

Welcome to CHEX!

Logging Into CHEX

CHEX is browser agnostic, so feel free to use the browser you prefer. The URL for CHEX is <https://www.schoox.com/login.php>. To log into CHEX, follow the below steps.

- 1) A dialog box will open where you'll need to enter your username and password. Your password is case-sensitive so make sure to enter it exactly as it's given to you.
- 2) Once you have entered your credentials, click the green Login button.

****If you do not remember your username and/or password, reach out to your manager at your agency.**

The screenshot displays the CHEX eLearning by Corridor interface. At the top, there is a navigation bar with links: Home, Me, Training, Performance, and Groups. The user is logged in as 'Hi Example Learner'. The interface shows 'Courses In Progress' with two courses: 'CE - Domestic Violence, Abuse and Neglect' (50.0% complete) and 'Planning for a Pandemic Business Continuity_copy' (0.0% complete). Below this, 'Suggested Courses' are listed, including 'Developing Exercise Programs for Cancer Patients' and 'Leadership 2022'. At the bottom, there is a 'Calendar' section for June 2021, showing a calendar grid with a highlighted date (7th) and a '10am Example ILC for Training Purposes' event on the 17th. The interface includes a top navigation bar with links like Home, Me, Training, Performance, and Groups, and a right sidebar with 'Show Me How...' links.

- A. **Home** - Click the *Home* icon to see all of you current enrollments, suggested courses, suggested groups and calendar
- B. **Me** - Click the *Me* icon to navigate to a page where you see your account profile, accomplishments, certificates and transcript
- C. **Training** - Click the *Training* icon to see a list of all courses, curricula and events available for enrollment
- D. **Performance**- Click the *Performance* icon to gain access your completions/account metrics
- E. **Groups**- Click the *Groups* icon to see current groups you're a part of, as well as available groups to join
- F. **EN** - Click *EN* to change the default language of your CHEX account
- G. **People** - Click the people icon to see friend requests within the system
- H. **Envelope** - Click the envelope icon to send messages or view those received in your inbox.
System notifications will **NOT be displayed in this inbox
- I. **Chat**- Click the chat icon to view your system notifications
- J. **Power** - Click the power button to logout after you are done
- K. **Search** - Use the search bar to find courses, curricula, events or ILCs containing a specific keyword(s)
- L. **Courses In Progress** - View current enrollments and completion percentages of each course/curricula. You can access by either the *Start Now* or *Resume Now* button
- M. **Suggested Courses** - View courses that the system suggests for you to take
The courses/curricula in this section are **NOT required
- N. **Calendar** - This calendar view will show due dates of current enrollments, as well as Events and ILC (in-person trainings) you are enrolled in.

Courses and Curricula

A course is essentially a lecture covering one topic. Curricula are bundles of different courses. Agencies design their own curricula. If you have any questions over your agency's curricula, whether those questions be on due dates or the courses within them, reach out to your manager at your agency.

Complete a Course from the Home page

- 1) Log into CHEX.
- 2) Once you're on the *Home* page, locate the course you want to complete, most likely found under the *Courses in Progress* header, and click the *Start Now* or *Resume Now* button.
- 3) You'll be redirected to the courses's detail screen. Scroll down to the *Lectures* section and click the *Step # Start!* icon.
- 4) Depending upon which type of course this is, slideshow or video, you will then need to either review a series of slides/documents or watch a video.
- 5) After you've completed the document or video, you'll then be expected to complete a test. All tests must be passed with a score of 80% or higher. You will be able to take the test as many times as needed in order to pass.
- 6) If the course comes with CEs, you'll also be expected to complete a survey before you can print your CE certificate. The link to the survey is also found under the Lectures section.

Complete a Curricula from the Home page

- 1) Log into CHEX.
- 2) Once you're on the *Home* page, locate the curricula you want to complete, most likely found under the *Courses in Progress* header, and click the *Start Now* or *Resume Now* button.
- 3) You'll be redirected to the courses's detail screen. Scroll down to the *Lectures* section and click the *Step # Start!* icon.
- 4) Depending upon which type of course this is, slideshow or video, you will then need to either review a series of slides/documents or watch a video.
- 5) After you've completed the document or video, you'll then be expected to complete a test. All tests must be passed with a score of 80% or higher. You will be able to take the test as many times as needed in order to pass.
- 6) If the course comes with CEs, you'll also be expected to complete a survey before you can print your CE certificate. The link to the survey is also found under the Lectures section.
- 7) Repeat steps 3 through 8 until all learning paths within the compliance path have been completed.

Print Certificates

The *Me* section allows learners to view completions and print completion certificates. Follow the below steps to access your completions and print certificates.

- 1) Click Me from the blue menu bar on any page within CHEX.
- 2) Click Certificates tab
- 3) Click the certificate image
**this will open in a new window, so double check that you do not have a pop-up blocker enabled
- 4) Click the Download or Printer icon to save or print the certificate

Questions/Support

If you have any questions or need additional guidance on how to navigate CHEX, please reach out to your manager at your agency.

Happy eLearning!