ORA LEARNED TRAINING SYSTEM
LEARNER – QUICK REFERENCE GUIDE

cornerstone

LOG-IN SCREEN

Website:
https://fdaoted.csod.com/login/render.aspx?id=defaultclp

FDA Log-in Credentials (For access when PIV Card is unavailable)
Log-in ID: Email Address

SLTT Default Log-in Credentials
Log-in ID: Email Address

For password information, contact the HelpDesk at:
ORA Applications Helpdesk 240.241.5636 or 866.807.ERIC (3742) opt 1 then 2 or Email: Appsdesk@fda.hhs.gov

WELCOME PAGE

The Welcome page or *Home* page is where Learners find access to training, tasks, or To-Do's. You can search, request, or launch training and tasks from this page. Along the top of the page, the available functionality is grouped by tabs. Place the cursor over a tab to view the available options within the tab.

SYSTEM BUTTONS

Buttons are used to quickly access various features of ORA LearnED.

Transcript	The **Transcript** button allows Users to manage all *Not Started*, *In Progress*, or *Completed learning*. Change **Active** to **Completed** to view *Completed learning*, and change **Completed** to **Active** to view *In Progress* learning.
Course Catalog	The **Course Catalog** button is a link to the repository of all learning objects in the system, including online courses, quick courses, events, libraries, tests, materials, and curricula.
Calendar	The **Calendar** button is a quick link to a calendar that displays training events and sessions, allowing users to easily access training details and register for events.
Search	The **Search** button is a quick link to allow the user to search for training that is specific to the user's interests.
Help	The **Help** is a quick link to contact information to report technical, training or course issues. This area also provides common FAQs of General Questions and Navigating the LMS System.
ComplianceWire	The **ComplianceWire** button is a quick link to the ComplianceWire LMS system.

SYSTEM WIDGETS

Widgets are small components of the Home page that display important information for a user.

News/Announcements: This widget provides important updates to courses, system functionalities, and other key feature information through this Announcement widget.

Support Links: This widget provides helpful links as well as contact information to reach out to the Helpdesk for questions or concerns about your training.

My Training: This widget provides a quick link to user's training information, including assigned, required, in progress, and suggested training.

My Inbox: This widget displays the action items of the user announcements and pending items. There are quick links to the action items.