ONLINE TRAINING INSTRUCTIONS

1. Go to Website: [http://webcentral.uc.edu/cpd_online2/](http://webcentral.uc.edu/cpd_online2/)
2. Click on the “Compliance Training or Competency Testing Tab.
3. From this page, select the “Member Login” link on the left-hand side of the page
4. You will then be asked to LOGIN:

5. You be directed to this page and asked to submit your username/password (instructions below):

**Username:** Enter your assigned username.

**Password:** Central Login Service (CLS) applications are identified as such on their login pages. The first time you access a CLS application, you will need to enter your username and a one-time-use "default password," as follows:

Uc!MMDDYYYY (where MMDDYYYY is your full date of birth)
For example, if you were born on July 1st, 1988, your default password would be "Uc!07011988." The first time that you logged in to a CLS application, you would be prompted to change this default password to a new one that must:

- Contain at least one lowercase letter
- Contain at least one uppercase letter
- Contain at least one number
- Be a minimum length of eight (8) characters
- NOT contain any form of your name or username

6. Once you have successfully logged in and changed your password, you will be directed to a page that looks like this. You will then need to click on the “Compliance Home” link on the left-hand side:

7. Complete the “Blood Borne Pathogens Training” AND the “HIPPA Compliance Training”
7a. For the “Blood-Borne Pathogens Training,” you will click on the “Web Course”

7b. For the “HIPPA Training,” you will select “HIPPA Privacy Introduction”

8. Follow the prompts and complete both online tutorials/trainings.