

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 the **Success Factor website** at the following link to access your exams: <https://performancemanager4.successfactors.com/sf/learning?company=C0000274692P>
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 with completing the exams, please reach out to the following staff below:
 - **Contact ITS for Success Factors:** support@med.cornell.edu or call (212) 746-4878
 - **Contact for HIPPA:** Compliance-training@med.cornell.edu
9. **Once completed, submit the three certificates (labeled: Full Name_ Exam Type certificate) via email to Dianne Young at dey2001@med.cornell.edu (Screenshots of completion are also 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