Accessing Your Grounds for Success eLearning Modules

**WHEN**
You will have access to your elearning modules *the day after* you attend the Grounds for Success in-person class. You should complete these modules within your first two weeks of employment.

Take them at your own pace. You do not have to complete them in one sitting. In fact, if you need to exit in the middle of a module, the system will remember where you left off and you can resume at that same point later.

**WHAT**
Grounds for Success elearning includes:

*Getting Paid* (15 minutes)
The module provides information about important Payroll concepts, including when you are paid, how to record your time for payroll purposes, and how to read your payslip. It also introduces you to other actions that you must take, such as completing your tax forms and setting up direct deposit.

*Benefits & Leave* (45 minutes)
The goal of this module is to introduce you to some of the most popular benefits available to you as an employee of the University of Virginia. We want you to make the best benefit choices for you and your family. This module provides information about the options available for the benefits, questions you should consider as you select your benefits, instructions for enrolling in your benefits, and the timetable required for you to take action.

*Policies & Practices* (15 minutes)
The purpose of this module is to introduce you to important policies and practices that all employees at the University of Virginia observe. You’ll learn more about standard employment policies at U.Va., Virginia state laws and policies, as well as university-specific policies and practices.

*Safety & Security* (15 minutes)
We all play a part in keeping our university community safe and secure. Learn more about safety at U.Va. and the role you play in maintaining a safe and secure community. Designed for new employees, this module focuses on physical safety and security, workplace violence, emergency preparedness, and workplace health and safety.

In addition, you should complete two other elearning modules required for new hires: *Emergency Preparedness* and *Hoos Making a Safer Community*. These have all been assigned to your learning plan.

**WHERE**
If you do not have access to a computer in your work location, please come to one of our computer labs. No appointment is necessary. Just drop in! Computer labs are open the following days and times:

- Tuesdays, 1:00-3:00pm, Michie North (918 Emmet St.), Room 219
- Thursdays, 8:30-10:30am, Michie North (918 Emmet St.), Room 219
HOW
In order to access your elearning modules, you need to know two things:

1. **Your computing ID.** This is also the first part of your U.Va. email address (jw2ga@virginia.edu). You can get this from your manager or your local support partner (LSP).
2. **Your Self-Service password.** This is mailed to your home address. If you have not yet received your password, you may contact the HR Service Center at 982-0123 or AskHR@virginia.edu to have your password reset so that you can access your elearning modules without waiting to receive your password in the mail.

We also suggest that you get the following items together before you begin your elearning modules:

- Know your employee type. Selecting the correct employee type ensures that you receive the right information in some of the elearning modules. Your employee type is included in your offer letter. If you don’t know your employee type, ask your manager or talk to your HR representative.
- The folder you received in your Grounds for Success in-person class. This has some helpful documents to review as you are completing the elearning modules.

HOW TO

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<tr>
<th>Step</th>
<th>Action</th>
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<tr>
<td>1.</td>
<td>Go to <a href="http://www.hr.virginia.edu">www.hr.virginia.edu</a>.</td>
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<td>2.</td>
<td>Click the <strong>SSTL</strong> link.</td>
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<td>Step</td>
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<td>3.</td>
<td>Enter your computing ID into the <strong>User Name</strong> field.</td>
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<tr>
<td>4.</td>
<td>Enter your Self-Service password into the <strong>Password</strong> field.</td>
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<td>5.</td>
<td>Click the <strong>Login</strong> button.</td>
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### Main Menu

- UVA Employee Self-Service
  - Time Entry
  - Payslip
  - Personal Information
  - Banking Information
  - Tax Form
  - Employee W2
  - Disability Self-ID
  - My Information
  - Learning
    - Learner Home
    - External Learning
    - Competency Profile
- UVA Instructor Self-Service
- UVA ODS Specialist-QLM
- UVA ODS Specialist-Restricted

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<td>6.</td>
<td>Click the <strong>UVA Employee Self-Service</strong> link.</td>
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<tr>
<td>7.</td>
<td>Click the <strong>Learning</strong> link.</td>
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<td>8.</td>
<td>Click the <strong>Learner Home</strong> link.</td>
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Step 9. Click the **Grounds for Success** link under the Learning Certifications heading.

Step 10. You must enroll in each module separately. Click the **Choose or Enroll in class** button for the first module.
### Step 11
**Click the Apply button.**

**Apply**

Repeat steps 10 and 11 for each of the other modules.

### Step 12
**Click the Play button to launch a module.**

[Play]
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<td>13.</td>
<td>Click the <strong>Start</strong> button to begin the training.</td>
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<td></td>
<td>If you need to exit in the middle of a module, your place will saved and you can pick up where you left off.</td>
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<td>14.</td>
<td>When you have completed the module, click the <strong>Return to Learner Home</strong> button to go back to your learning certification and access another module.</td>
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