

# Compliance Learning Portal (CLP) User Guide

## Registration

Visit <http://uwmedicinecompliance.uw.edu/register/> and fill out the registration form. A password from WordPress will be sent to your email.

## Logging in

Visit [http://uwmedicinecompliance.uw.edu/clp\\_login/](http://uwmedicinecompliance.uw.edu/clp_login/) and enter your username and password.

## Take the Training

- 1) Once you log in, you will be led to **“My Profile.”** Select the training you wish to take from the **“Training Catalog”** on the right side of your profile or the top main menu.

### My Profile

Hi [User Name]

Welcome! Select the training module to complete from the Training Catalog found on the right.

Contact your Supervisor, Department Director/Administrator or [email](#) UW Medicine Compliance for questions or additional information.



Search

 Search

#### Training Catalog

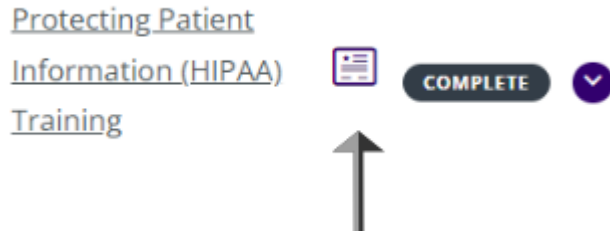
- [Mandatory Compliance Training \(Annual\)](#)
- [General Compliance Training](#)
- [Protecting Patient Information \(HIPAA\)](#)

- 2) Select **“Take this Training”** to register for a module. Remember to click the **“I attest I completed this training”** button at the end of the course.

The screenshot shows a user profile interface with two main sections: 'Current Status' and 'Get Started'. Under 'Current Status', there is a purple button that says 'NOT ENROLLED'. Under 'Get Started', there is a purple button that says 'Take this Training'.

## Obtain your certificate

Navigate to “**My Profile**.” Click on the certificate icon and save or print the pdf certificate.



## Compatible Browsers/Mobile Devices

- Compatible Web Browsers: Internet Explorer (11 or later), Safari, Google Chrome, and Edge (latest version)
- Compatible Mobile Devices: Apple iOS12 (or later) or Android OS 6 (or later)

## Why is the training module not loading?

- Make sure you are connected to the internet
- Make sure you are using a compatible browser listed above
- Make sure you have disabled ad blockers on your browser

## How do I change my password?

To reset your password, click “**Forgot Your Password**” on the “**Log In**” page and follow the prompts: [http://uwmedicinecompliance.uw.edu/clp\\_login/?action=lostpassword](http://uwmedicinecompliance.uw.edu/clp_login/?action=lostpassword)

## What if I still have questions?

You can contact UW Medicine Compliance at 206.543.3098 or [trgcomp@uw.edu](mailto:trgcomp@uw.edu).