### Search for the Web Based Training Offering

1. To begin, click the **Learning Catalog drop down menu** from the Learning Catalog Search box on the Home page.

2. Select **Web Based Training** as your preferred delivery-type.

**NOTE:** You will notice that KP Learn has many new content self-paced type items such as Task, Job Aids, Websites, etc.

3. Enter search criteria:
   - Type in criteria for the Title or keyword to narrow the search results such as mentoring, safety training, etc.

4. Click the **Search** button.

Notice that **Advanced Search** is still available if you choose to use narrow your search further.
Search for the Web Based Training Offering

An alphabetical list that matches the search criteria will display.

5. Click the Launch link displayed beneath the training you intend to complete.

Notice how many results are showing out of total results found. You can change the view from this “Page View” to a “Table View” for easier viewing.

There are also additional ways to narrow and refine your search in the box to the right of the results such as by Location, Start Date or Categories, etc.

If a Security Information message displays, click Yes to continue. All content on KP Learn can be trusted.

Depending on the Web based training design, the training might open automatically. Otherwise, you may need to select the training modules from a Table of Contents that may display.

Follow the screen instructions to complete the Web based training including navigation and exit procedures, as these vary by course, and may affect proper recording of the training completion.

NOTE: If you have any issues completing the training (scoring, not going to your Transcript), please call your local Help Desk (numbers on listed on the KP Learn Home page in the Getting Help box.)

Security Information

This page contains both secure and nonsecure items.

Do you want to display the nonsecure items?

Yes  No  More Info

Annual Compliance Training

Welcome!

The goal of this course is to provide a refresh on the role of compliance at Kaiser Permanente. It will also review the compliance expectations you need to actively support.

The focus of the course is on the Principles of Responsibility (POR), Kaiser Permanente’s code of conduct, fraud control, privacy and information security, reporting compliance concerns, and compliance and your job.

Getting Started

Confirm that your name and User ID are correct. If the information is blank or incorrect, please contact the Help Desk for assistance.

Name: Lucido R Learner
User ID: 111111

Yes, the information is correct.  No, the information is incorrect.  OK

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If you are unable to complete the Web-based Training course on the first pass, it will remain on your Enrollments page for future access. Simply click the Launch button or Launch link from the Actions column in your My Enrollments box on your Home page.

**Tip for success:**

- If you do not have time to complete the Web Based Training, follow the exit button/prompts within that module and then log off from KP Learn. When you wish to resume the training, you do NOT need to search for it or register again. Simply log in, locate the offering name in the My Enrollments box on your Home page, and click the Launch link in the Actions column.

**Result:** You have registered and started a WBT offering. If you need to re-launch the completed training from your Transcript, please see the job aid to View Transcript and Re-Launch Completed WBT.