



## How to Access the MNsure Learning Center

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Note: You can jump to a page if looking at this guide electronically. Press the Ctrl key while clicking on a topic to go to that page.

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# Accessing Your Learning

1) Select the link below to access MNsure Learning Center.

<http://pathlore.dhs.mn.gov/stc/mnsure>

2) Select the Sign On link in the upper right corner of the page



A screenshot of the MNsure Learning and Certification Portal. At the top, there is a teal navigation bar with a hamburger menu icon on the left, the text "learning and certification portal" in the center, and a "Sign on" link on the right. Below the navigation bar, the page content is organized into sections: "learning resources for working with MNsure and its clients" (in red), "your learning program" (in teal), and "search activities" (in teal). Under "your learning program", there is a list of links: "your learning path summary", "your learning calendar", "your learning plan", "your online courses in-progress", "your learning transcript", "your dashboard", and "your contact info". Under "search activities", there are links for "search dates" and "search courses".

3) Enter your Unique Key and select OK.

Please sign on:

Unique Key:



- 4) Confirm that your name is in the upper right corner. Click on the Your Learning Path Summary link under the “your learning program” menu.



learning and certification portal BROKER2 TEST ▾

learning resources for working with MNsure and its clients

**your learning program**

- your learning path summary
- your learning calendar
- your learning plan
- your online courses in-progress
- your learning transcript
- your dashboard
- your contact info

**search activities**

- search dates
- search courses

- 5) The courses you need to take have already been assign to you and are listed on your learning path summary. The number and names of courses will vary depending on your role (Broker, Navigator, CAC). The screen shots in this guide are examples, your screen may look different. You may also see past courses you have already completed.

**Note: If your courses are numbered (1,2,3, etc...) you need to take those courses in that order.**

- 6) Select the plus (+) icon to the left of a learning path curriculum to view all the courses in that path.



**learning path**

- [\(01\) MNsure Assistors Data Security, Accessibility, Compliance and Ethics](#)  
The courses and associated assessment in this curriculum are MANDATORY for ALL MNsure Assistors
- [\(02\) MNsure Assister Core Curriculum](#)  
Required for assistors who are new to MNsure, Optional for returning assistors
- [\(3\) MNsure Assister Role-based Training](#)  
Required for assistors who are new to MNsure, Optional for returning assistors

- 7) Complete your courses in the order they are listed. Begin by clicking on the Course Code for the first course. After clicking on a Course Code, you will see the course tabs.

**Here is more information about this course:**

Status in course: None  
 Cannot enroll: prerequisites not satisfied. Click the Prerequisites tab to review.


course details
course activities
Prerequisites


---

**Activity information**

Course Code: MNS20AAC  
 Course Description: MNSURE ASSISTERS ACCESSIBILITY, COMPLIANCE AND ETHICS

**Prerequisites**

If you see the Prerequisites tab, click the tab to see other courses that must be completed before you can start this course.

An example of where all prerequisites have been met:

**Met 100%**  
 The following prerequisites have been met:

Prerequisite	Satisfied By
MNSCC1102 MNSURE DATA SECURITY AND PRIVACY 2016	MNSCC1102 MNSURE DATA SECURITY AND PRIVACY 2016 08/01/2016

An example of where all prerequisites have **not** been met:

**Not Met 100%**  
 The following prerequisites have not been met:

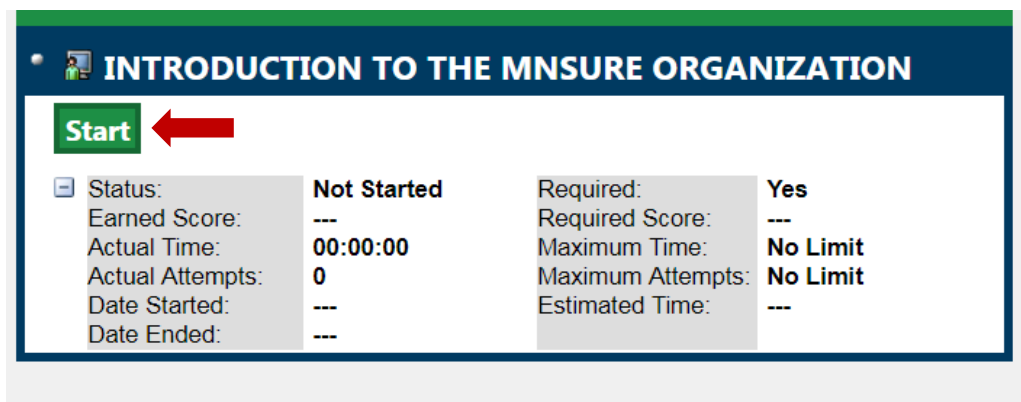
Prerequisite	Equivalent Prerequisite
MNSCC201 INTRODUCTION TO THE MNSURE ORGANIZATION	

## Launching a Course

- 1) If there are no prerequisites that need to be met, or you have completed the prior courses required, click the Course Activities Tab. There may be multiple parts or lessons to a course.
- 2) Launching a course is a little different depending on the browser you are using.
  - a. **If you are using Google Chrome:** Launch the course using the “Start course activities” link.



- b. **If you are using Internet Explorer:** Use the Start button under the course activities tab.



**INTRODUCTION TO THE MNSURE ORGANIZATION**

**Start** ←

Status:	<b>Not Started</b>	Required:	<b>Yes</b>
Earned Score:	---	Required Score:	---
Actual Time:	<b>00:00:00</b>	Maximum Time:	<b>No Limit</b>
Actual Attempts:	<b>0</b>	Maximum Attempts:	<b>No Limit</b>
Date Started:	---	Estimated Time:	---
Date Ended:	---		

- c. **If you are using Mozilla Firefox:** It is ok to use either option to launch a course.

**Important note:** If you need to take a break while in the middle of a lesson, close the lesson completely. You can resume the lesson by clicking the Continue button. If you do not close the lesson properly, the Learning Center will time out and not record your progress. The lesson will not show as complete. If the status shows "In Progress" you have not completed the lesson. If this happens, you will need to clear your cache, cookies and browsing history, and will have to complete the lesson again. Restart and make sure you have selected every slide and link. Courses are built this way to meet regulatory requirements.

THE AFFORDABLE CARE ACT AND MNSURE			
<b>Continue</b>		<b>Restart</b>	
Status:	<b>In Progress</b>	Required:	<b>Yes</b>
Earned Score:	<b>0 of 100</b>	Required Score:	<b>---</b>
Actual Time:	<b>00:00:05</b>	Maximum Time:	<b>No Limit</b>
Actual Attempts:	<b>1</b>	Maximum Attempts:	<b>No Limit</b>
Date Started:	<b>07/30/2019</b>	Estimated Time:	<b>00:20:00</b>
Date Ended:	<b>07/30/2019</b>		

- 3) When you finish a lesson, you will return to the Learning Center. Do not close the window that launched the lesson. Go back to the course activities tab. Here you can confirm that you successfully met the course requirements. The status will say completed or mastered. If you took an assessment, the score will also show.

Lesson One: Getting Started with Assisting Consumers			
Status:	<b>Completed</b>	Required:	<b>Yes, in order</b>
Earned Score:	<b>0 of 100</b>	Required Score:	<b>---</b>
Actual Time:	<b>00:28:57</b>	Maximum Time:	<b>No Limit</b>
Actual Attempts:	<b>4</b>	Maximum Attempts:	<b>No Limit</b>
Date Started:	<b>07/24/2018</b>	Estimated Time:	<b>---</b>
Date Ended:	<b>07/25/2018</b>		

MNSURE ROLE-BASED CURRICULUM FOR ASSISTERS ASSESSMENT			
<b>Start</b>		<b>Review</b>	
Status:	<b>Mastered</b>	Required:	<b>Yes, in order</b>
Earned Score:	<b>30 of 32 (93%)</b>	Required Score:	<b>80%</b>
Actual Time:	<b>00:03:25</b>	Maximum Time:	<b>No Limit</b>
Actual Attempts:	<b>2</b>	Maximum Attempts:	<b>No Limit</b>
Date Started:	<b>07/26/2018</b>	Estimated Time:	<b>---</b>
Date Ended:	<b>07/27/2018</b>		

## More Information on Viewing Courses

- Courses have timed slides. The next button may not appear on the slide until the required time has passed. Slide times may vary depending on content. Slide timing is mandatory per regulatory standards for Continued Education (CE) credits.
- Courses have links to more information. Although it may not be necessary to read all the information from a resource, you may need this information in the future for the assessment or for helping consumers.
- Some courses have audio and closed captioning. It is suggested that you use headphones and listen to the audio. Closed captioning will open automatically when a course launches. To turn off or on closed captioning click the “cc” in the lower left of the screen.
- “Check your Understanding Slides” are there to help you learn. Correct answers are not necessary to proceed on these slides.
- If you completed a course and it is not showing as finished, try a different browser. Do not take the course more than twice, contact the ARC/Broker line or [MNsured\\_MNsuredTraining@state.mn.us](mailto:MNsured_MNsuredTraining@state.mn.us)

## Assessments

Some Learning Paths have built in required assessments. If an assessment is included in the Learning Path, it is required after all the courses are completed.

If the Learning Path includes an assessment, your Earned Score must be at least the Required Score. If your Earned Score is less than the Required Score, you will not be credited for completing the Learning Path no matter what the Status is.

We recommend you take a course again if you are unable to master an assessment after three attempts.

### MNSURE ROLE-BASED CURRICULUM FOR ASSISTERS ASSESSMENT

**Start** **Review**

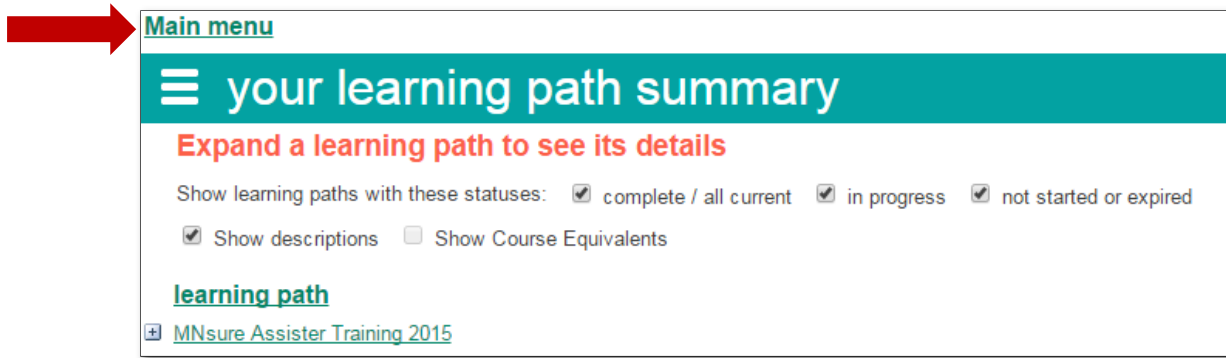
<input type="checkbox"/>	Status:	<b>Mastered</b>	Required:	<b>Yes, in order</b>
	Earned Score:	<b>30 of 32 (93%)</b>	Required Score:	<b>80%</b>
	Actual Time:	<b>00:03:25</b>	Maximum Time:	<b>No Limit</b>
	Actual Attempts:	<b>2</b>	Maximum Attempts:	<b>No Limit</b>
	Date Started:	<b>07/26/2018</b>	Estimated Time:	<b>---</b>
	Date Ended:	<b>07/27/2018</b>		



# Printing Your Transcript

- 1) Once you have completed all your courses, you can print a copy of your transcript for your records. Click on the Main Menu Link.

Note: Course completions will be automatically reported to MNsure for certification and CE credit, if applicable. Printing a transcript is for personal records.



- 2) Select the Your Learning Transcript link. Completed courses will show a status of Finished or Mastered.



- 3) Select Print from your browser menu or use the Ctrl and P keys to print your transcript. You can also select each course individually for results.

SELECT	Status	Date	Course ID	Course Title
SELECT	Finished	10/01/2018	MNSCC0218	INTRODUCTION TO THE MNSURE ORGANIZATION
SELECT	Finished	10/01/2018	MNSCC0518	MNSURE AND PUBLIC HEALTH INSURANCE PROGRAMS
SELECT	Finished	10/01/2018	MNSCC0618	MNSURE QUALIFIED HEALTH AND DENTAL PLANS: INDIVIDUALS
SELECT	Finished	10/01/2018	MNSCC0718	NAVIGATING THROUGH MNSURE.ORG
SELECT	Finished	10/01/2018	MNSCC0318	THE LANGUAGE OF MNSURE
SELECT	Finished	10/01/2018	MNSCC0418	MNSURE FROM THE CONSUMER'S POINT OF VIEW