**WCMC Online Exams Instructions**

Approved students are required to complete the following online exams in advance of their Orientation:

* **Annual Hospital Training for Students**
* **Fire Safety**
* **HIPPA**

**You must complete the exams and submit the certificates to Dianne Young before you can start your elective.**

**You will receive a CWID that will allow you to access the online exams.**

**Once you have a CWID > Activate your CWID at** <https://identity.weill.cornell.edu/account/activate>

1. Visit [https://performancemanager4.successfactors.com/sf/learning?company=C0000274692P](https://urldefense.proofpoint.com/v2/url?u=https-3A__performancemanager4.successfactors.com_sf_learning-3Fcompany-3DC0000274692P&d=DwMFaQ&c=lb62iw4YL4RFalcE2hQUQealT9-RXrryqt9KZX2qu2s&r=dNE6O9CnjVV68XlfvudV3JJaSCSl9UUNSVkb4jhlYQI&m=T80CczfceHLBhVYT_eLefOZYVZZgVV6ry5KnEeBY748&s=Ic2fTwVds0opNHwH3H3tRbKCLovcwClVeaqlcIASbOc&e=)

2. Click **Weill Cornell Medicine** and sign in using your **CWID and password** created during activation

3. Click **Learning: My training courses** if it does not automatically open for you

4. In the lower right-hand corner of your My Learning page, you will see **Find Learning** with a search box: type **AHT** in and click **Go** > a course titled **2017 AHT- Clinical Web Based Training** should appear

5. Click **2017 AHT- Clinical Web Based Training** and **Self Assign** (top right corner) to access the course and online exam (**CME Evaluation and Certificate**)

6. Go back to your My Learning page and search the **Fire Safety** and **HIPAA** courses to access them

* If you need to use a USA phone number at any time and you do not have one, you may use the office phone: **(646)962-8058**

7. Use the **History** function on your My Learning page to access your certificates

8. If you have any difficulty while doing these exams, please reach out to the IT staff below:

* Contact for ITS: [support@med.cornell.edu](mailto:support@med.cornell.edu)
* Contact for HIPPA:  [Compliance-training@med.cornell.edu](mailto:Compliance-training@med.cornell.edu)

**9. Submit the three certificates (labeled: Full Name\_Exam Type certificate) using our file transfer system** [https://transfer.med.cornell.edu](https://transfer.med.cornell.edu/) **to** [dey2001@med.cornell.edu](mailto:dey2001@med.cornell.edu) **as the intended recipient**. **(Screenshots of completion are acceptable)**

**10. Save a copy and bring a printed copy with you to Orientation.**

**If you have any questions, send an email to Dianne Young at** [**dey2001@med.cornell.edu**](mailto:dey2001@med.cornell.edu)