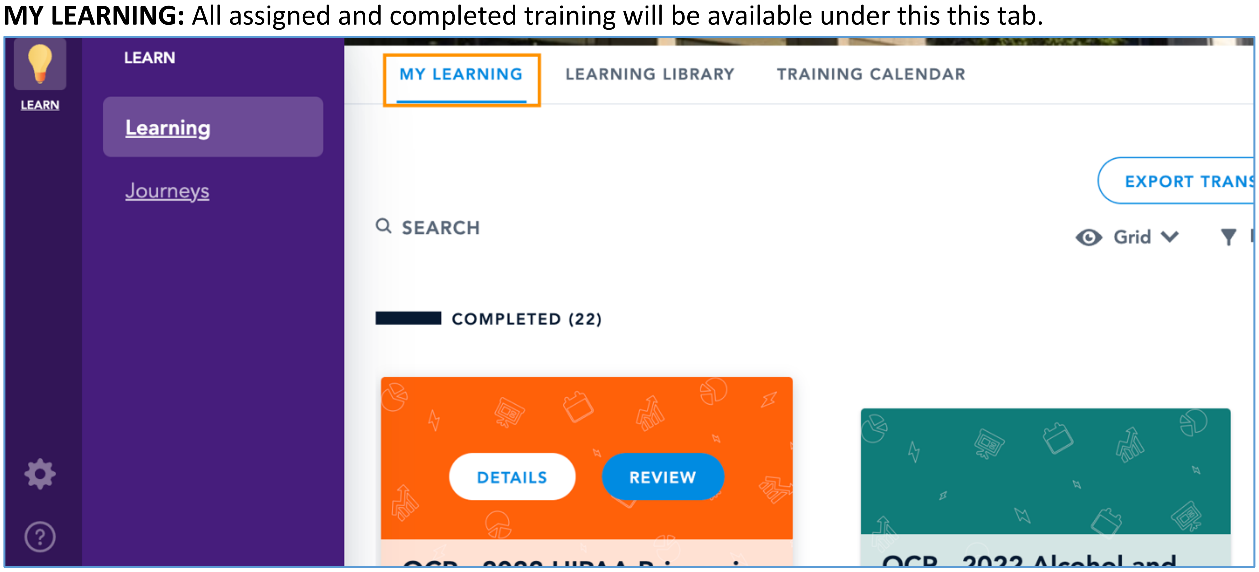
a. Resume training from the **LEARNING LIBRARY**:



4. You can access a **certificate of completion** once the training is complete.

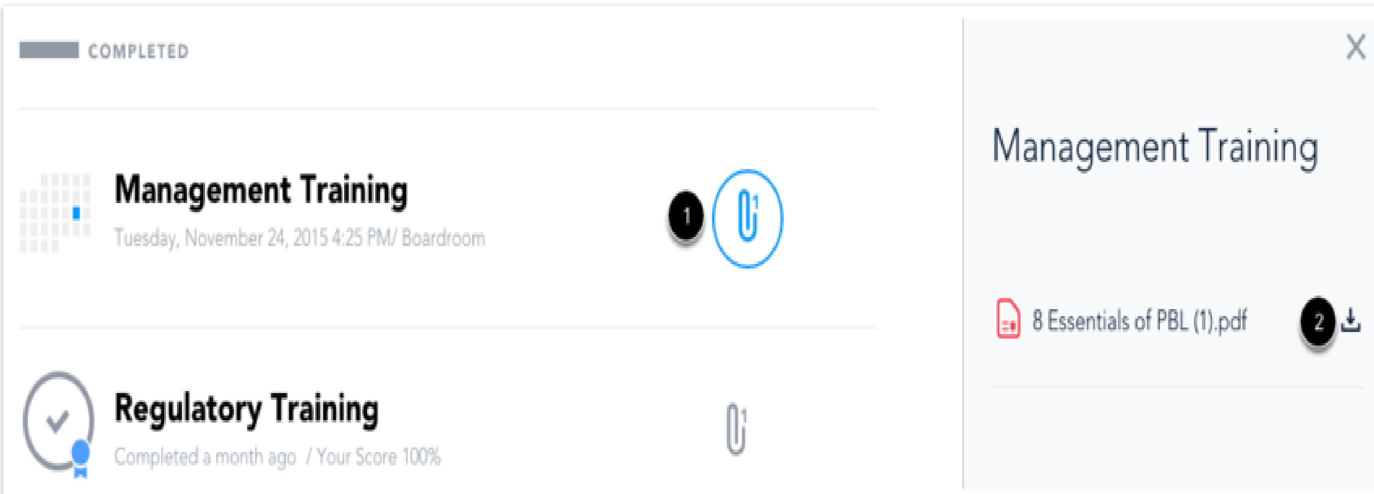
5. Repeat the steps to assign additional training courses.

MY LEARNING: All assigned and completed training will be available under this this tab.



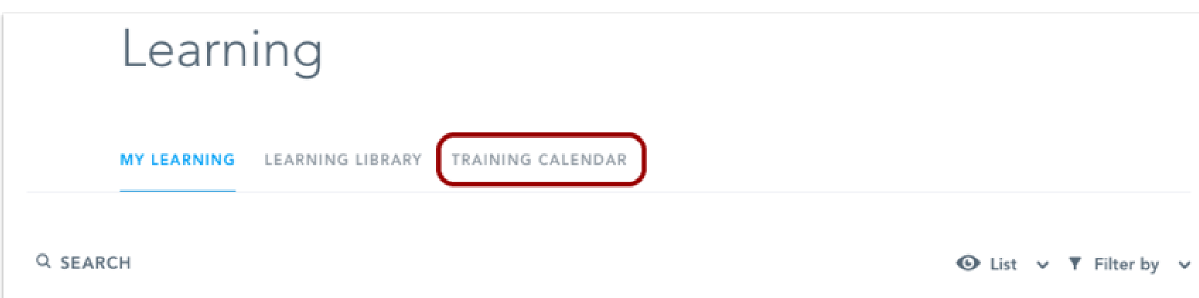
View or Download Attachments

Courses and live trainings with attachments display an attachment icon with the number of attachments included with the course or live training. To open a list of the attachments, click the **Attachment** icon [1]. To download the attachment to your computer, click the **Download** icon [2].



Training Calendar *(for future use)*

The Training Calendar allows users to see live training sessions available for registration and those they have already registered for. Your live trainings can be seen in Calendar View or Agenda View.



Please contact the Office of Compliance at NOCompliance@LSUHSC.edu or at (504) 568-8652 with any questions.