Elsevier Performance Manager Quick Reference Guide

> Wellpoint District of Columbia, Inc. | Medicaid

Elsevier* is a leading health sciences publisher, bringing a wealth of technology and content expertise to today's human services organizations. This guide:

- Gives you step-by-step help to access the Elsevier Performance Manager.

- Explains how to select a course.

- Shows how to review your educational transcript.

- Provides contact information if you need help.

Accessing Elsevier Performance Manager

Elsevier can be accessed at: http://tinyurl.com/ElsevierLogin.

Logging into Elsevier

Login information
Prior to logging into Elsevier, all providers must be registered. You can register through your agency administrator at **[email]**. Once you have been registered, your credentials will be as follows:

- **Login:** Email provided

- **Password:** Your initial password will be **hello** (all lowercase).

  You will be instructed to immediately create a unique

  password for your account.

Resetting your password
If you have forgotten your password, please select **Forgot Password?** on the login screen and enter your 4-digit verification code to reset password. Your 4-digit verification code is the numerical representation of your birth month and birth year. For example, a birthday of April 4 would be 0404.

* Elsevier is an independent company providing learning management services on behalf of the health plan.

Accessing assigned training

On the *Home* page, you will see the *My Activities Overview*. These will be the courses that are currently assigned to you. Those items in the green box are current course assignments. If you have assigned courses that are past due, a red box will appear with the past due courses.
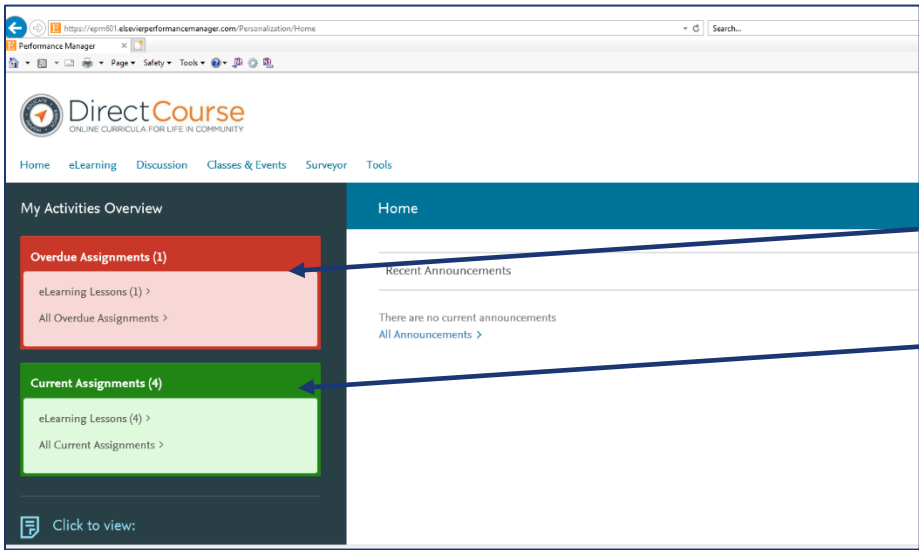
Assigned — past due assignments

Assigned — current assignments

To begin an assigned course, simply select the **eLearning Lessons** in either the green or red box. The list of the individual courses will appear. Simply select the course name to start the course.

Assigned Item	Due Date	Priority	Started	Completed	Pretest Score Date	Score Date	Module	Program Name	Assign Type	Eval
CDS: Civil Rights and Advocacy: Disability Rights and Legislation	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: History of the Disability Rights Movement	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: Introduction	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: Your Role in Effective Advocacy	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	

Once you have selected the course, it will begin in a separate browser screen. Some courses offer a pre-test to check your knowledge of the material prior to taking the course. This is an optional exercise. You may select **Start the Lesson**.
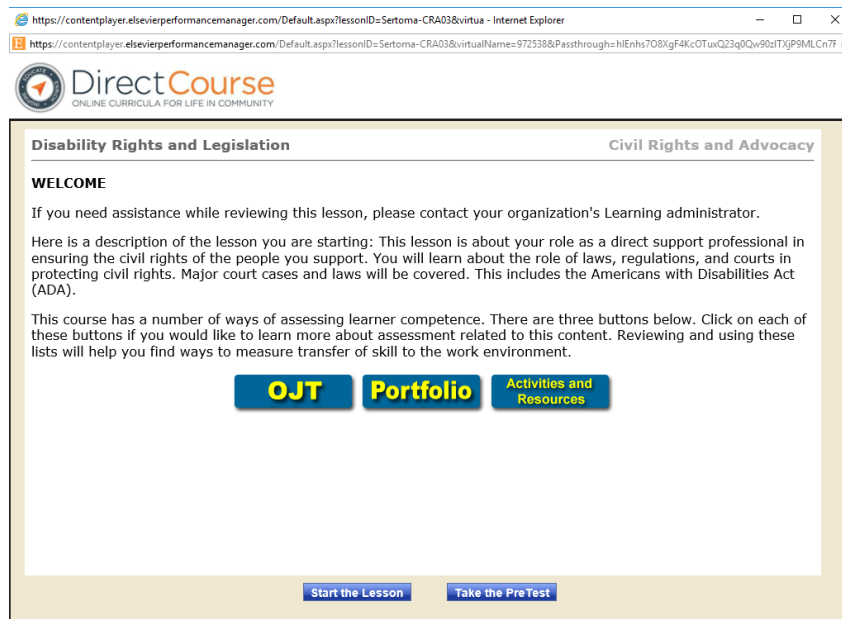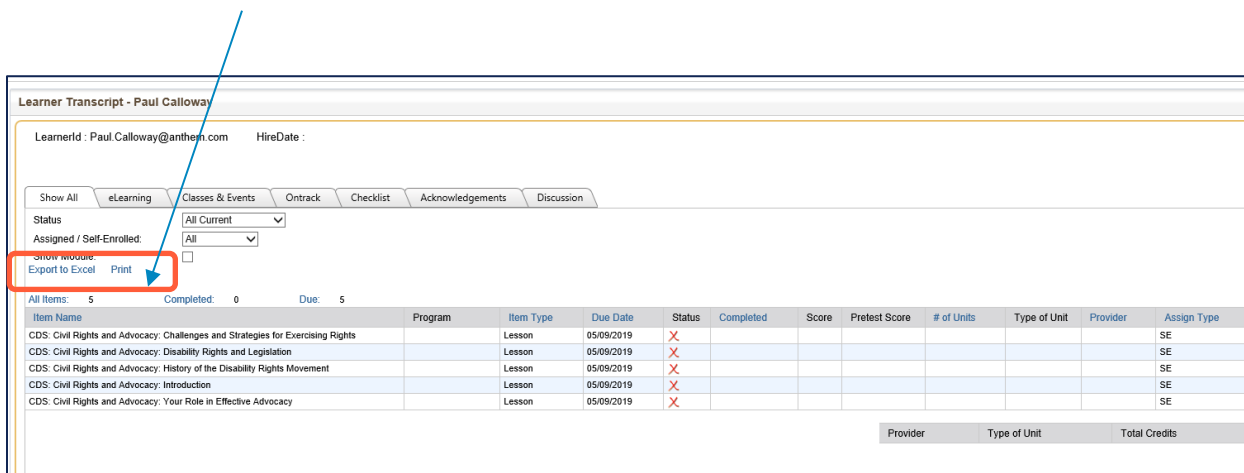

Reviewing your transcript

Once you have completed the course, the course will show as **Complete** on your transcript. You may access your training transcript from the *Home* page.
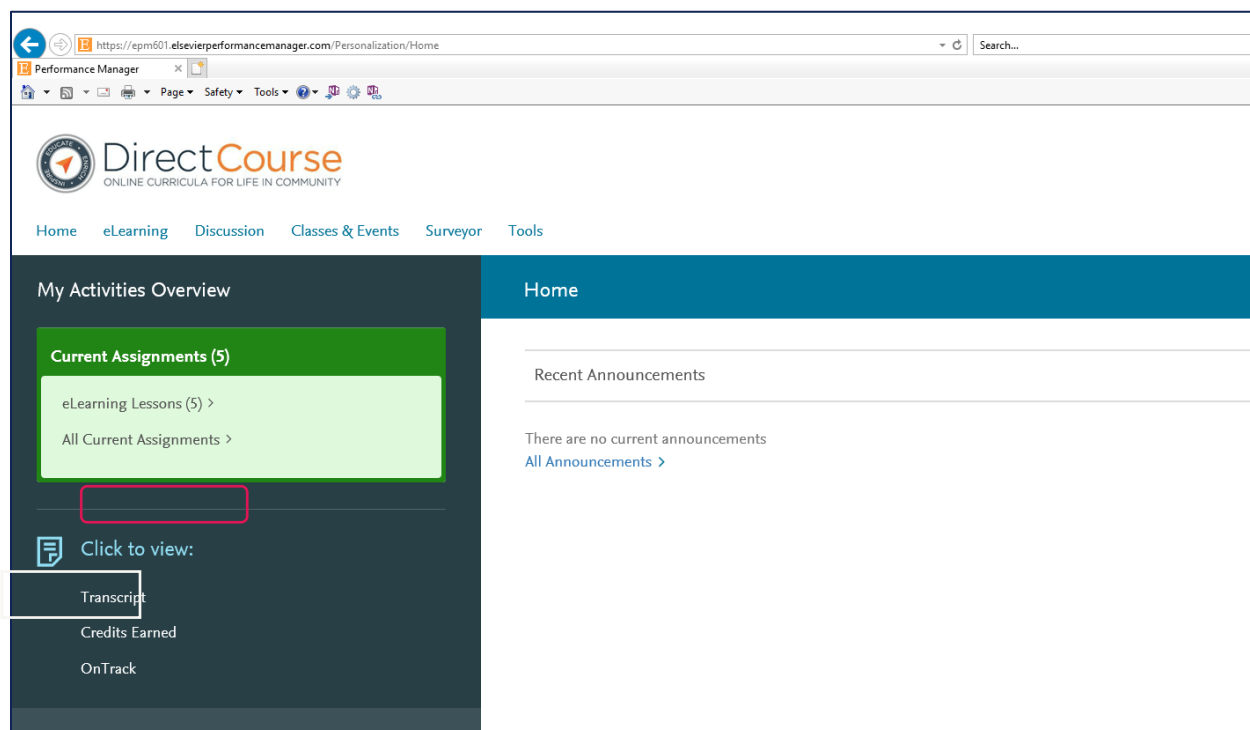
Once you select **Transcript**, your *Learner Transcript* will appear. This transcript can be printed or exported to an Excel spreadsheet.

Elective self-enrollment

Elsevier offers additional courses beyond courses you have been assigned. To review and select additional courses, select the **eLearning** menu from the *Home* page. Within the menu, select the **Self Enrollment** option.

The catalog of courses that are available will appear. You can directly enroll in a course, or you may use the *Search for Lesson Name* feature to look for specific topics and course modules. Some modules have multiple courses.

Once you select **Enroll**, a module/course selection screen will appear to all you to select specific courses from each module. You may select all or select a course within each module. Once you select **Enroll**, select the **Add Lessons** button, and the courses will appear in your *Current Assignments* on the *Home* page.

If you have questions, please email: **DC-Elsevier-Support@wellpoint.com**