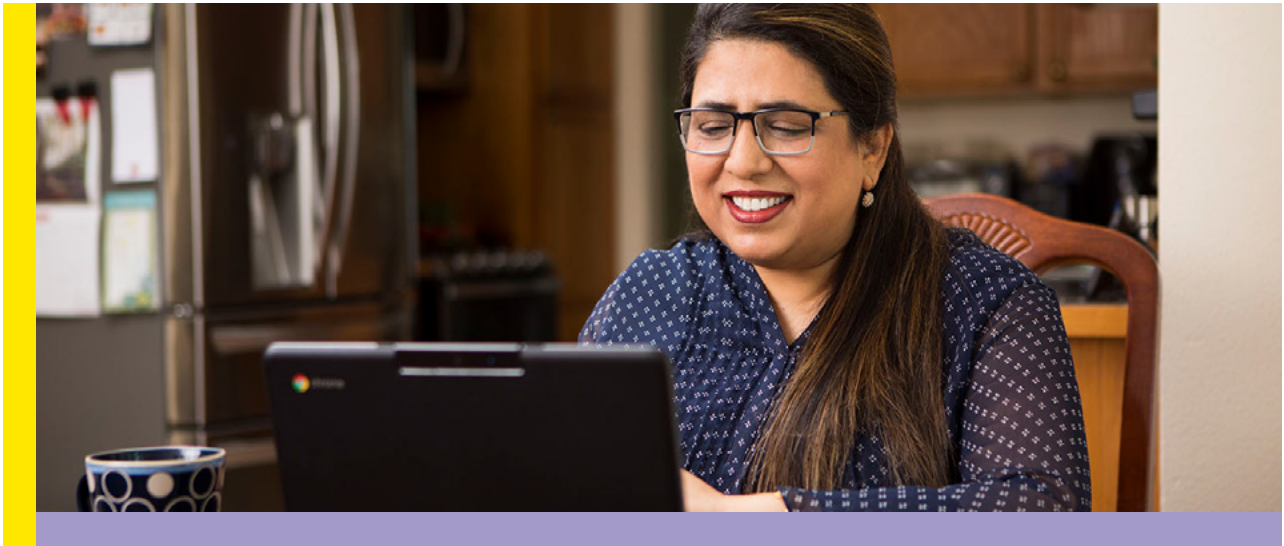


Continuing Education (CE) Online Guide



Continuing Education (CE)* courses give you the opportunity to expand your professional skills and explore topics most relevant to clients' needs.

Use this guide to help you enroll in online courses.

- If you are an Individual Provider (IP) and would like to take a webinar or in-person course, call the Member Resource Center at 1-866-371-3200 from 8 a.m. to 4:30 p.m. Pacific time, Monday-Friday.
- Agency Providers (APs) can enroll by contacting their employer.

*Each caregiver is responsible for knowing their eligibility requirements for training and acknowledges that the Training Partnership is not liable for any limitations on payment of wages during training for a caregiver who may be otherwise ineligible for such training.

On-the-job training grants 12 hours of CE credit to caregivers who were employed between March 1, 2020 and February 28, 2021. The rule states that the hours must be applied for training requirements with a due date no later than December 31, 2021. Learn more at myseiu.be/ojt22.

If you are an agency provider APs, please discuss with your supervisor about these Continuing Education options prior to enrolling in the course.

Access Your Online Account

Go to myseiu.be/online22.

- Use the email address you gave when you were hired.
- Your temporary password is **Summer2022**.

Press Sign In.

The screenshot shows the login page for SEIU 775 Benefits Group. At the top is the logo and the text "SEIU 775 BENEFITS GROUP". Below that is a "POWERED BY" logo for "SCIOLYTIX". The main form has two input fields: "Email" and "Password". Below these fields are two buttons: "Sign In" and "Create Account". At the bottom of the form, there is a link: "Having trouble logging in? Reset Your Password". Below the form is a grey box with the text: "IMPORTANT: You are NOT able to get credit for online CE's until you get an email from SEIU 775 Benefits Group".

You will need to update your password when you sign in for the first.

Press Set Password.

The screenshot shows the "Set Password" page for SEIU 775 Benefits Group. It features the same logo and "POWERED BY SCIOLYTIX" branding. The main text reads: "You have reached this page because you or an administrator requested to change your password." Below this are two input fields: "New Password" and "Confirms New Password". At the bottom is a "Set Password" button.

After reviewing the User License Agreement, press Agree to continue.

The screenshot shows the "DigitalChalk Customer End User License Agreement" page. It includes the SEIU 775 Benefits Group logo and "POWERED BY SCIOLYTIX" branding. The main heading is "DigitalChalk Customer End User License Agreement". Below this is a paragraph of text explaining the agreement. At the bottom are two buttons: "Agree" and "Logout".

On the next page, you will see your BG Person ID, date of birth, phone number, and address. Your information will already appear on the screen.

Important:

- You CANNOT change your BG Person ID. This is how you receive credit for your training.

Press Next. You can now begin your training!

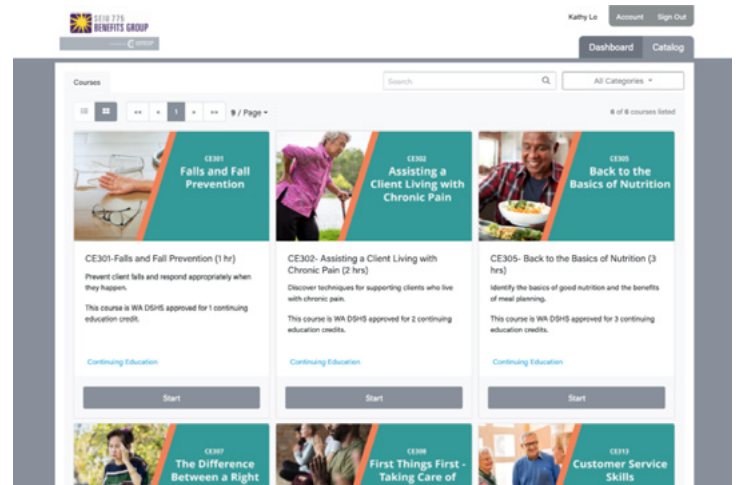
The screenshot shows a page titled "Let's capture a bit more information." It contains a form with the following fields: "Address", "BG Person ID *", "Date Of Birth *", "Phone Number *", "Street 1 *", "Street 2", "City *", "State/Province *", and "Postal Code *". Each field has a corresponding input box. At the bottom of the form is a "Next" button.

Enrolling in CE Courses

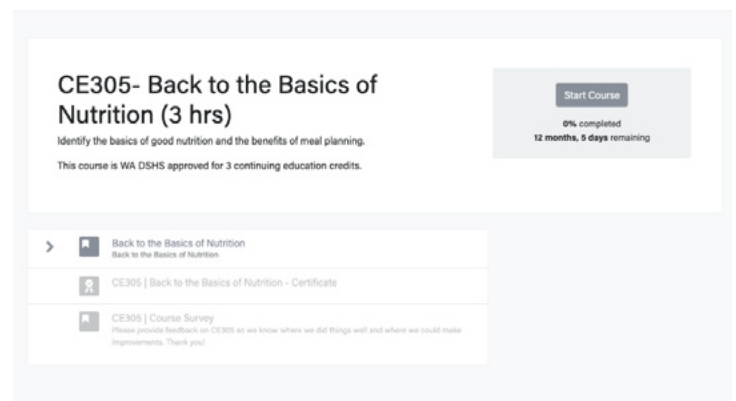
From the Catalog, you will be able to see all of the available CE courses.

The course card includes the number of hours and a brief course description.

- To move to a different page on the catalog, press on the arrow next to the number.
- When you see a course you would like to take, press **Start**.



From the course page, press on Start Course.



If you exit the course, you can go back to it from your Dashboard.

Here, you will see all of the courses you are currently completing.

