Completing mandatory compliance training is very easy using CATTS. This interactive, web-based training and tracking system is available to all MUSC employees & students.

**HOW DO I GET STARTED?**

Using Microsoft Internet Explorer or Safari, type in the following web address:

www.musc.edu/catts

You will first need to sign into CATTS. You will log in to CATTS with your NetID and password. This is the same username and password you use to login to your email account.

After you login the first time, a Registered User Agreement will be displayed. Please indicate your acceptance by checking the box and then click on **Send My Response**.

Your personal Page should now open.
TO BEGIN TRAINING

Perform the following:

1) Log into CATTS using your NetID and password.
2) From your personal page, click the VIEW button to the right of “My eLearning Lessons”. Your “eLearning Lessons” page opens.
3) Click on the lesson name to begin. Next click Start the Lesson.

To move through your lesson, mouse over the arrow that states Show next page (Right Arrow) and click it. To revisit a previous page mouse over the arrow that states Show previous page (Left Arrow). This will guide you through each page of the lesson.
Many lessons include a test. When you reach the end of the lesson, you will close the window.

TAKING A TEST

If the lesson includes a test, perform the following:

1) Click on the lesson name again and then click Take the Test button. You will receive an instruction page. After reading, you will need to click Take the Test again at the top right of the page.
2) Select the appropriate answer for the first question.
3) Repeat for the remaining questions until you come to the end of the test.
4) When you finish with the last question, click on Submit Test.
5) At this point, your test score and test results will display.

After submitting a test a box appears that states: Are you sure you want to exit the testing session? You will click OK.

The minimum passing score must be met. If you did not meet the minimum passing score, you will need to retake the test.

To review the lesson again and retake the test, find My eLearning Lessons and click on View. The lesson name will appear and you will repeat the above instructions1 through 4 again.

You may complete a lesson using either a MUSC or home based computer.
CATTS SPECIFICS

LEAVING A LESSON

If you do not have time to finish a lesson you can close the lesson and then restart from the beginning at a later time. You would repeat the instructions above under To Begin Training.

REVIEWING TRANSCRIPTS

To view complete and/or incomplete lessons, click on Home. Under Home click View next to My Transcript—All Training.

QUESTIONS & ANSWERS

Q. I completed the lesson, but cannot access the test. Is there another way to access the test?

A. Yes. You can access the test by selecting Home in the top menu and then by clicking View next to My eLearning. Click the lesson that was not completed and then click Take the Test. A screen will appear that includes instructions. After reviewing you will need to click Take the Test again that is at the top right of the page. If the test still will not appear, you may need to turn off your computer’s “Pop-Up Blocker.”

Q. Am I required to print a completion sheet or turn in my test?

A. No. All lessons completed with a passing score automatically load into an education tracking database. If you do NOT meet the minimum score, you MUST retake the test.

Q. Who do I contact if I have problems logging into CATTS?

A. Please contact Michael Thomas via e-mail at thomi@musc.edu.

Q. Can I take additional lessons after finishing those assigned to me?

A. Yes! Under the Self-Enroll - Classes and Events located on your Personal Page there should be more opportunities for learning. Also contact your supervisor to find out if there are other lessons available for your position.