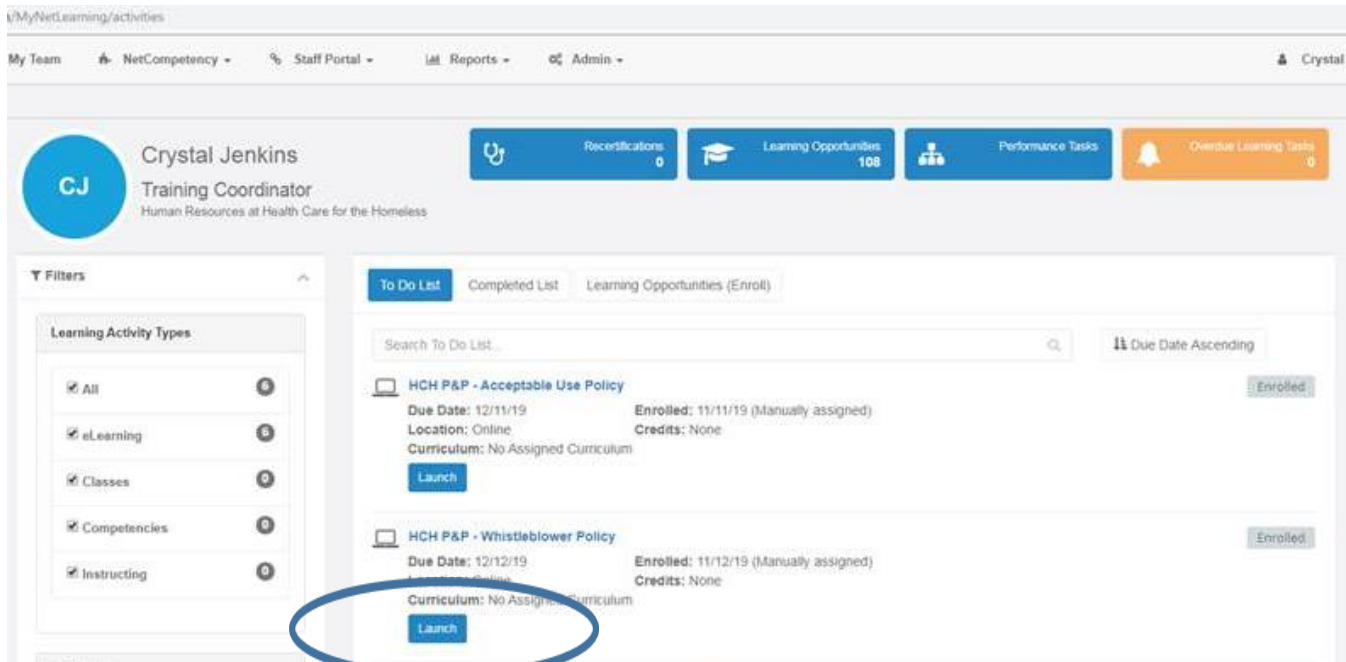


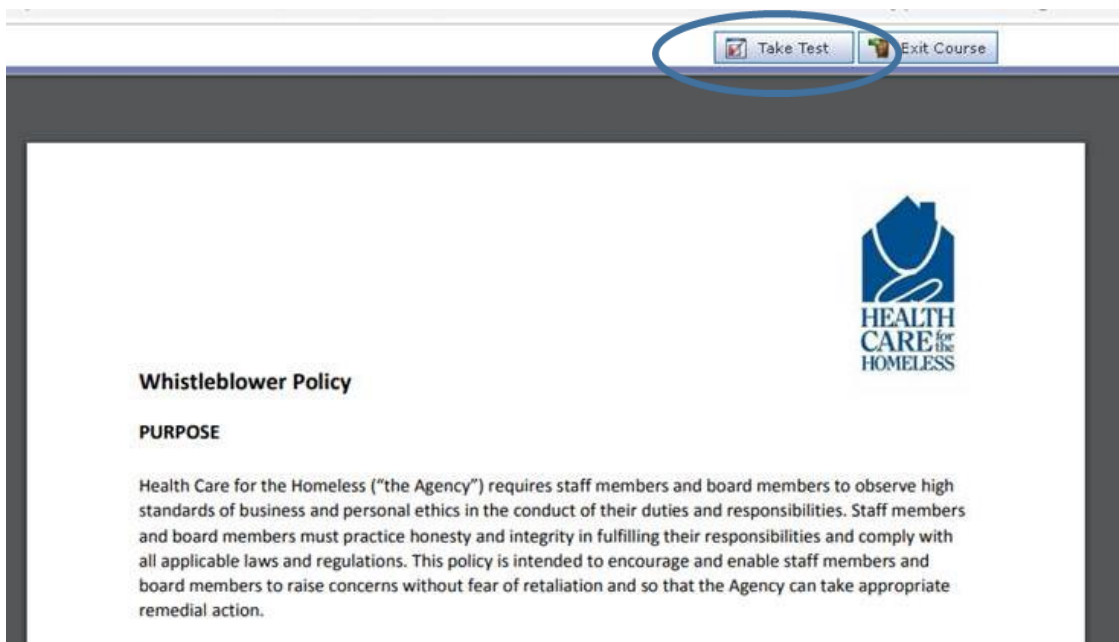
Digital attestation through HealthCare Source (HCS)

1. Log into Healthcare Source, and you will be at your home page. Under your To-Do list, you should see all of the Policies that require review and an attestation.
2. You will then click the “Launch” button (If you log on and don’t see these please contact Training Coordinator Kevin Greer in HR and he can enroll you)



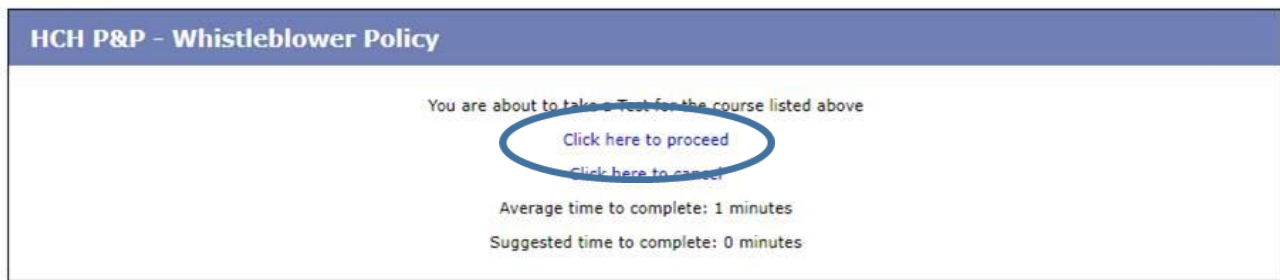
The screenshot shows the iMyNetLearning/activities dashboard for Crystal Jenkins, Training Coordinator. The dashboard includes a navigation bar with tabs for My Team, NetCompetency, Staff Portal, Reports, and Admin. The user's profile is displayed as Crystal Jenkins, Training Coordinator, Human Resources at Health Care for the Homeless. The dashboard features several key metrics: Recertifications (0), Learning Opportunities (108), Performance Tasks, and Overdue Learning Tasks (0). The main content area is titled 'To Do List' and contains two items: 'HCH P&P - Acceptable Use Policy' and 'HCH P&P - Whistleblower Policy'. Both items have a 'Launch' button circled in blue. The dashboard also includes a search bar for the To Do List and a filter for 'Due Date Ascending'. A sidebar on the left shows 'Learning Activity Types' with filters for All, eLearning, Classes, Competencies, and Instructing.

3. After reading through the Policy, at the top of the page you will see an option that says “Take Test”. Click on it.

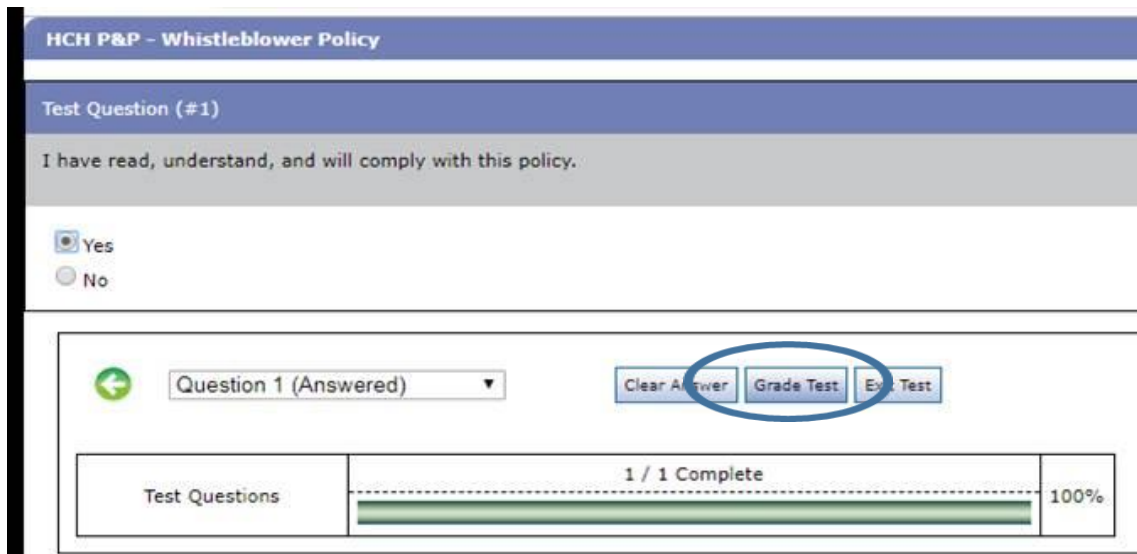


The screenshot shows the Whistleblower Policy page in the Health Care for the Homeless system. The page title is 'Whistleblower Policy' and the section is 'PURPOSE'. The text describes the agency's requirements for staff and board members to observe high standards of business and personal ethics. At the top of the page, there are two buttons: 'Take Test' and 'Exit Course', both of which are circled in blue. The Health Care for the Homeless logo is visible in the top right corner.

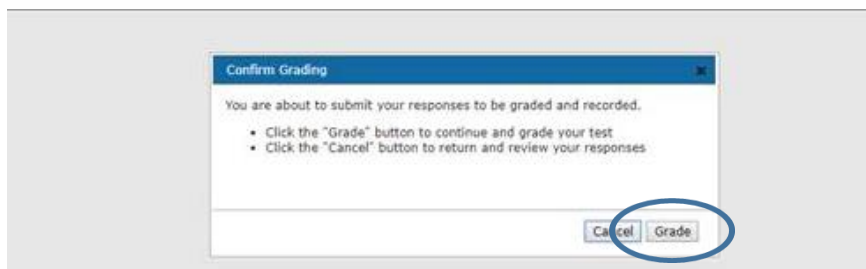
4. This will take you to the page instructing you to “take a Test”, which is how you will attest to the Policy.



5. The question will ask if you read, understand, and will comply with this Policy. Please click yes, in order to attest. If you have questions about the Policy, please reach out to your supervisor. If you choose no, you will “fail” and the Policy will remain in your to-do list.
6. After you choose yes, you will then Grade the test.



7. You will receive a confirmation notice, and click Grade once again.



8. You will receive a notification that you have Passed, which means you have completed the attestation for this Policy.

