

## Step by Step Registration Instructions for Cultural Competence Course

### Instructions:

\*\*\*Make sure to be using **Internet Explorer** as your default browser in order to access the links on page 6.

Follow this step-by-step process to register for the UCM Cultural Competence Course Sessions.

**Step 1:** Logon to the Oracle Learning Management System (LMS). You can also access Oracle LMS through the UCM Intranet Quick Link for “HR Self Service”.

If you do not have access to Oracle LMS, contact Joel Jackson to register at [Joel.Jackson@uchospitals.edu](mailto:Joel.Jackson@uchospitals.edu) or 773-702-4351.

**Step 2:** Click on “UCH Learner Self Service”

**Step 3:** Click on “Learning”

**Step 4:** Click on “Learner Home”

[Oracle Applications Home Page](#)

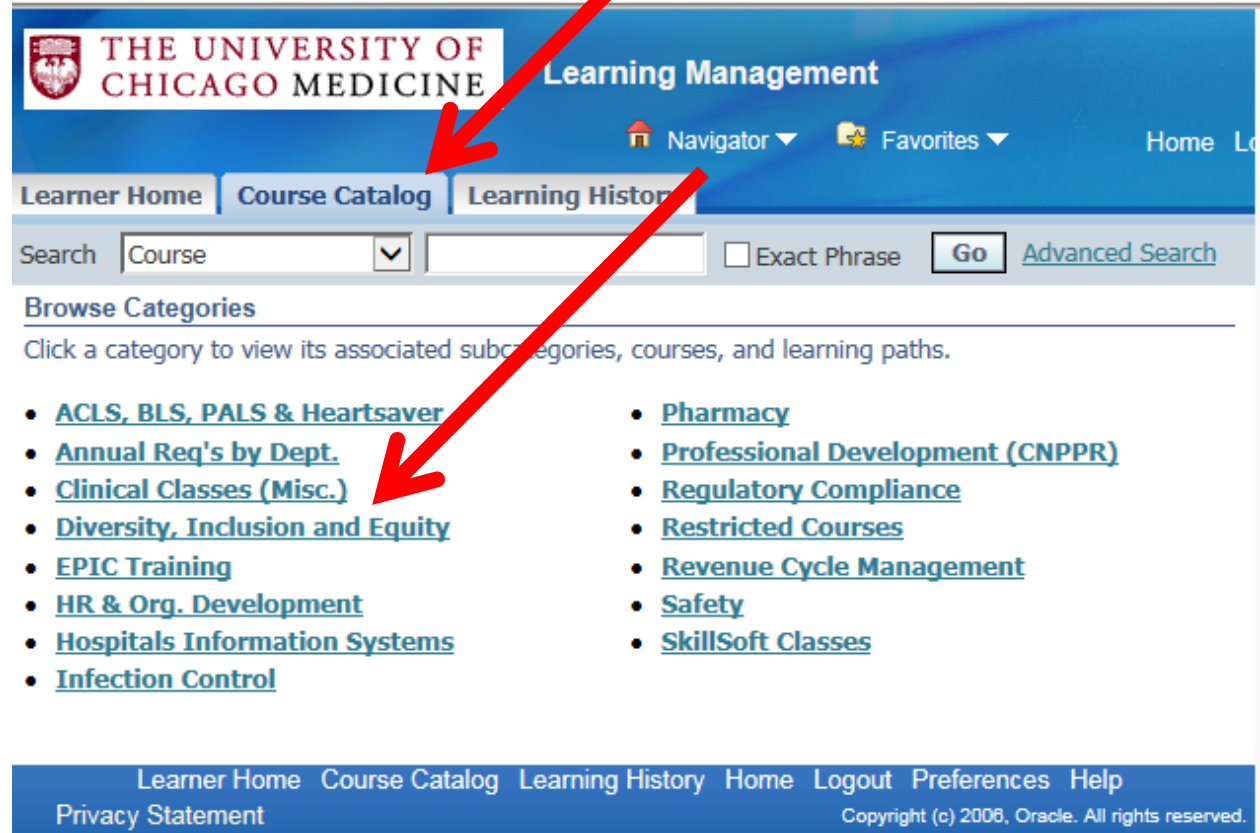
[Click here to visit the Oracle Support page for I](#)



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**Step 5:** Click on the “Course Catalog” tab.

**Step 6:** Under “Browse Categories,” click on “Diversity, Inclusion and Equity”



The screenshot shows the Learning Management System interface for The University of Chicago Medicine. The top navigation bar includes the university logo, the text "THE UNIVERSITY OF CHICAGO MEDICINE", and "Learning Management". Below this, there are navigation tabs: "Learner Home", "Course Catalog" (which is highlighted), and "Learning History". To the right of these tabs are links for "Navigator", "Favorites", "Home", and "Logout". A search bar is located below the tabs, with a dropdown menu set to "Course" and a "Go" button. Below the search bar, there is a section titled "Browse Categories" with the instruction "Click a category to view its associated subcategories, courses, and learning paths." A list of categories is displayed in two columns, with "Diversity, Inclusion and Equity" highlighted by a red arrow. The footer of the page contains links for "Learner Home", "Course Catalog", "Learning History", "Home", "Logout", "Preferences", and "Help", along with a "Privacy Statement" link and a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

THE UNIVERSITY OF CHICAGO MEDICINE Learning Management

Navigator Favorites Home Logout

Learner Home Course Catalog Learning History

Search Course Exact Phrase Go Advanced Search

Browse Categories

Click a category to view its associated subcategories, courses, and learning paths.

- [ACLS, BLS, PALS & Heartsaver](#)
- [Annual Req's by Dept.](#)
- [Clinical Classes \(Misc.\)](#)
- [Diversity, Inclusion and Equity](#)
- [EPIC Training](#)
- [HR & Org. Development](#)
- [Hospitals Information Systems](#)
- [Infection Control](#)
- [Pharmacy](#)
- [Professional Development \(CNPPR\)](#)
- [Regulatory Compliance](#)
- [Restricted Courses](#)
- [Revenue Cycle Management](#)
- [Safety](#)
- [SkillSoft Classes](#)

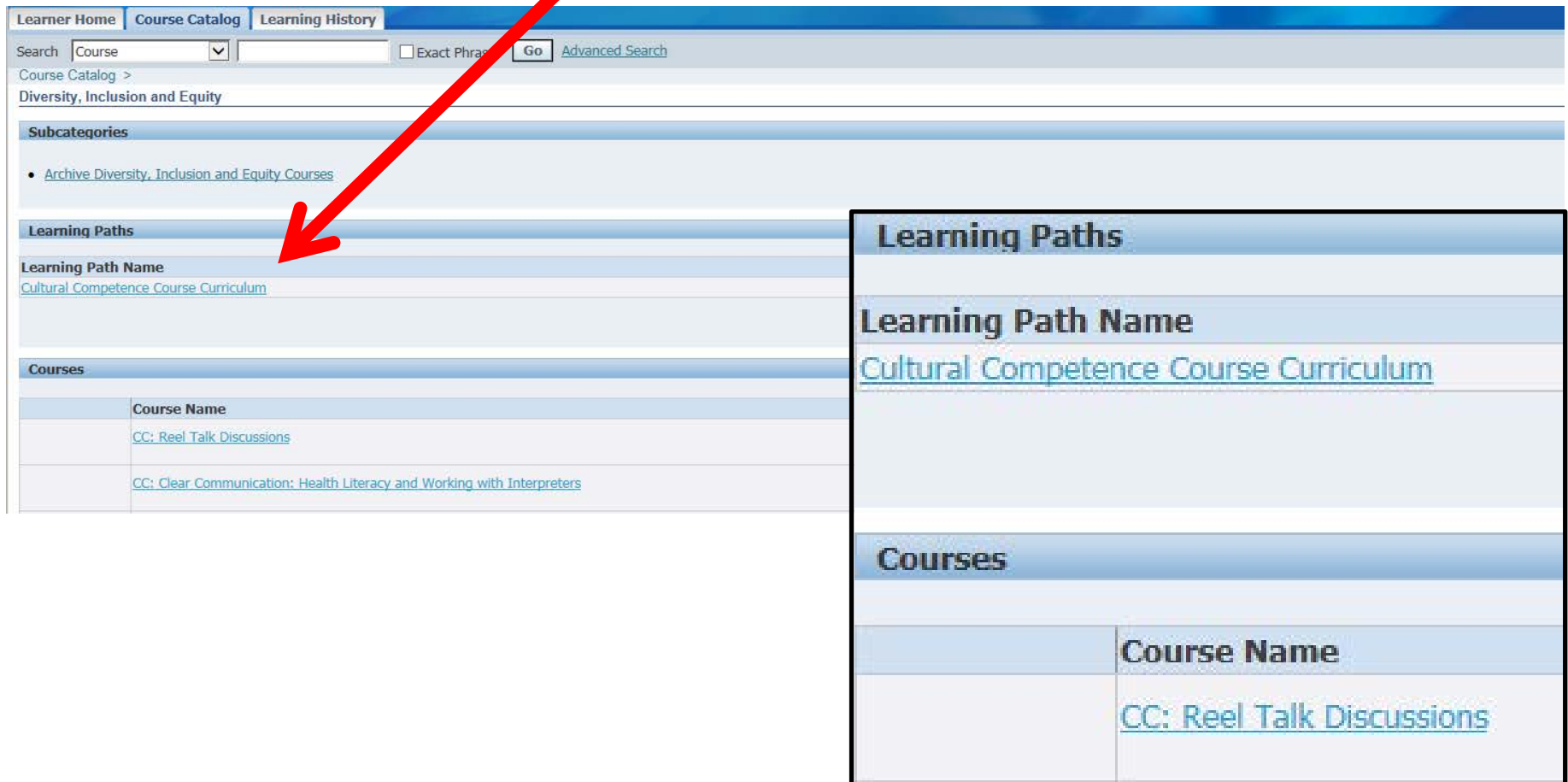
Learner Home Course Catalog Learning History Home Logout Preferences Help  
Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.

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### Enrolling all at once:

#### Step 7:

Under Learning Path Name, click on “Cultural Competence Course Curriculum”



The screenshot shows the 'Course Catalog' page for 'Diversity, Inclusion and Equity'. The 'Learning Paths' section contains a link for 'Cultural Competence Course Curriculum'. Below it, the 'Courses' section lists two courses: 'CC: Reel Talk Discussions' and 'CC: Clear Communication: Health Literacy and Working with Interpreters'.

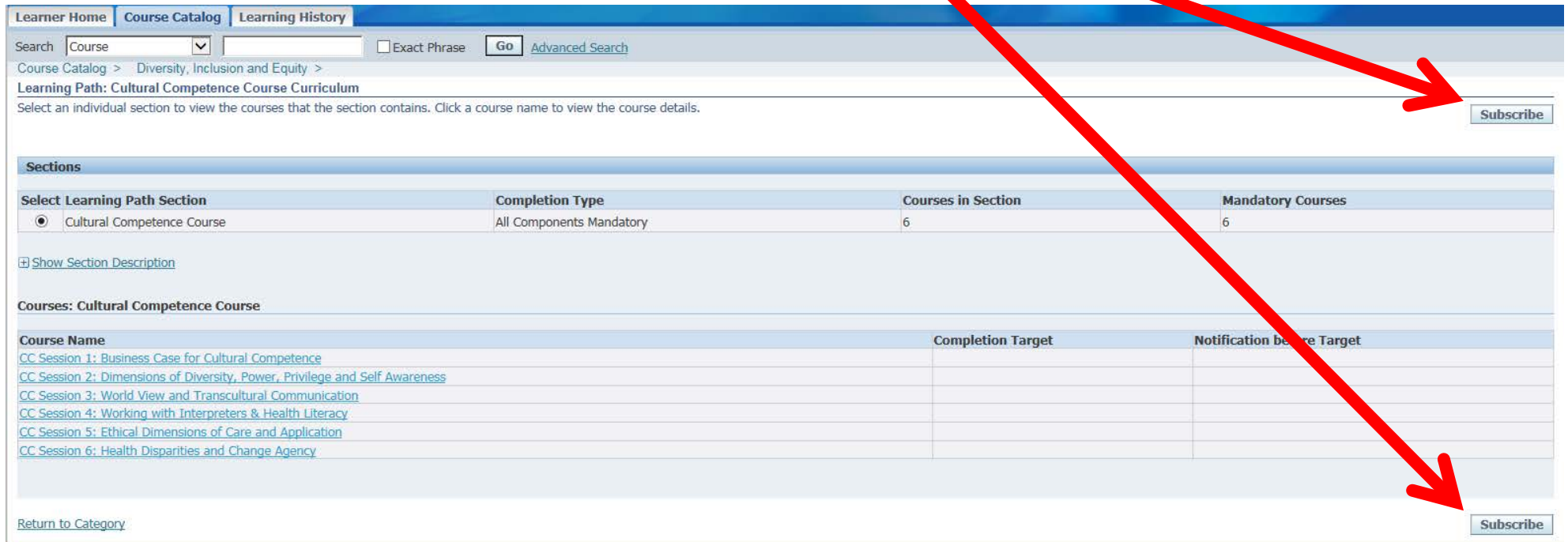
The inset box provides a magnified view of the 'Learning Paths' and 'Courses' sections. The 'Learning Paths' section shows the link 'Cultural Competence Course Curriculum'. The 'Courses' section shows the course name 'CC: Reel Talk Discussions'.

Learning Paths	
Learning Path Name	
<a href="#">Cultural Competence Course Curriculum</a>	
Courses	
	Course Name
	<a href="#">CC: Reel Talk Discussions</a>

## Step by Step Registration Instructions for Cultural Competence Course

### Step 8:

Click on “Subscribe” on either the top right or bottom right of the screen.



The screenshot shows a web interface for a course catalog. At the top, there are navigation tabs: "Learner Home", "Course Catalog", and "Learning History". Below the tabs is a search bar with a dropdown menu set to "Course", a search input field, and buttons for "Exact Phrase", "Go", and "Advanced Search". The breadcrumb trail reads "Course Catalog > Diversity, Inclusion and Equity > Learning Path: Cultural Competence Course Curriculum". A message states: "Select an individual section to view the courses that the section contains. Click a course name to view the course details." In the top right corner, there is a "Subscribe" button. Below this is a "Sections" table with the following data:

Select Learning Path Section	Completion Type	Courses in Section	Mandatory Courses
<input checked="" type="radio"/> Cultural Competence Course	All Components Mandatory	6	6

Below the table is a link: "Show Section Description". Underneath is the heading "Courses: Cultural Competence Course" followed by a table of course sessions:

Course Name	Completion Target	Notification before Target
<a href="#">CC Session 1: Business Case for Cultural Competence</a>		
<a href="#">CC Session 2: Dimensions of Diversity, Power, Privilege and Self Awareness</a>		
<a href="#">CC Session 3: World View and Transcultural Communication</a>		
<a href="#">CC Session 4: Working with Interpreters &amp; Health Literacy</a>		
<a href="#">CC Session 5: Ethical Dimensions of Care and Application</a>		
<a href="#">CC Session 6: Health Disparities and Change Agency</a>		

At the bottom left, there is a link "Return to Category". At the bottom right, there is another "Subscribe" button. Two large red arrows originate from the text above and point to these two "Subscribe" buttons.

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### Step 9:

Once you have been successfully subscribed, you will see **all six** CC sessions offered with start dates and times. **Ex:** CC Session 2: Dimensions of Diversity (092717**1300**) = **1pm**

- ❖ Select the time that works best for your schedule and click on “Enroll” after selecting all six preferred sessions all at once.

Learner Home | Course Catalog | Learning History

Current Learning | Requested Learning | Forums and Chats

Search   Exact Phrase  [Advanced Search](#)

Course Catalog > Diversity, Inclusion and Equity >

Confirmation

You have successfully subscribed to the learning path Cultural Competence Course Curriculum.

**Learning Path: Cultural Competence Course Curriculum**

Select the learning path classes that you want to enroll in.

[Show Key Notation](#)

**Select classes for enrollment for section "Cultural Competence Course"(All Components Mandatory):**

**Classes for course "CC Session 1: Business Case for Cultural Competence":**

Select	Offering	Type	Class	Available Seats	Class Start Date	Class End Date
<input type="radio"/>	Instructor-led		CC Session 1: Business Case for Cultural Competence (0906171300)	23	06-Sep-2017	06-Sep-2017
<input type="radio"/>	Instructor-led		CC Session 1: Business Case for Cultural Competence (0912171730)	13	12-Sep-2017	12-Sep-2017
<input type="radio"/>	Instructor-led		CC Session 1: Business Case for Cultural Competence (0915170830)	28	15-Sep-2017	15-Sep-2017
<input type="radio"/>	Instructor-led		CC Session 1: Business Case for Cultural Competence (0921170800)	27	21-Sep-2017	21-Sep-2017

**Classes for course "CC Session 2: Dimensions of Diversity, Power, Privilege and Self Awareness":**

Select	Offering	Type	Class	Available Seats	Class Start Date	Class End Date
<input type="radio"/>	Instructor-led		CC Session 2: Dimensions of Diversity (0927171300)	25	27-Sep-2017	27-Sep-2017
<input type="radio"/>	Instructor-led		CC Session 2: Dimensions of Diversity (1003171730)	12	03-Oct-2017	03-Oct-2017
<input type="radio"/>	Instructor-led		CC Session 2: Dimensions of Diversity (1005170800)	25	05-Oct-2017	05-Oct-2017
<input type="radio"/>	Instructor-led		CC Session 2: Dimensions of Diversity (1013170830)	29	13-Oct-2017	13-Oct-2017

**Classes for course "CC Session 3: World View and Transcultural Communication":**

Select	Offering	Type	Class	Available Seats	Class Start Date	Class End Date
<input type="radio"/>	Instructor-led		CC Session 3: Worldview and Transcultural Communication (1018171300)	23	18-Oct-2017	18-Oct-2017
<input type="radio"/>	Instructor-led		CC Session 3: Worldview and Transcultural Communication (1027170830)	30	27-Oct-2017	27-Oct-2017
<input type="radio"/>	Instructor-led		CC Session 3: Worldview and Transcultural Communication (1031171730)	13	31-Oct-2017	31-Oct-2017
<input type="radio"/>	Instructor-led		CC Session 3: Worldview and Transcultural Communication (1102170800)	24	02-Nov-2017	02-Nov-2017

