



Navigating CEA University

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ACCOUNT SETUP

As soon as your CEA membership has been activated, you will receive an email from Zywave with the subject “Your New LMS Is Waiting...” Follow the steps below to complete your account setup.

1. Click on the blue “Set up account” button from the body of your welcome email.
2. Enter your email address when prompted and click “Continue.”
3. Verify your first and last name and enter your new chosen password. Confirm new password and click the blue “Create account” button.
4. Indicate whether you’d like your browser to remember your login.
5. You will then be taken right into the Learning Management System (LMS). You will also receive an email confirming your new access.

EMPLOYER / CLIENT PORTAL

(<https://portal.zywave.com>)

To distinguish you from an individual employee user, employers are considered “Clients” in Zywave. Bookmark the client portal access link above. The Zywave client portal gives you access to our content library, HR and compliance apps, and notices.

CONTENT LIBRARY

1. Use the left-hand side navigation panel and click the down arrow next to “Content Library.”
2. Click on the category that you are looking for information from.
3. Scroll through the given forms, bulletins, etc. Use the down arrow to download any desired documents.



HR APPS

Use these convenient HR apps to assist you in the daily tasks of an HR professional. Click on “HR apps” from the left-hand side navigation panel.

1. Scroll through the available HR apps and click “Launch” under the description to the desired tool.
2. Follow the prompts to use the selected tool.



Sample Job Descriptions

Use the Sample Job Descriptions Tool to find sample job descriptions that can help you when reviewing an employee’s performance or to assist you in recruiting the best candidates.

Launch

COMPLIANCE APPS

Use these convenient applications to ensure you are staying in compliance with state labor laws.

1. Click on “Compliance Apps” from the left-hand side navigation panel.
2. Scroll through the available Compliance apps and click “Launch” under the description of the desired tool.
3. Follow the prompts to use the selected tool.

NOTICES

Use these tools to help you build compliance notices and stay within your deadlines.

1. Click on “Notices” from the left-hand side navigation panel.
2. Click “Launch” under the description of the desired notice tool.
3. Follow the prompts to use the selected tool.



Health Plan Compliance Calendar

Use the Health Plan Compliance Calendar to track key federal deadlines and access information and resources that will help you ensure compliance.

Launch

LMS

Click on “LMS” in the left-hand side navigation panel to open a new tab in the Learning Management System. Note: You can always just bookmark to <https://lms.zywave.com/> for quick access to the LMS.

SETTINGS

Click on “Settings” in the left-hand side navigation panel. Use these settings to set your notification preferences.

1. Use the dropdown menu under “Topics” to select topics that you are interested in or pertain to your business.
2. Use the dropdown menu under “Locations” to select your state.
3. Use the dropdown menu under “Industries” to select your specific industry or industries that you are interested in.
4. Subscribe or unsubscribe to the weekly digest email.
5. When settings have been updated, click the blue “Save” button at the top right of the page.

LEARNING MANAGEMENT SYSTEM

(<https://lms.zywave.com/>)

You are wearing two hats for your company when you access the Learning Management System (LMS) in CEA University.

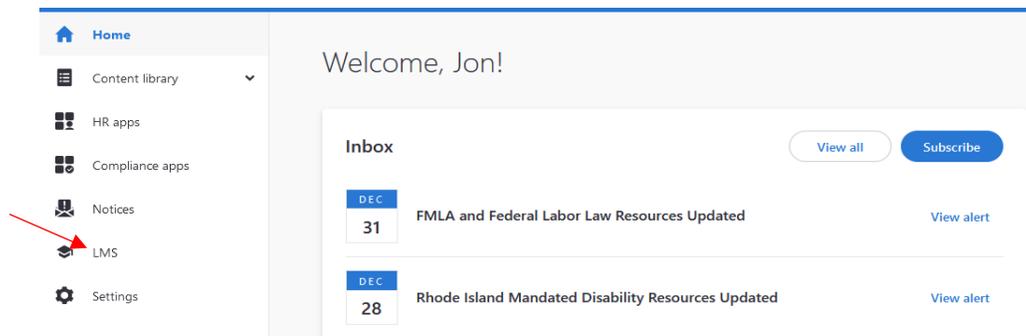
- As the “**employer/client**,” you determine which groups will have access to specific courses/videos in the course catalog and assign them to your employees.
- As an “**employee**,” you can take any course after you’ve assigned it to yourself.

ACCESSING THE LEARNING MANAGEMENT SYSTEM

1. Log in as the employer by going to your client portal at: <https://portal.zywave.com/> (you can also access this from CEA’s homepage at www.employers.org, hovering over “HR Answers,” clicking on “CEA University,” and clicking the blue “Log In” button at the bottom of the page. To bypass the CEA website and client portal entirely, just log in at <https://lms.zywave.com>. Bookmark this page for easy access!

Please Note: If you haven’t set up your login, click “Forgot password?” at the top right of the login box to receive an email to complete your setup.

2. Once you are logged in, click LMS from the left-hand side navigation panel in the portal to open the Learning Management System in a new tab.



3. Once you are in the LMS dashboard, click on “Course Catalog” to browse available courses.

ADDING EMPLOYEES

1. Before you can enroll employees for courses, they need to be added to your LMS. Click on “Employee Management.”

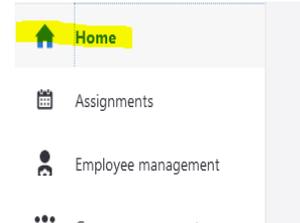
Please note: If this is your first time to the LMS system, you will need to add yourself as an employee in order to view the courses/videos. Follow the steps below for yourself and all of your employees.



- If you have multiple employees to add, select the “Import employees” button and follow the prompts.
- To add one employee, click the “+ Add employee” button at the top of the screen.



- In the “Employee details” box, add the employee’s first name, last name and email address.
- Make sure to use a unique and separate email for each employee that you add.
- Click “Add” when you are done entering details.
- Click the Home button, at the top left of screen when complete.



ADDING EMPLOYEES TO GROUPS

Create specific groups and add your employees to each group (example: Supervisors, New Hires, Warehouse Department, etc.) by following the steps below:

- Click “Add group” on the bottom right of the home page under “Manage groups” OR click on “Group Management” from the home page in the LMS and click the blue “Add Group” button from there.
- Type in a Group Name and Description. Click “Add.” You will be directed to a Group Details page.
- You can now add specific employees to their appropriate groups by clicking “Manage” in the “Members” box.
- When the list of your employees displays, click the green + button next to the employees you’d like to be assigned to this group.
- Click “Save” when you have entered all of the employees in that particular group.

Manage groups



Add employee group

Group name: *

Description:



ASSIGNING COURSES TO GROUPS OF EMPLOYEES

- From the “Group Management” screen, click “Manage” in the “Action” column next to the group you would like to assign courses to.
- Once in the “Group details” screen, click on “Assign Courses” at the bottom of the page under “Assignments.”
- Use the course dropdown to find the course you’d like to assign to your group. Click on the checkbox next to each course you’d like to assign.

4. Enter a due date or select “No due date required.” ***Please be advised that if you do not assign a due date, the employee will not get reminder notifications. This is a good option for optional courses.**
5. Click “Assign.”

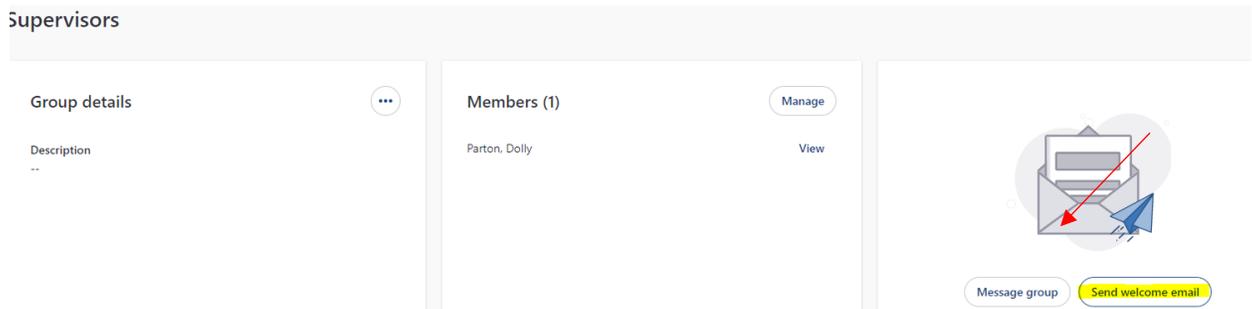
ASSIGNING COURSES TO INDIVIDUAL EMPLOYEES

If you would prefer to assign your employees courses individually, follow these steps:

1. Click on “Employee Management.”
2. Click “Manage” in the Action column next to the employee you’d like to assign a course to.
3. Under “Assignments,” select “Assign Courses.”
4. Follow the same steps as above when assigning to a group.

SENDING EMPLOYEE INVITATIONS

1. To send employee invitations (to set up their employee Zywave accounts), go to “Group Management” and click “Manage” next to the group you’d like to send invitations to.
2. From the Group Details page, click the “Send welcome email” button.



- A welcome email template will pop up in the middle of your screen.
3. Choose whether you’d like to send the invite to all employees in the specified group, or only employees that still need to set up their Zywave accounts.



4. Customize the Subject, Message title and Message body if you'd like to make it more specific to your company.
5. After customizing the invite, click the blue "Send invite" button at the bottom of the page.

Send an invitation which includes a link for employees in this group to set up their Zywave Learning accounts.

- Send only to employees in this group who haven't set up their accounts
 Send invite to all employees in this group

Subject

Welcome to California Employers Association Demo Account's Learning Management System

Message title

Welcome to Zywave Learning!

Message body

You have been invited to join Zywave Learning, a learning management system that allows you to take training courses assigned to you by your employer.

Cancel

Send Invite

6. If you just need to re-send the invitation to one employee, you can do that through "Employee Management" in the specific employee's details screen.

CHANGING ASSIGNED COURSE DUE DATES

If you have assigned courses to your employees and need to change the due dates, follow the steps below.

1. **For a single employee:**
 - a) Go to the "Employee management" tab in your LMS.
 - b) Click "Manage" in the Actions column next to the employee you need to change the due date for.
 - c) Scroll down to "Assignments" and click the button under Actions to select "Edit due date."
 - d) Type the new date over the original date assigned and click "Save."
2. **For a group of employees:**
 - a) Go to the "Group management" tab in your LMS.
 - b) Click "Manage" in the Actions column next to the group you need to change due dates for.
 - c) Under "Assignments," click the button in the Actions column next to the course you'd like to update and select "Edit due date." Making the change here will change it for all employees that were assigned that course in the group.

DELETING ASSIGNED COURSES

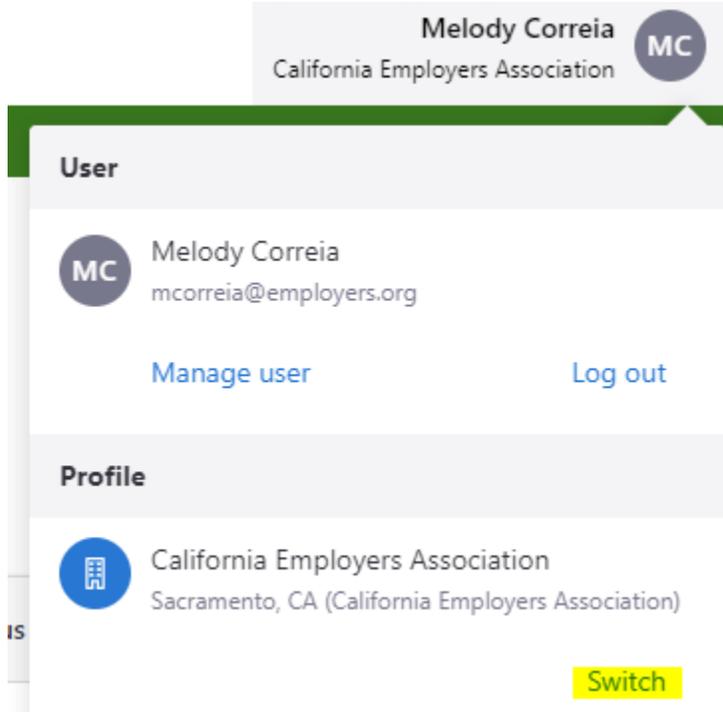
1. **For a single employee:**
 - a) Click on "Employee management."
 - b) Click "Manage" in the Actions column of the employee you'd like to delete a course from.
 - c) Under "Assignments," click "Delete assignments" and find the course you'd like to delete.
 - d) Check the box next to the assignment and click "Delete."
2. **For a group of employees:**
 - a) Go to "Group Management" and select "Manage" next to the group.
 - b) Follow the instructions above to delete the training from the entire group of employees.



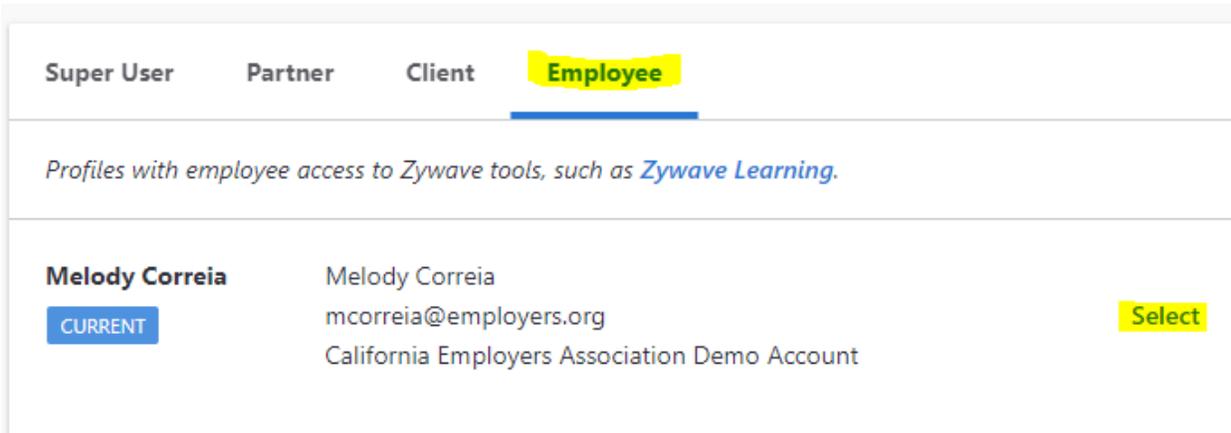
SWITCHING PROFILES

Because you are logged in under your employer/client profile, you now need to switch to your employee profile to complete your own employee assignments.

1. Go to the profile manager in the upper right-hand corner and click “Switch.”



2. Click the “Employee” tab and then click “Select.”

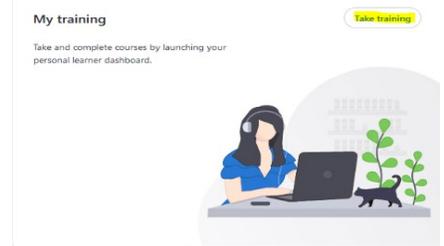


This will prompt you back to the home page of the LMS.



ACCESSING EMPLOYEE TRAINING

1. From the LMS home page (lms.zywave.com), scroll to the bottom of the page and locate the “My training” box.
2. Click “Take training.”
3. You will see the courses that you or the administrator has assigned for you.
4. Click on “Start course” next to the training you would like to view and a new tab will open.

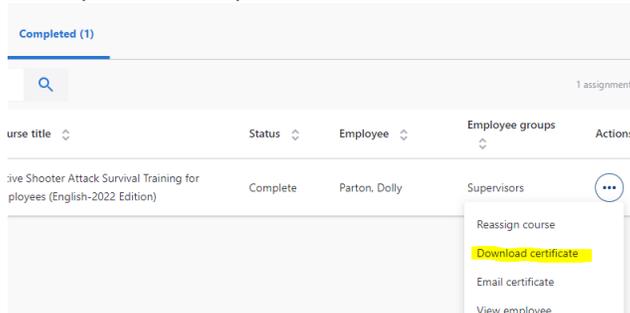


Aerial Lift Operation Safety for Employees	Not started	No due date	Start course
Crane Signal Person Basic Training for Construction Employees (English-2021 Edition)	Not started	No due date	Start course

5. Watch the video and take the quiz as prompted to earn your certificate.
6. To access your certificate, go back to the “My Training” page when complete and click on the “Completed” tab.” Use the “Download certificate” option in the Actions column. The employee will also receive an email that contains a link to download the certificate.

MANAGING ASSIGNMENTS AND CERTIFICATES

1. Click on “Assignments” from the navigation pane. You can see there which assignments are past due, open and completed.



2. Once an employee completes an assignment, they will move to the “Completed” tab.
3. Click on “Completed” assignments and click the button in the actions column to select “Download certificate.”

If you have any other questions about the Zywave LMS, please contact them at 866-499-9283, email them at support@zywave.com, or use the chat feature from the bottom of the “Help and Training” page through the LMS.