

# InSite – Web-Based Training

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## What's InSite?

The InSite software is designed to view and manage your work schedule, certifications, contact information and any time off requests.

## How Do I Access InSite Web-Based Training?

The InSite Web-Based Training takes approximately 30 minutes to complete. Please schedule enough time to complete the course in one session, for you will not be able to save your work and complete the training at a later date. You will receive 0.5 hours credit for completing the training.



If you are unable to complete the InSite Web-Based Training in your work area, the following workstations are available in the Clinical Computer Training Center, UAMS Library, and Staff Education (8th floor). These workstations are available on a first-come, first-served basis:

### 1. Clinical Computer Training Center CCTC – 1st floor Ward Tower

- There are 4 computers located on 1st floor of the Ward Tower Building – Room 1E/120 that are available Monday through Friday from 8:00 a.m. to 4:30 p.m.
- Open labs will be held at various dates that will accommodate up to 12 additional users. The open lab schedule can be found on the CCTC web site at <http://www.uams.edu/cctc/insite.asp>.

### 2. Staff Education Department – 8th Floor of the Central Building - Room 8011

- There are 4 computers located on 8th floor of the Central Building (Formerly University Hospital) that are available 24/7.

### 3. UAMS Library – Learning Resource Center

- Computer access is available on the 5th Floor of the Education II Building. Go to the web page – <http://www.library.uams.edu/lrc/sub/Hours.aspx> or call 686-6752 for the Library Learning Resource Center hours.

## **Technical Information**

- The InSite Web-Based Training is only available through the UAMS web site. You can access the InSite Web-Based Training from any computer on campus, off-campus, or home. You do not need to VPN via the Citrix network to access the training modules.
- Flash Player 9 or higher is required to view the tutorials. Go to the web site – **<http://get.adobe.com/flashplayer>** to download it. If you can't download and install, call the Technical Support Center for assistance – **686-8555**.
- You must turn off your browser's pop up blocker before starting.
- The InSite Web-Based Training has audio, so please turn on your speakers.

## **Instructions for InSite Web-Based Training**

*Please complete the InSite Web-Based Training by following the steps below:*

### **STEP 1:**

- Open your web browser and go to: **<http://www.uams.edu/cctc/insite.asp>**.
- Click on the link to begin the InSite Web-Based training module. Remember, the InSite Tutorials will take a few minutes to load, please be patient.
- You will be guided through several different areas of the InSite program. The training module includes audio, so please make sure your speakers are turned on or you are using headphones. Once you have completed the InSite training module, proceed to Step 2.

### **STEP 2:**

- Complete the Confirmation Form after completing all tutorials, in order to get credit in the Training Tracker database. SAP ID or Student ID, first name, and Last Name are required at a minimum to verify in Training Tracker database.
- If you do not know your SAP ID, you may go to the following web site: **[https://secure.uams.edu/TrainingTracker/App\\_Forms/frmPeopleSearch.aspx](https://secure.uams.edu/TrainingTracker/App_Forms/frmPeopleSearch.aspx)** to look up your SAP ID.

### **STEP 3:**

- Complete the evaluation.

## **InSite Refresher Tutorials**

The online InSite Refresher Tutorials also available for your convenience on the CCTC web site – **<http://www.uams.edu/cctc/insite.asp>**.

If you have InSite Web-Based Training, content, or web page questions please contact CCTC at **686-8966** or send an e-mail to **[cctc@uams.edu](mailto:cctc@uams.edu)**.