

## Create an Account

Email:

 \*

Group Name:

 ▼

First Name:

 \*

Last Name:

 \*

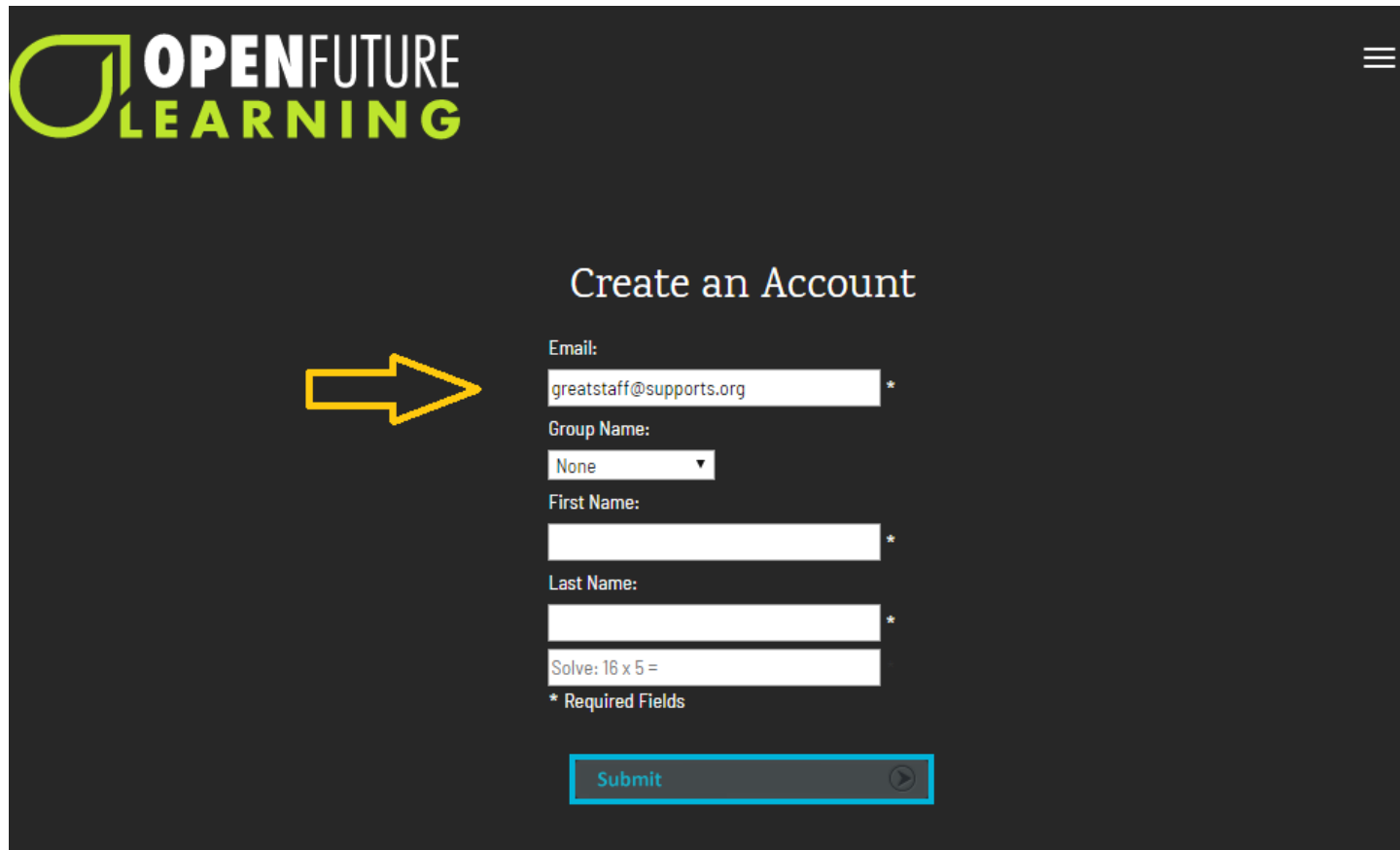
Solve:  $16 \times 5 =$

\* Required Fields

Submit



2) Type in your email address (make sure it is correct as this will be how you sign in every time).



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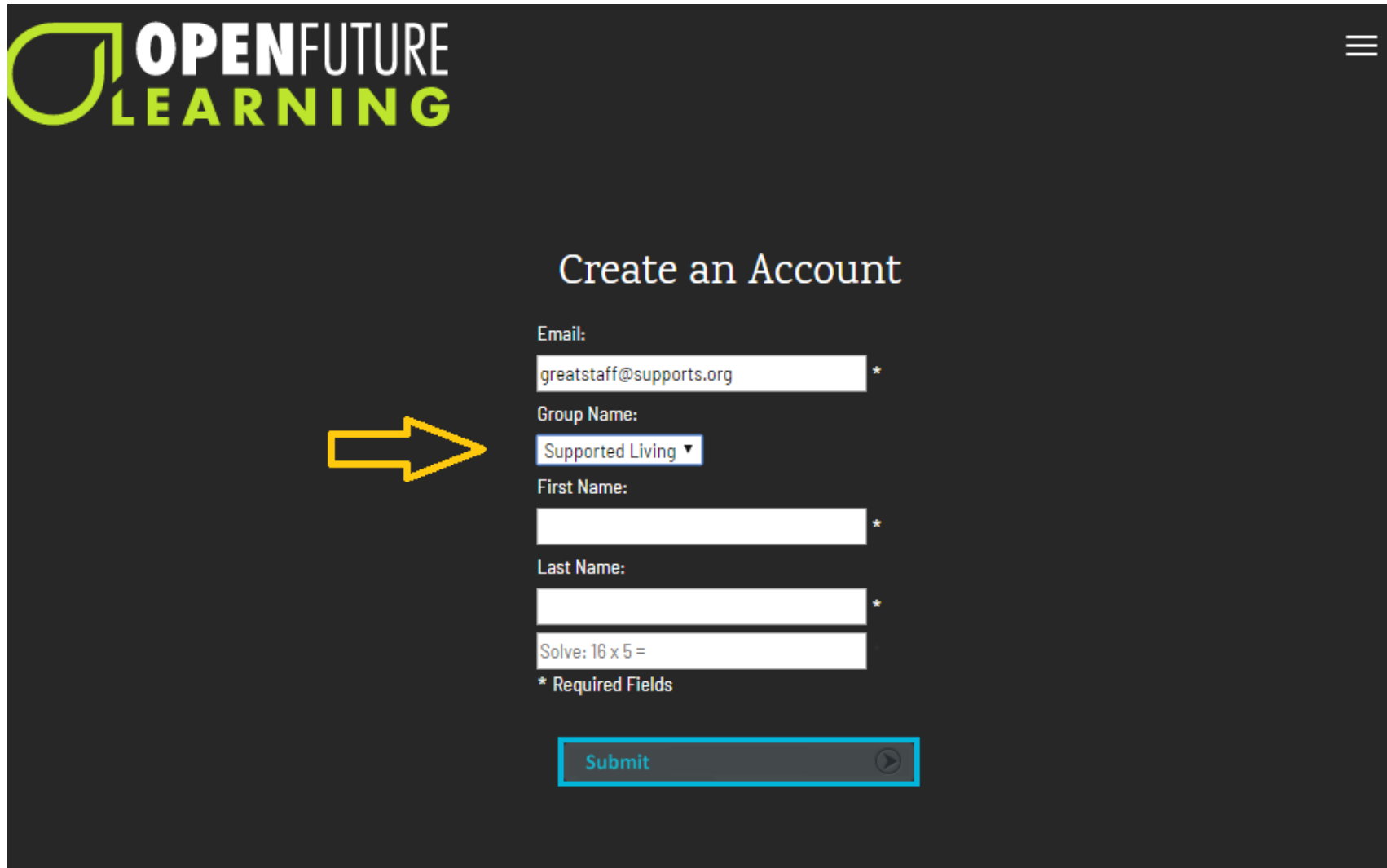
First Name:

Last Name:

Solve:  $16 \times 5 =$

\* Required Fields

3) Under Group Name, choose "Supported Living".



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Group Name:  
 ▾

First Name:  
 \*

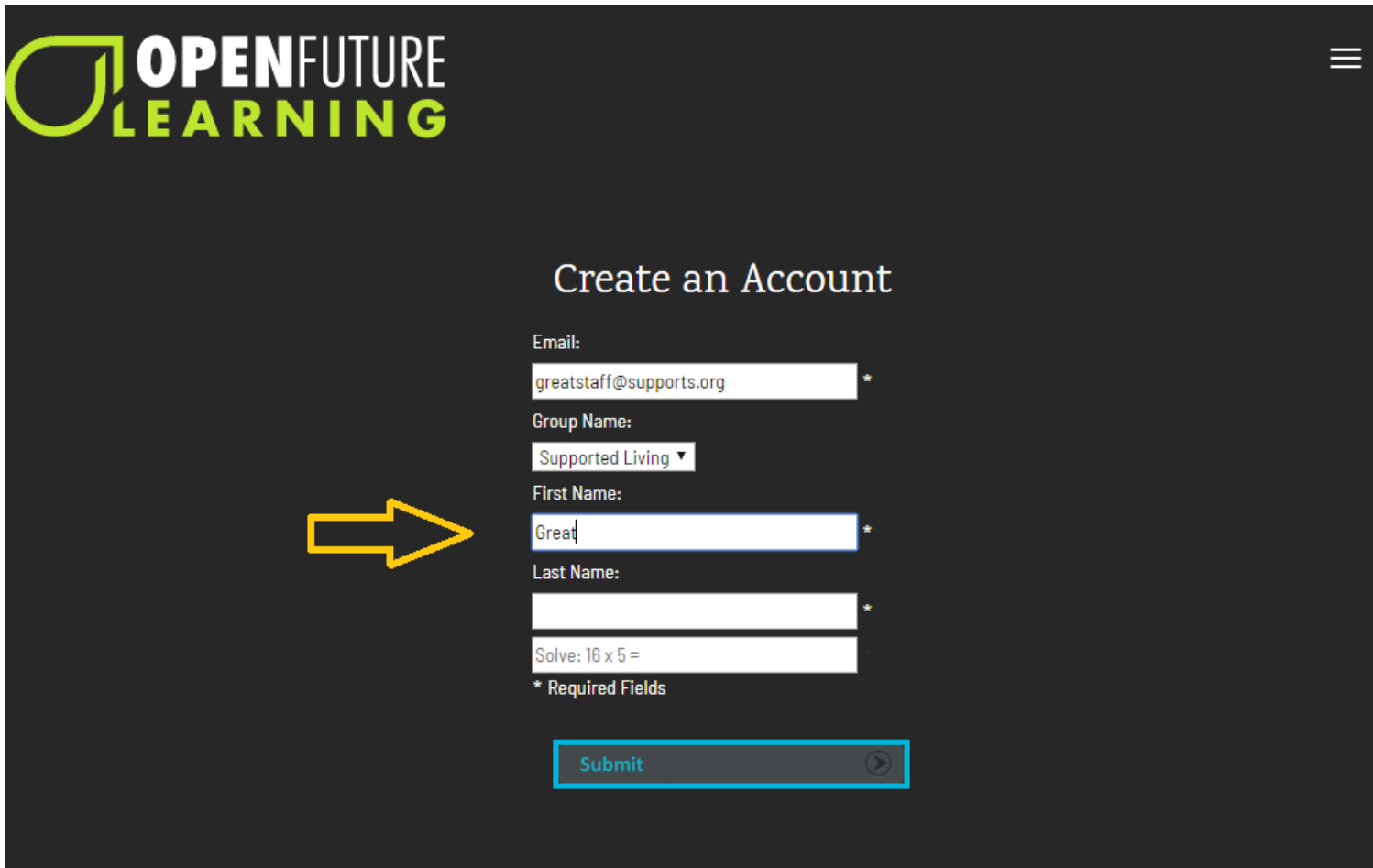
Last Name:  
 \*

Solve:  $16 \times 5 =$

\* Required Fields

**IMPORTANT:**Currently the only Group Name choices are "none" or "Supported Living". If you do not choose "Supported Living" as your group name, your access will be blocked and you will need to register again.

4) Type in your first name. Please type your name as it appears on your ASN pay stub (no nick names). This is the name that will be printed on your training certificates.



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### Create an Account

Email:  \*

Group Name:  ▾

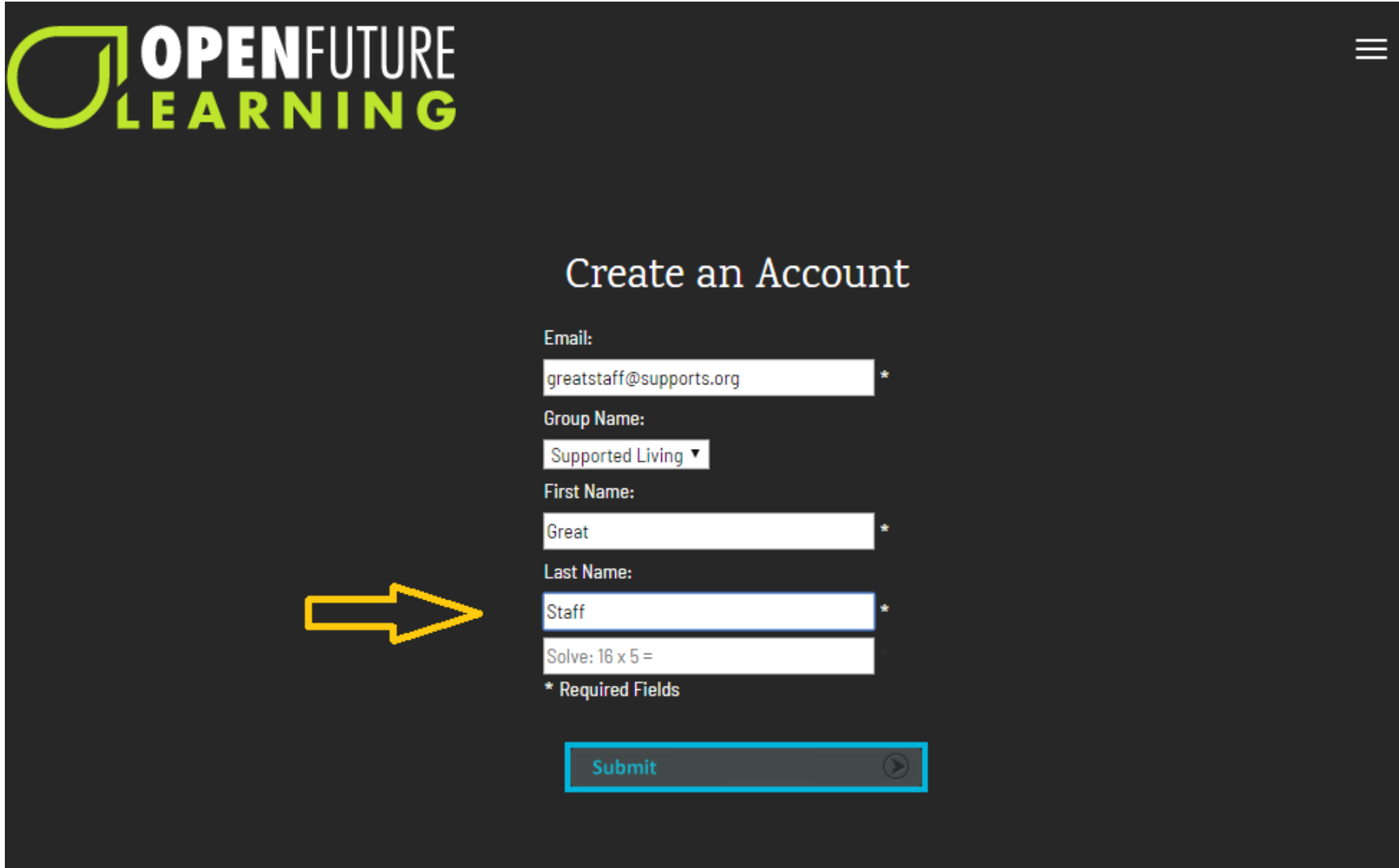
First Name:  \*

Last Name:  \*

Solve: 16 x 5 =

\* Required Fields

5) Type in your last name. Again, please use the name that appears on your ASN pay stub.



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 \*

Group Name:  
 ▾

First Name:  
 \*

Last Name:  
 \*

Solve: 16 x 5 =

\* Required Fields

6) Solve the math problem by typing in your number answer to the random question that is asked. This will be a different math problem for each account.



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Group Name:  
 ▾

First Name:  
 \*

Last Name:  
 \*

\* Required Fields

7) Click on the "submit" button.

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Email:  
 \*

Group Name:  
 ▼

First Name:  
 \*

Last Name:  
 \*

\* Required Fields



After clicking "Submit", you will be registered but your account will be in a pending status. The HR department staff will review your registration and push it to an active status.

You will receive an email from Open Futures once your account is available to use and the New Training Platform will be opened up to you.

Ready To Start?... Go to our Employee Resources page to find the [ONLINE TRAINING LINK](#)

Please call your HR team if you have any questions about this registration process.

### **Getting your training requirements up to date:**

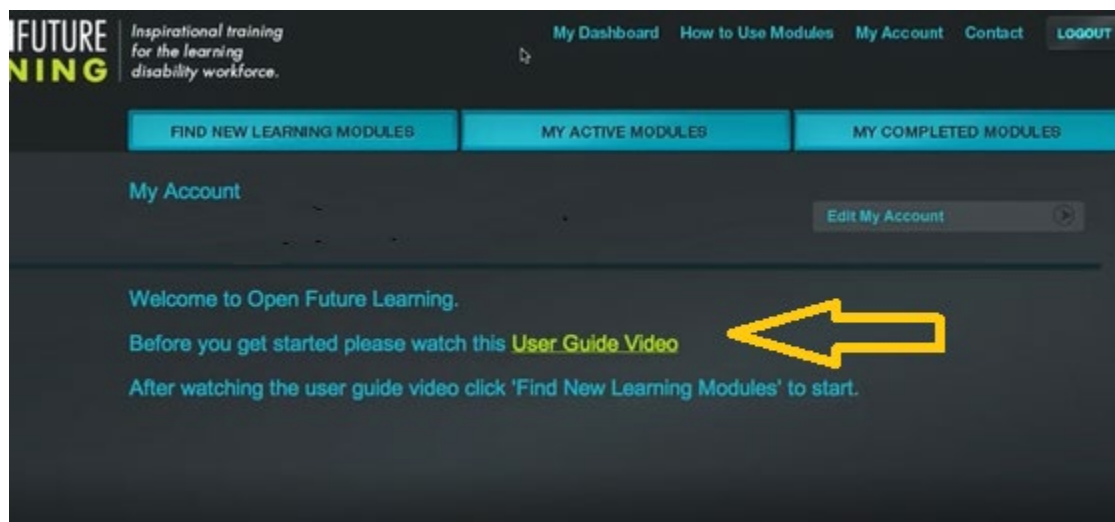
Now that the new training platform is available to use, all staff members will have until **June 30, 2019** to complete any training that has been pushed out to a future date due to the transition to the new training system. The "dots" on your case notes should be yellow and turning red before June 30th if a class is required for you to complete. You only need to complete those classes that have or will be expiring before June 30th. For example, if you just took Medication Management class in January 2019, it will not expire until January 2020 so you do not need to retake that class until then.

If expired classes are not up to date on June 30, 2019, you will be **locked out** of case notes and **not allowed to work**. All other requirements such as auto insurance, background checks and drivers licenses are still required within their originally stated time frames.

### **A Quick Note about How to Use OFL (Open Future Learning):**



Once you log in to OFL, please view the [USER GUIDE VIDEO](#).



There you will find information including: HOW TO  
Find New Learning Modules, Find My Active Modules and Find My Completed Modules  
Start a Module, Turn Pages, and Move between Chapters  
Take General Notes and Interactive Notes  
Answer and Pass the Final Assessment  
Download and Print Your Certificate

**Please Note:** When viewing the ASN created videos, moving through the chapters works a little differently than is shown in the user guide.

You should:

- 1) CAREFULLY read the instructions for each course (SEE YELLOW ARROW) before beginning the video.
- 2) View the video by clicking on the course name in Chapter 1 (SEE ORANGE ARROW).
- 3) When the video has ended, use the arrow in the top right corner (SEE GREEN ARROW) to advance to the quiz at the end.

The screenshot shows a course navigation interface for 'Human Rights Empowerment Training'. At the top, there is a progress bar indicating '30 Minutes, 8% Complete' and a '0 / 1' indicator. The navigation menu includes 'HOME', 'CHAPTER 1', 'CHAPTER 2', 'CHAPTER 3', 'CHAPTER 4', 'CHAPTER 5', 'CHAPTER 6', and 'ASSESSMENT'. The main content area is divided into a grid of chapter cards. A yellow arrow points to the 'BEGIN MODULE >' button. An orange arrow points to the 'CHAPTER 1' card, which features a video thumbnail titled 'Human Rights Empowerment Training Video' and 'ASN and the People We Support'. A green arrow points to the right arrow in the top right corner of the interface. Other chapter cards (CHAPTER 2, CHAPTER 3, CHAPTER 4, CHAPTER 5, CHAPTER 6) are labeled as 'Placeholder'.

**HUMAN RIGHTS EMPOWERMENT TRAINING**  
CHAPTER 1: HUMAN RIGHTS EMPOWERMENT TRAINING VIDEO

OPENFUTURE LEARNING MODULES **CLOSE X MODULE**

30 Minutes, 100% Complete

CONTINUE TO ASSESSMENT >


HOME CHAPTER 1 CHAPTER 2 CHAPTER 3 CHAPTER 4 CHAPTER 5 CHAPTER 6 Assessment

### Module Assessment

#### Human Rights Empowerment Training Quiz

The following quiz is to test your knowledge on the human rights empowerment training video you just watched. There are 10 questions and you must get at least 8 of the 10 questions correct to pass.

**BEGIN ASSESSMENT >**



Click on “Begin Assessment” to begin the quiz.

**HUMAN RIGHTS EMPOWERMENT TRAINING**  
CHAPTER 1: HUMAN RIGHTS EMPOWERMENT TRAINING VIDEO

OPENFUTURE LEARNING MODULES **CLOSE X MODULE**

30 Minutes, 100% Complete

CONTINUE TO ASSESSMENT >

HOME CHAPTER 1 CHAPTER 2 CHAPTER 3 CHAPTER 4 CHAPTER 5 CHAPTER 6 Assessment

### Module Assessment

You scored 100% and passed. Click on the button below to go to your Completed Modules Dashboard and print your certificate. Your certificate, notes, interactive notes, and a summary of learning will be emailed to you and your supervisor. These documents will also be available for download in your Completed Modules Dashboard.

**GO TO COMPLETED MODULES DASHBOARD**

You must answer at least 80% of the questions correctly or you will automatically be asked to retake the test. Upon scoring at least 80%, the above message will pop up on your screen stating that you have passed. You can then click on the “Close Module” square in the upper right corner to end this session.

## MY COMPLETED MODULES

Staff Modules ↓



Side By Side Modules ↓

Audio Modules ↓

Mini Modules ↓

Go to “My Completed Modules” to view the courses that have been completed.

Click on “Staff Modules” to bring up the list.

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LOGOUT

MY DASHBOARD HOW IT WORKS MY ACCOUNT CONTACT

VIDEOS ON DEMAND FIND NEW LEARNING MODULES MY ACTIVE MODULES MY COMPLETED MODULES

## MY COMPLETED MODULES

### Staff Modules ↑

**HUMAN RIGHTS EMPOWERMENT TRAINING**

*About this module:*  
Here is a link to a 23 minute video on the articles in the International Declaration of Human Rights on youtube. Once you are finished watching the video, come back here to take the test.

READ MORE

PRINT CERTIFICATE ↕  
DOWNLOAD NOTES ↕  
DOWNLOAD DOCUMENTATION ↕  
RETAKE MODULE ↕

Here you can view or download your certificates or notes for each course.

When you complete a training module it is automatically recorded by the system. There is no need to send your certificates to the office for your training file or for your payroll

We hope that you will enjoy using the Open Futures Learning platform. Please contact Your HR Team if you have any questions.

**HAPPY LEARNING!**