

HAVE YOU DONE YOUR ANNUAL INSERVICES YET?

- Go to the Westview website: <https://www.westviewhcc.com>
- Scroll all the way down to the bottom right of the homepage

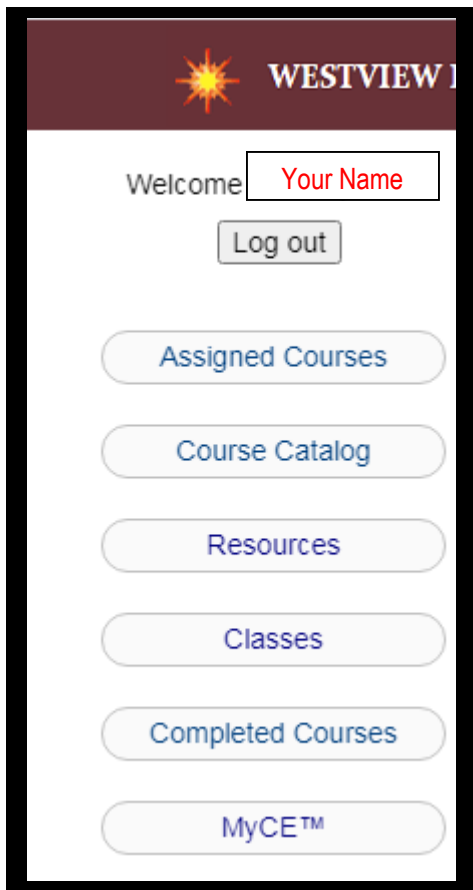
The screenshot shows the Westview Health Care Center homepage. At the top, there is a 'MISSION STATEMENT' section with a 'DEFICIENCY FREE' seal and a starburst graphic. Below this is a 'CONTACT US' section with address and phone information, a 'Welcome to Westview' video thumbnail, and a 'LEGAL INFORMATION' section with links for 'PRIVACY POLICY', 'NON-DISCRIMINATION', 'HIPPA PRIVACY', and 'CODE OF ETHICS'. To the right is an 'APPLICATION FOR ADMISSION' section with 'VIEW/DOWNLOAD' buttons for 'OUTPATIENT INFORMATION & PRIVACY POLICY' and 'OUTPATIENT INFO & POLICY (FILLABLE)'. A red arrow points from the top right towards the bottom right corner, where the 'Inservices' and 'Doculivery' icons are located in the footer.

- Click on the "T3 Inservices" icon to access your online education
- The T3 System is your new online inservice account
 - User ID is your 4-digit employee number
 - Password is your last name (all lower case)

The screenshot shows the login page for the Westview Health Care Center. It features the Westview logo and the text 'WESTVIEW HEALTH CARE CENTER'. Below this are two input fields: 'User ID' and 'Password'. A 'Log in' button is positioned below the 'Password' field. To the right of the input fields, there is a welcome message: 'Welcome to the Westview Health Care Center T3 System. Enter your User ID and Password in the spaces to the left, and click the Log in button.'

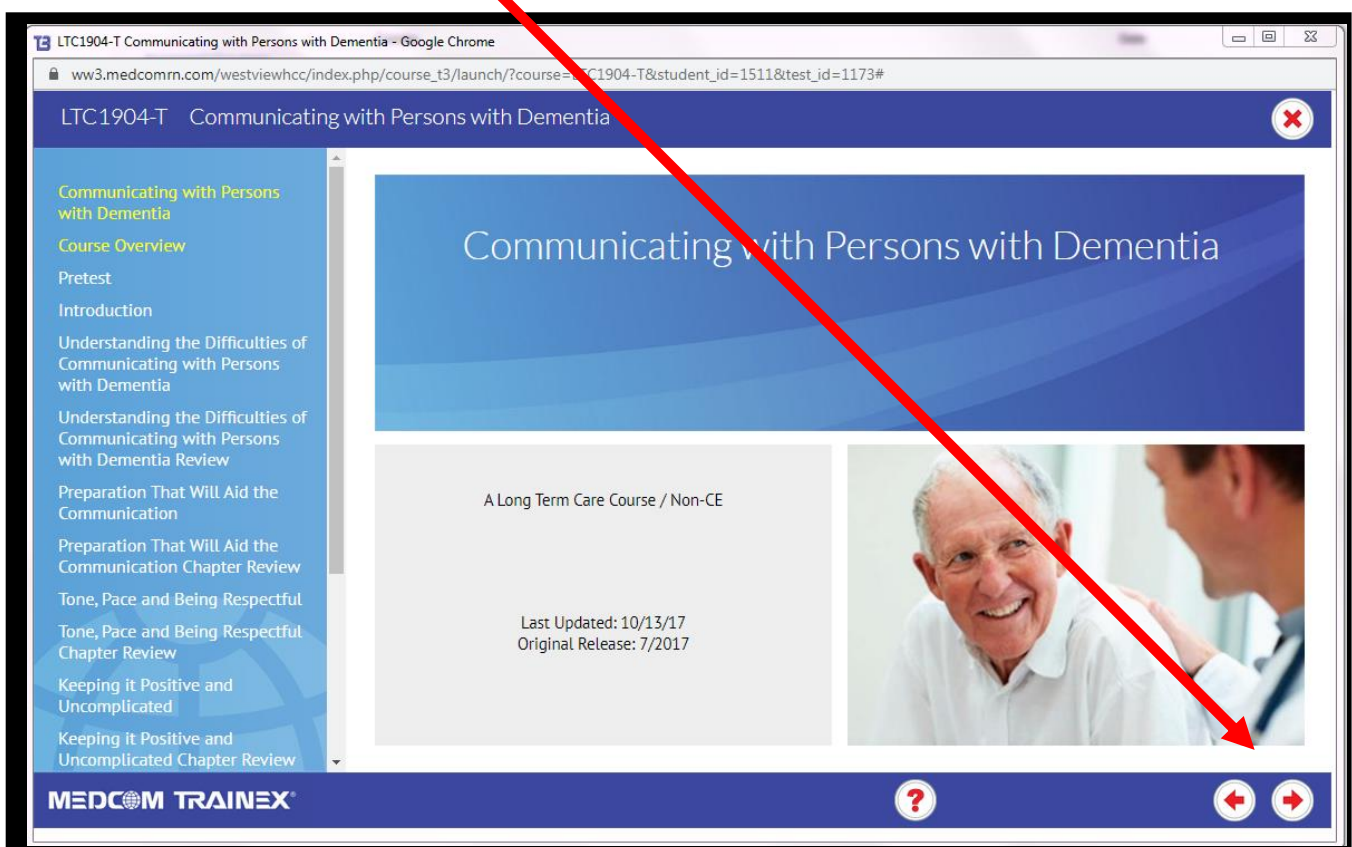
- Once logged in, you will see a list of required annual courses; as you complete them, they will disappear from your account.
- Get into the habit of checking in monthly. There will be courses added for the specific requirements of each job/department.
- There is also a "Course Catalog" of courses that you may choose.
- Don't delay - get started completing your annual education today!

Below are the main sections of your online education account:



- ASSIGNED COURSES
This is the course list that you are required to complete.
- COURSE CATALOG
There are over 800 courses. You can search for any course of interest and get credit for completion.
- COMPLETED COURSES
All of your completed courses will be stored here.
- MyCE
Keep track of all your continuing education courses and seminars here; you manually input the information.

Once under "Assigned Courses" you will click on a title; the course will open. Use the arrows at the bottom right to navigate through.



I think you will be very pleased with the content and quality of the course offerings as well as the user-friendly format in which they are presented.

Contact Jill Blain, Director of Staff Education with any questions.