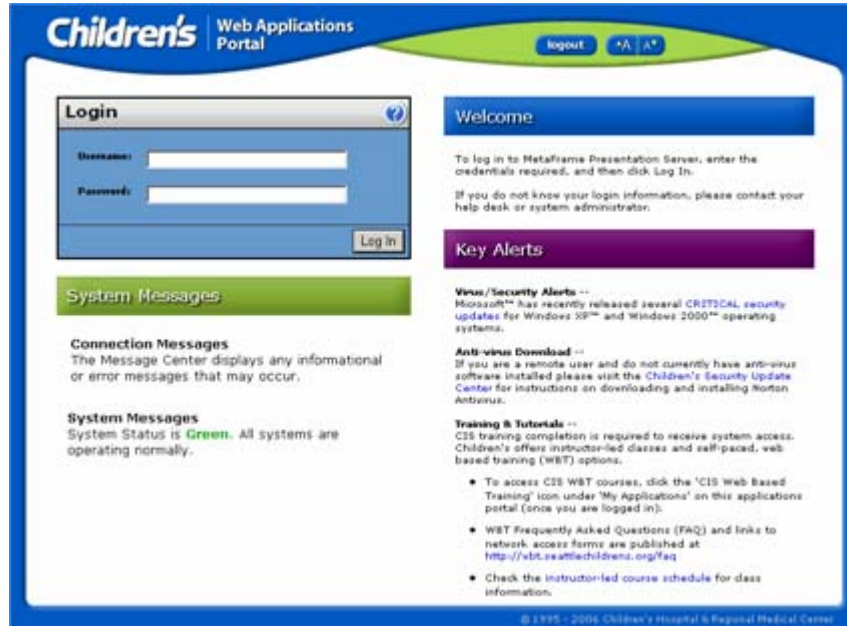


How to Access Children's WBT Courses

IMPORTANT: You must have previously installed the Citrix Client. If you haven't done this go to this link and follow the directions: http://www.seattlechildrens.org/health_care_professionals/education/citrix.asp

- 1) Open Internet Explorer and go to <http://portal.seattlechildrens.org>
- 2) When you get to the **Application Portal**, log in using your Children's network username and password.



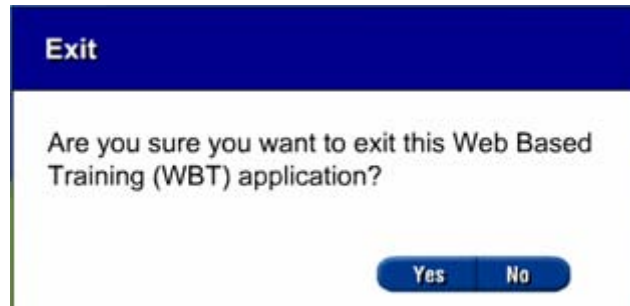
You should be prompted to change your password at this time. Use only numbers and letters, not symbols.
Note: This password change will only apply to your network access. Your original password will still apply when you first log into the CIS.



- 3) Click the 'CIS Web Based Training' icon under 'My Applications' to launch the WBT.



- 4) If prompted with another login window, use your username and the **new** password you set in step 2.
- 5) **WARNING!** The modules will *time out after five minutes of inactivity* and will not save your progress. Please be sure to log off (by clicking the **Exit** button and selecting **Yes**) if you need to walk away from the module. When you log back in, the system will ask if you wish to pick up from where you left off.



- 6) You should now be presented with the following screen. If the username is correct click **Yes, it's me**.



You will now be looking at the list of WBT Courses. Generally speaking, the following groups will need to finish the corresponding modules **in their entirety**. However, be sure to read the initial email you received from Children's for specific instructions about which modules you are required to complete:

- i. Medical Students/Residents:
 - Inpatient CIS Fundamentals
 - Inpatient CIS Orders
- ii. Residents with Outpatient Clinic Rotations and Fellows:
 - Inpatient CIS Fundamentals
 - Inpatient CIS Orders
 - Ambulatory CIS Fundamentals
 - Ambulatory CIS EasyScript

7) Click the button next to your first module, then click the **next** button.

- ◉ **Inpatient CIS Fundamentals**
Audience: All CIS users
Duration: 20 to 30 minutes
Pre-requisite(s): None



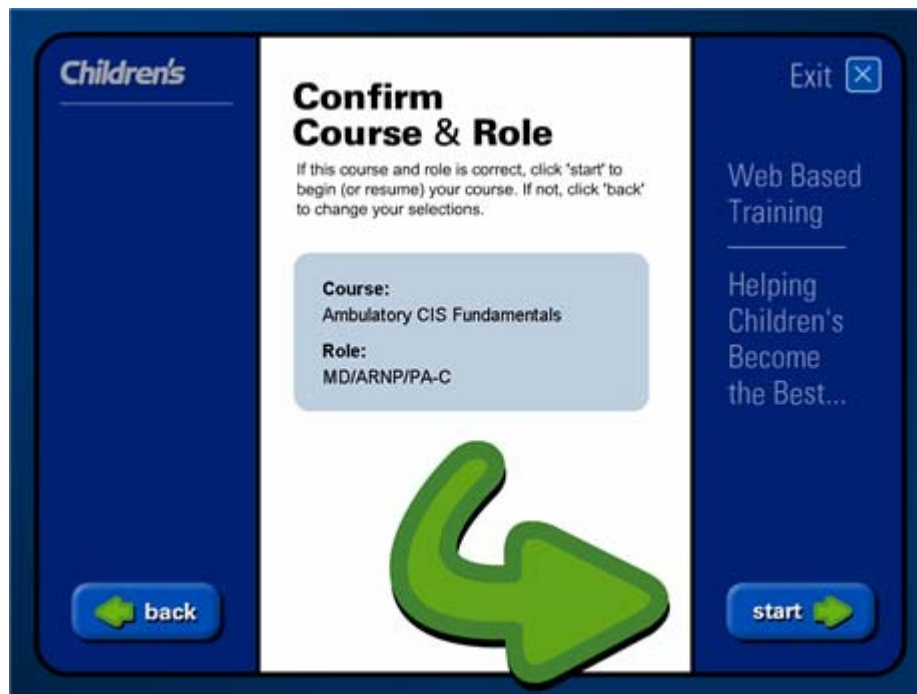
8) You now need to select your role. Depending on the course, you will be either offered **MD/ARNP/PA-C – House-based** or **MD/ARNP/PA-C**. In either case, this would be the correct choice.

- ◉ **MD/ARNP/PA-C - House-based**

or

- ◉ **MD/ARNP/PA-C**

9) Finally, you should see a screen similar to the following image. Confirm that the Course and Role are correct, then click **start**.



10) Once you have completed the first module, **return to step 7** and select the next module. This will likely require you to exit and restart the WBT.

11) After you have completed all of the required modules **in their entirety**, the GME Office will be automatically notified. Your access to the CIS will be granted once you sign-in on your first day.
Thank you for taking the time to learn more about the Children's CIS.