



Reference Guide for CHWs in GTI Online

Contents

- User Information 1
- About GTI Online 1
- Request access to GTI Online 1
- Log in to GTI Online..... 2
- Reset your password..... 2
- Tech Support..... 2
- Communicate with your instructor and classmates 3
- Customize your profile 4
- Browse available courses in the GTI Online catalog..... 4
- Navigate courses in GTI Online 5
- Download CEU certificates..... 6
- Additional features 7
 - Progress 7
 - Calendar..... 8

User Information

This reference guide is to support Community Health Workers (CHWs) accessing and navigating GTI Online (learning management system).

About GTI Online

The Mid-America Regional Council’s GTI Online provides options for continuing education, professional development as well as blended learning training opportunities. Upon successful completion of each continuing education course, you will have access to download a certificate of completion stating the number of continuing education units (CEUs) achieved. *Training such as the Core Competency Course, Train the Trainer and Supervisor Training will have certificates emailed individually to participants who fulfilled all requirements of the training series.*



Request access to GTI Online

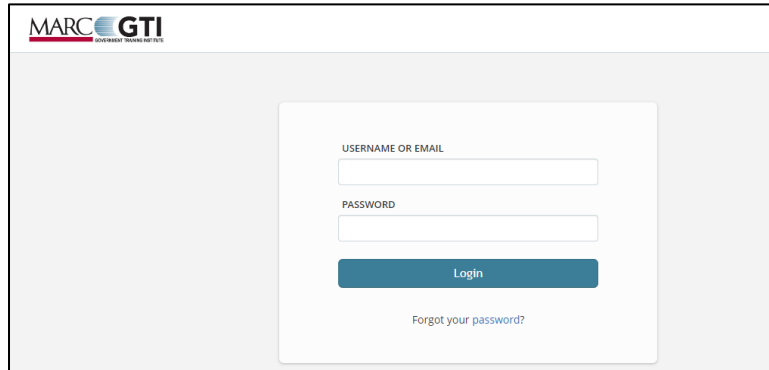
To request access to GTI Online, fill out the following form: <https://forms.office.com/r/JNG5MHXj8s>

Reference Guide for CHWs in GTI Online

Log in to GTI Online

GTI Online URL: <https://gti-marckc.talentlms.com/dashboard>

- Your username is the email you provided when registering.
- When you first log in, use the temporary password emailed to you confirming your GTI Online account.

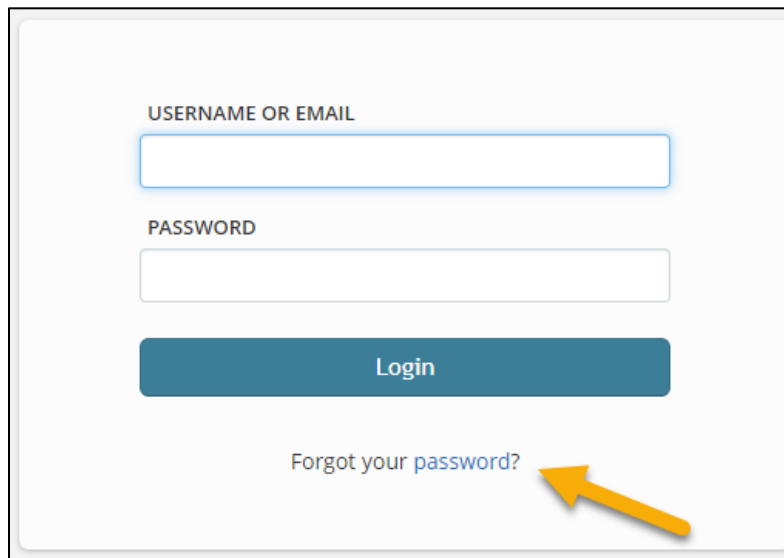


The screenshot shows the login page for GTI Online. At the top left, there is a logo for MARC GTI. The main content area contains a white box with the following elements: a label 'USERNAME OR EMAIL' above a text input field, a label 'PASSWORD' above another text input field, a blue 'Login' button, and a link 'Forgot your password?' below the button.

Reset your password

To reset your password—

1. Click on Forgot your password?
2. Enter your email address associated with GTI Online
3. Check your inbox for an email from noreplay@talentlms.com and click on the link to reset your password.



This screenshot is identical to the one above, showing the login page. A yellow arrow points to the 'Forgot your password?' link located below the 'Login' button.

Tech Support

For tech support and other support questions, please contact CHWinfo@marc.org or paige@ponderosa.health

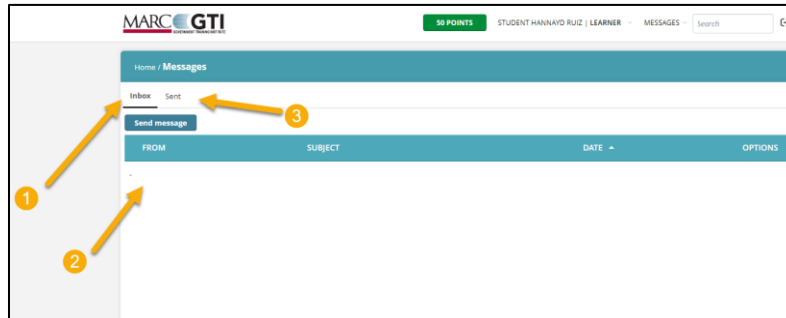
Reference Guide for CHWs in GTI Online

Communicate with your instructor and classmates

This learning management system allows instructors and participants to communicate via messages.

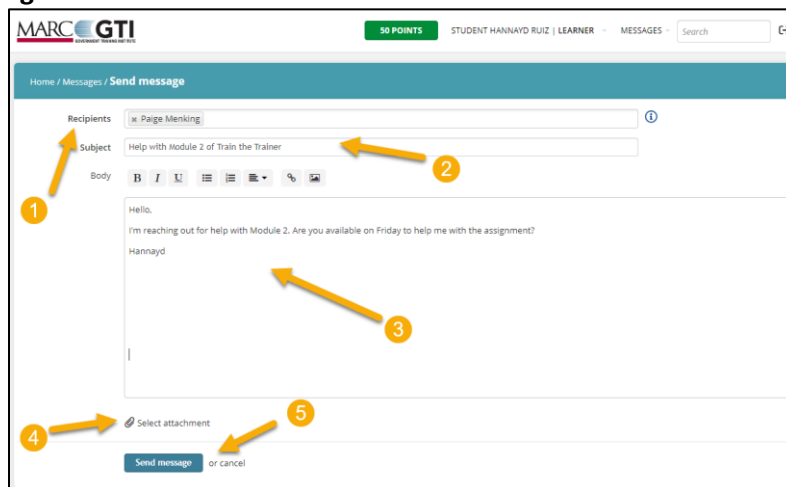
Navigation path to your inbox: Ribbon > Messages > **Inbox**

Read messages from your **inbox**, review **sent** messages or send a **new message**.



Message your instructor by filling out the following fields and clicking **Send message**.

1. **Recipients:** Search for your instructor's name.
2. **Subject:** Best practice recommends a clear subject line of why you are sending the message.
3. **Body:** Type a message to your instructor.
4. **Select Attachment:** If you want to send attachments, you can upload them directly to the message.
5. **Send message** or *cancel*.

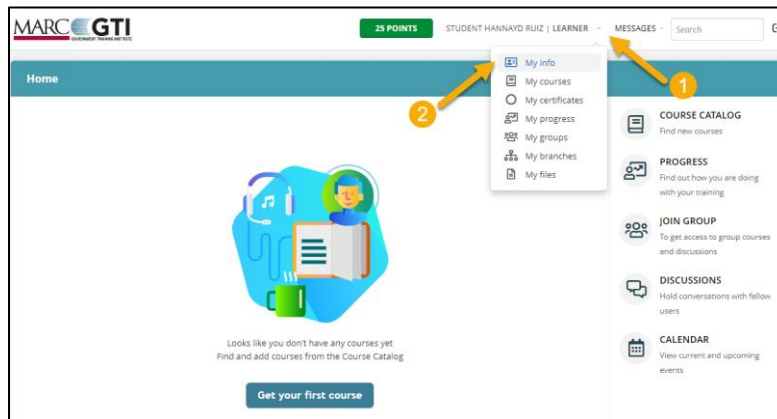


Reference Guide for CHWs in GTI Online

Customize your profile

You can customize your profile and change your login email, username and password.

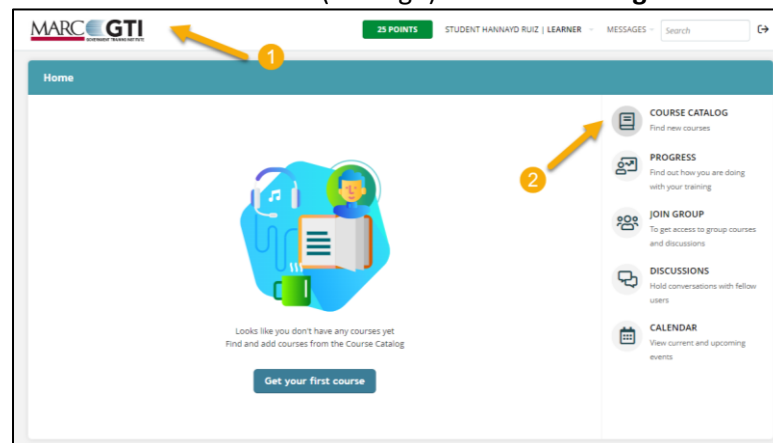
Navigation path to customize your profile: Ribbon > Learner > **My info**. Click **Update user** to save your changes.



Browse available courses in the GTI Online catalog

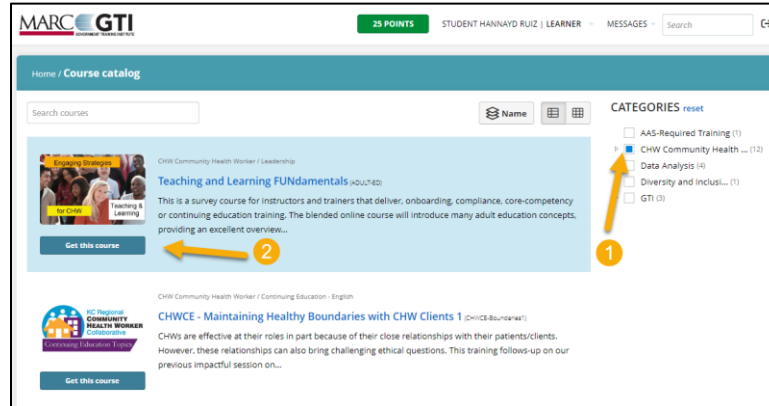
This learning management system has a catalog with multiple self-paced courses that CHWs can select to meet their needs.

Navigation path to enroll in CEUs: Dashboard (GTI logo) > **Course Catalog**.



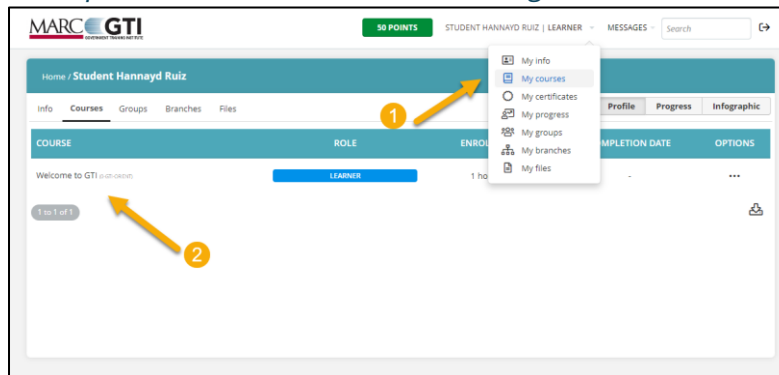
Reference Guide for CHWs in GTI Online

Filter by **Category** > **CHW** to view courses available and select Get this course to enroll.



View your newly enrolled courses by going to Ribbon > Learner > **My courses**

💡 *Pro tip: Scroll to the bottom of the catalog to view more courses.*



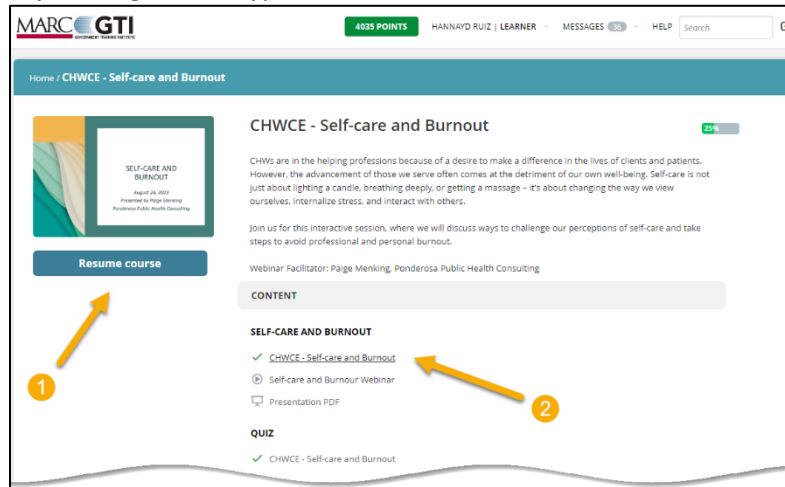
Navigate courses in GTI Online

Browse content in your enrolled courses such as videos, files, lesson plans and revisit information as needed.

Navigation path to review courses: Ribbon > Learner > **My courses** > Options > View or **Dashboard** > Select Course. Start or resume courses at your own pace.

Reference Guide for CHWs in GTI Online

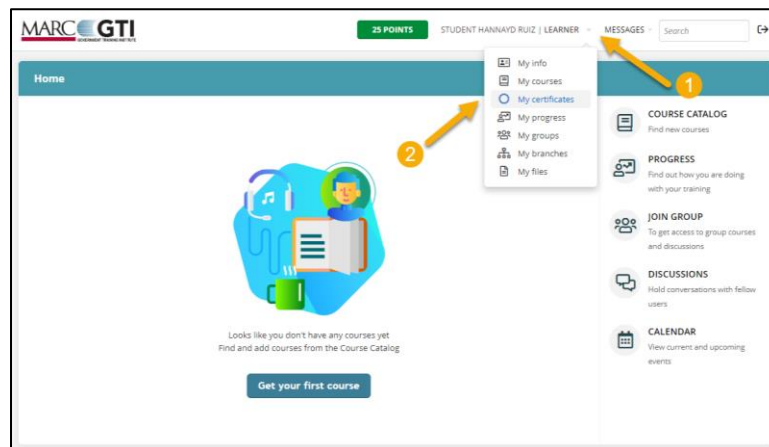
Review the content by clicking on the hyperlinks.



Download CEU certificates

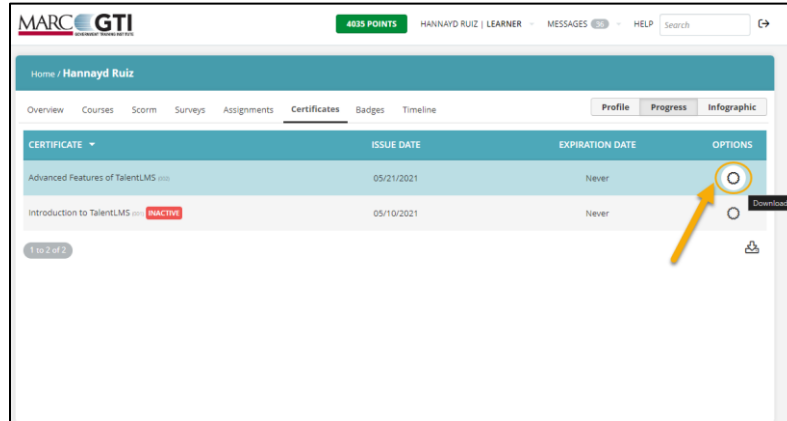
CHWs can collect certificates of completion after completing a continuing education course.

Navigation path to download certificates: Ribbon > Learner > My certificates > Download certificates and see your progress and test scores.



Reference Guide for CHWs in GTI Online

Under the **Options** column, click on the gear to **download** the certificate.



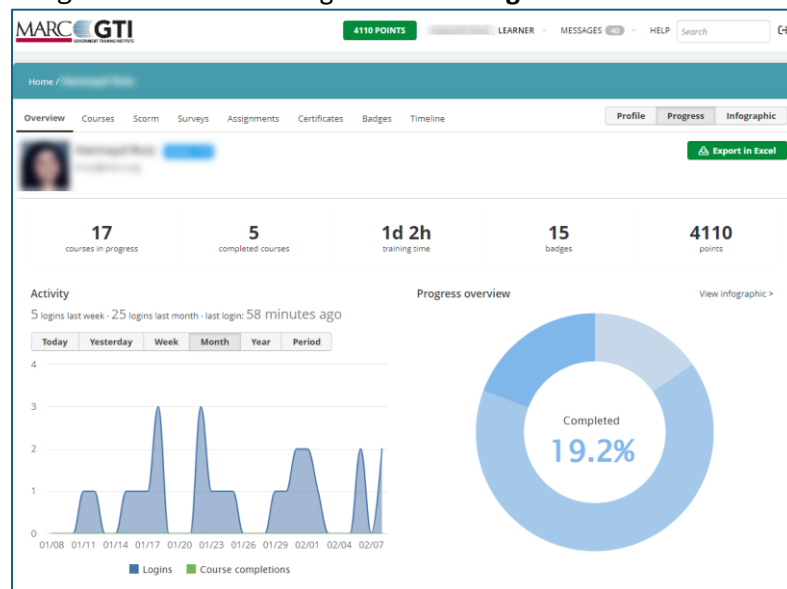
Please note that participants in courses such as the CHW Core Competency Course, CHW Train the Trainer, CHW Supervisor and other specialty training will receive certificates via email.

Additional features

Progress

Find out how you are doing with your training. By clicking on the different tabs, you can review your courses, assignments, certificates and overall progress.

Navigation path to Progress: Dashboard > Right Menu > **Progress**



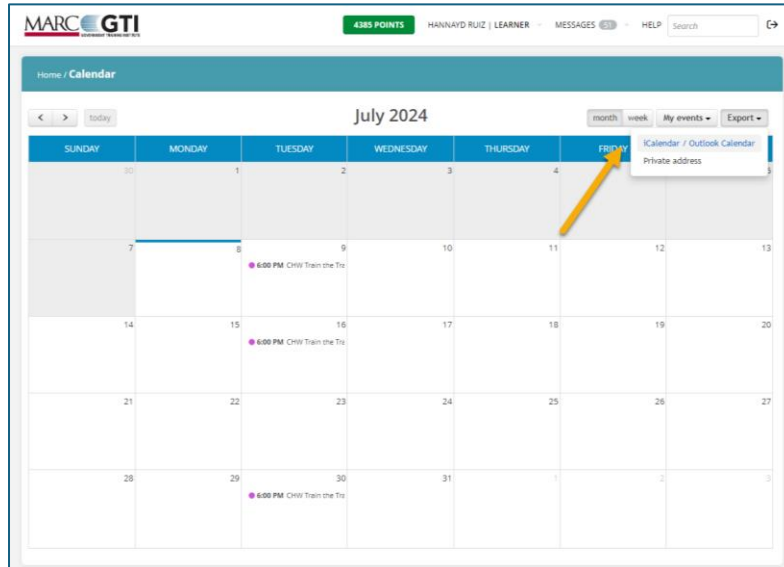
Reference Guide for CHWs in GTI Online

Calendar

View upcoming live sessions and add them to your calendar.

Navigation path to calendar: Dashboard > Right Menu > **Calendar**. Click on **Available events** > **My events** to view your upcoming sessions.

If you want to *download* the sessions to your personal calendar, click **Export** and select iCalendar/Outlook or Private address.



 *Pro tip:* Update the **Reminder** field to receive notifications for the event.

