

## Paycom Learning Fact Sheets

Starting February 14th, 2022, all training for JNCS staff will be completed through Paycom Learning. You can register for a live training or complete a self-study course by logging in to your Paycom portal. Paycom Learning makes it easier for you to register for trainings, access training materials, upload completed tests, and keep track of your certifications.

**Please review these instructional fact sheets to start using Paycom Learning.**

### How to Use Paycom Learning

1. How to Register for Trainings
2. Logging in to a Live Training
3. Testing During a Live Class with a PDF Test
4. Test Approval & Feedback Process
5. How to Take Self-Study Courses

### Additional Help

6. How to Change Language Preferences in Paycom
7. Introduction to the Paycom Learning Dashboard
8. Confirmation Emails
9. How to use HD Meeting for Live Online Trainings
10. How to Upload a PDF Test (Save & Upload)
11. How to Upload a Self-Study Certification
12. Downloading and Filling in PDFs on Mobile

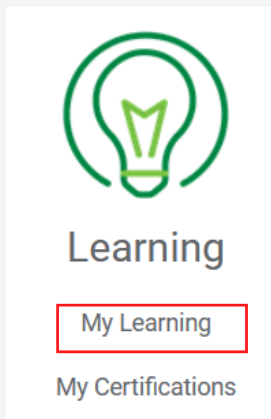




# How to Register for Trainings

1

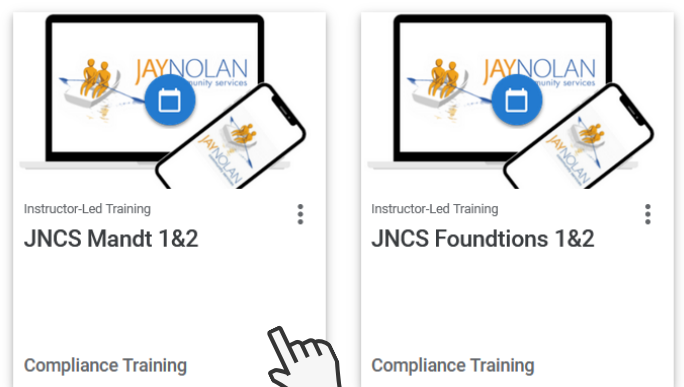
Log in to Paycom.  
Under the Learning tab, click  
"My Learning"



2

Select the course you want to register for under "Browse Available Learning"

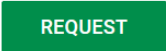
## Browse Available Learning



3

Request the time slot that works best for you. Check your emails for approval confirmation.

## Available Sessions

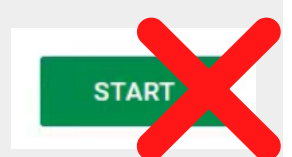
Session Location	Status	Date/Time	Enroll
Virtual	Available	01/05/2022 - 01/05/2022 10:00 AM - 2:00 PM (PST)	
Virtual		01/06/2022 - 01/06/2022 10:00 AM - 2:00 PM (PST)	

**Note:** Be sure to confirm the time slot with your supervisor before registering.

**You are good to go!**

**DO NOT PRESS START BEFORE THE SCHEDULED CLASS TIME.**

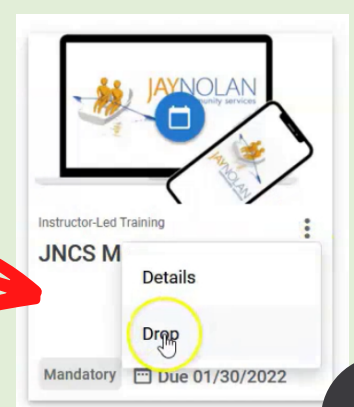
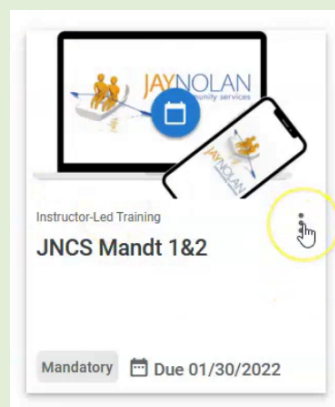
This will prevent you from being able to drop the class if you need to reschedule.



## Need to Reschedule?

If you need to reschedule, find the class in your "Assigned Learning." Press the 3 dots in the class and click "Drop Class" to cancel your registration.

Now you can register for a different time slot.



1



# Logging in to a Live Training

**IMPORTANT:** Classes must be completed on a computer desktop or laptop as the webinar and the Paycom app will need to be open at the same time.

★ If you do not have access to a desktop or laptop computer, please check with your supervisor to arrange a workspace for you to take the class.

1

A

## Check your Emails!

10 minutes before your live class session, open the meeting **Location** link provided in your emails to join the live class.

B

Log in to **Paycom**.

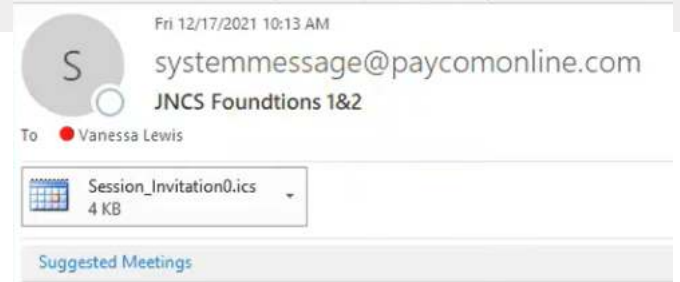
Under the Learning tab, click **"My Learning"**

**You must have HD Meeting and Paycom open to complete your training.**

**Note:** You can also find the webinar link under "Enrolled Sessions" in your Paycom Learning course. Click **"Virtual"** to access.

### Enrolled Sessions

Session Location	Status	
Virtual	Enrolled	03/04 10:00



### Details of Sessions

Start Time: 12/17/21 10:15 am PST

End Time: 12/17/21 02:00 pm PST

Location: <https://meeting.windstream.com/j/1116011516>

Benefits Learning Company Information

My Learning

My Certifications

### Virtual Location

Meeting URL : <https://meeting.windstream.com/j/1123099807>

2

Find the course you will be completing under 'Assigned Learning' and click **"Start"**

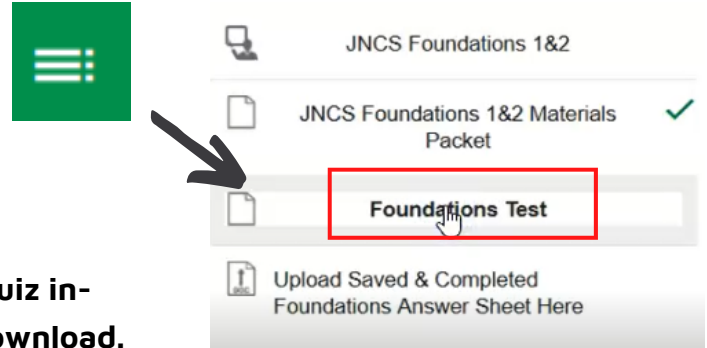


2



# Testing During a Live Class with a PDF Test

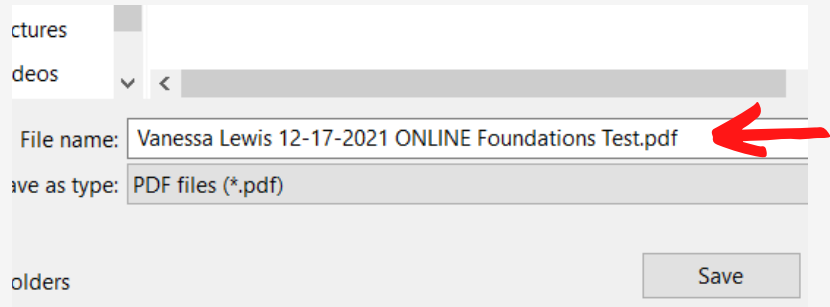
**1** During a Live class, access the **menu** in Paycom by clicking on the menu icon on the top left corner of your screen. When it comes time to take the test, click on the **Test**.



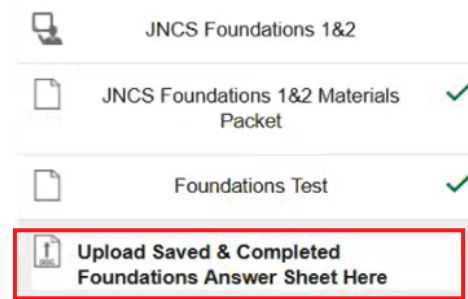
Depending on the training, you will either take a quiz in-session or a PDF test will be provided for you to download.

**2** To complete a PDF Test: Download the test and do the following:

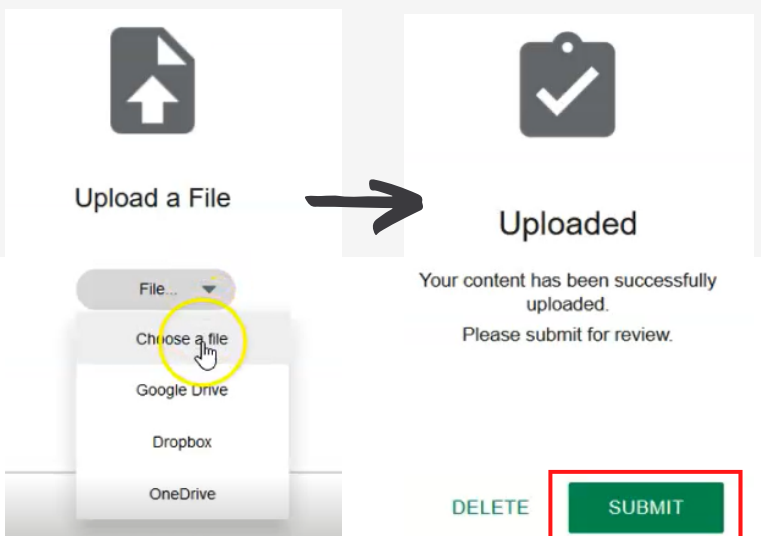
1. Enter your name and date
2. Complete the test during class
3. Save the completed test with **your name** and **today's date**.



**3** Once completed, select "Upload Saved & Completed \_ Answer Sheet Here" in the **menu** in Paycom



**4** Click on "File..." and "Choose File." Browse to the location where you saved your complete test. Select the test and click "Open."



**5** Double check that you have uploaded the correct file, then click "Submit." Click "Confirm" in the pop-up window to confirm your submission.

**All done! You will receive a notice of approval or feedback by email within 7 days.**

CONFIRM



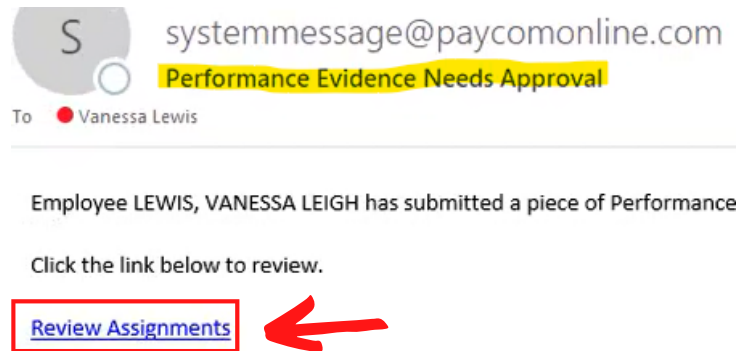
# Test Approval & Feedback Process

After submitting your test, it will be reviewed and approved by the Training Department within 7 days. If there are any errors, you will receive a notification via email to re-submit your test.

1

If there are any errors, you will receive a notification via email titled "Performance Evidence Feedback."

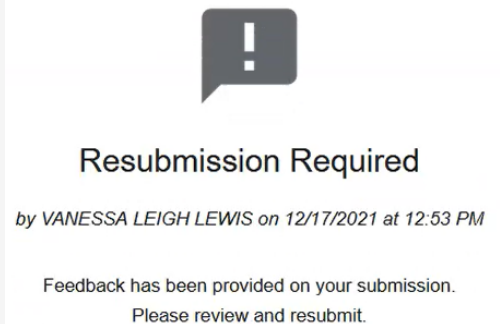
Click the "Review Assignments" link in the email to view feedback.



2

If resubmission is required, you will need to correct your test per the feedback provided.

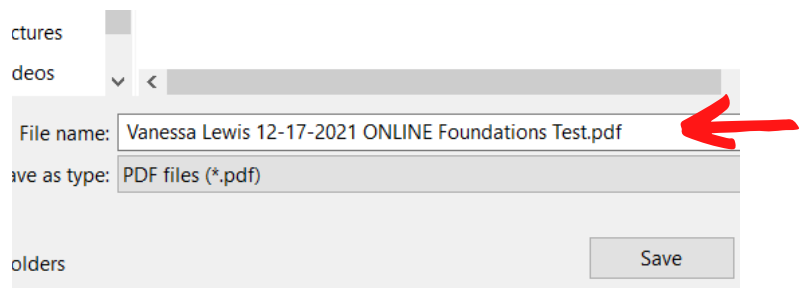
\*For example, you may have submitted a blank test by mistake or answered some questions incorrectly.



3

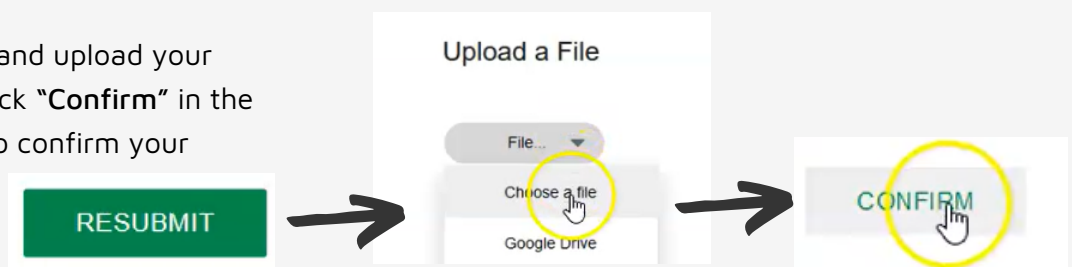
Make the appropriate corrections on your test.

Make sure to save the test with **your name and date** of the training.



4

Click "Resubmit" and upload your corrected test. Click "Confirm" in the pop-up window to confirm your submission.



**All done! You will receive a notice of approval or feedback by email within 7 days.**



Waiting on Review

Your content has been successfully submitted for review. You will be notified when feedback has been made available.

4



## How to Take Self-Study Courses

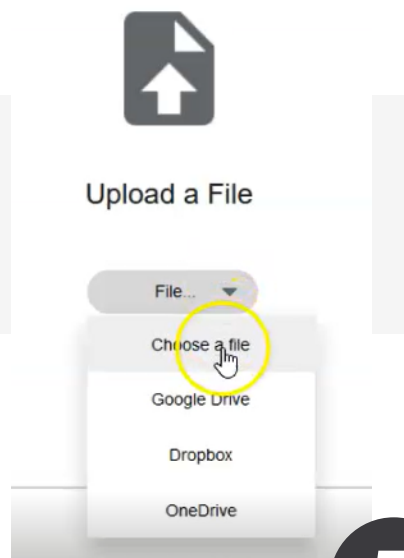
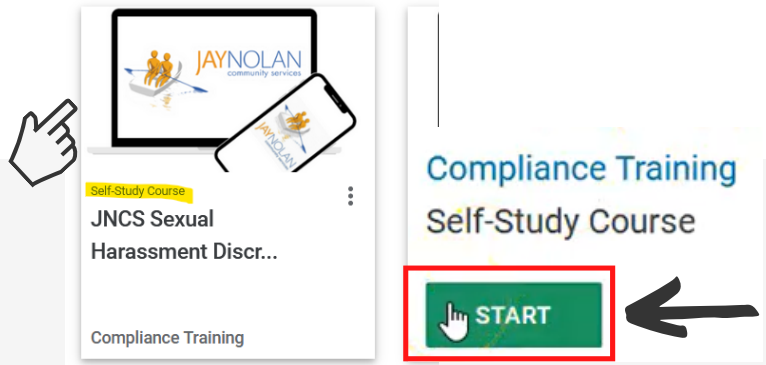
Some training classes are 'Self-Study Courses.' They are available on-demand and can be taken whenever you want. To take an on-demand class:

- 1** Login to Paycom & access **Paycom Learning**. **Browse Available Learning**

Select the class you want under "Browse Available Learning"
- 2** Click **"Start"** to begin the training. This opens up a slideshow.
- 3** Open the second slide in the **Menu** and review the instructions and technical requirements.

**Note:** Make sure you are using the appropriate browser and device to complete your training.
- 4** Click on the **URL / website link** provided to begin the training. You can take the course in whichever language you are most comfortable with.
- 5** Follow along with the course. Make sure you have the time available to complete the course in one sitting.  
**Download your certificate when finished.**
- 6** Return to the class on Paycom Learning and click on the third slide in the menu titled **"Upload your Certificate."**
- 7** **Upload** your certificate to receive credit. Make sure to click **"confirm"** to finalize your submission.

**All done! You will receive a notice of approval or feedback by email within 7 days.**





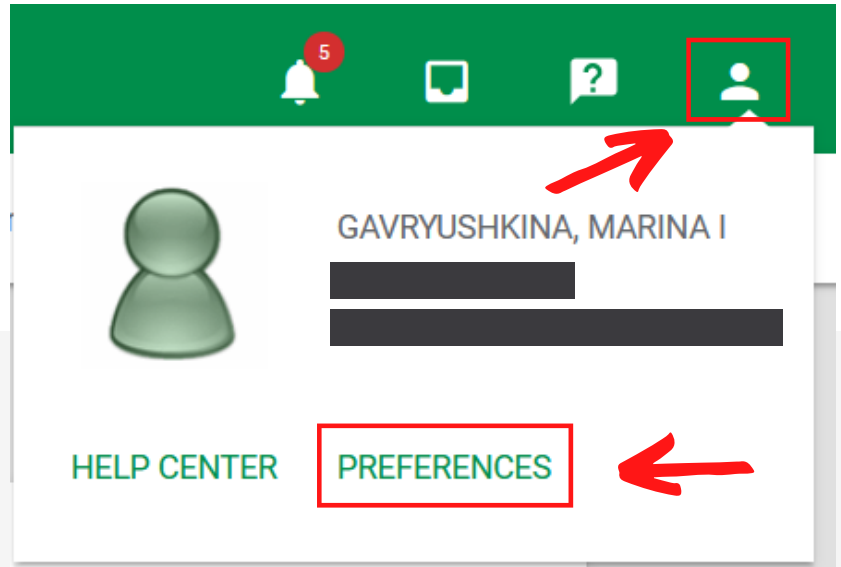


# How To Change Language Preferences in Paycom

1

Log in to the Paycom app.

Click on the person icon at the top right corner of the page. This will bring up your account information.



2

Click "Preferences"

3

Scroll down to "**Language Preference**" and use the drop-down menu to select your preferred language.

## Language Preference

Set Language Preference

English

English  
Español



4

To finalize the change, click "Update" at the bottom of the page.

CANCEL

UPDATE

**All done!**

**You Paycom dashboard should now be displayed in the language that you chose.**



# Introduction to the Paycom Learning Dashboard

**Featured Content:** New or featured courses

## Featured Content

### Mandt 1 & 2

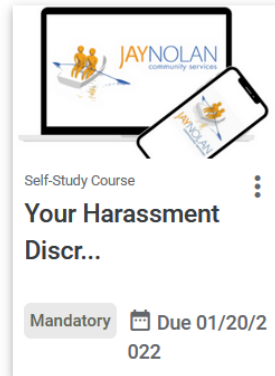
Mandt certification is required every (1) year. The principles of Mandt are Communication, De-escalation & Respect.



[View More](#)

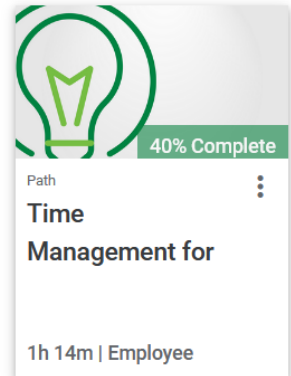
**Assigned Learning:** Courses you are registered for or have been assigned to you.

## Assigned Learning



Self-Study Course  
**Your Harassment Discrimination**

Mandatory Due 01/20/2022



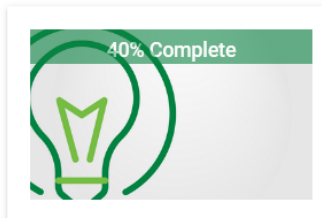
40% Complete

Path  
**Time Management for Employees**

1h 14m | Employee

**Resume Learning:** Courses that you started but not yet completed.

## Resume Learning



40% Complete

Path

### Time Management for Employees

After completing the courses and earning your certification, you'll be able to clock in and out, appro...

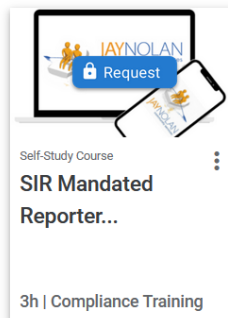
1h 14m | Employee

[DETAILS](#)

[RESUME](#)

**Browse Available Learning:** Live required training classes you can register for, or self-study classes you can take on demand through Paycom.

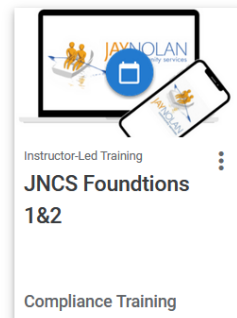
## Browse Available Learning



Request

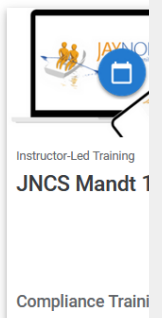
Self-Study Course  
**SIR Mandated Reporter...**

3h | Compliance Training



Instructor-Led Training  
**JNCS Foundations 1&2**

Compliance Training



Instructor-Led Training  
**JNCS Mandt 1&2**

Compliance Training

## History

Click on "History" in the menu on the left of your screen.

**History** reflects all of your previously completed classes and certificates, and their completion dates.

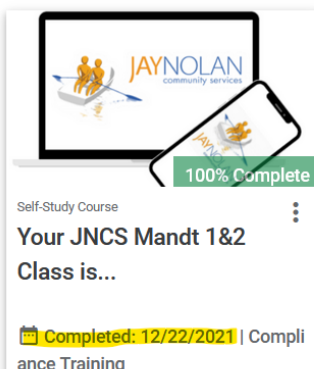
### My Learning Home

Assigned 2

Featured Content

Paycom University

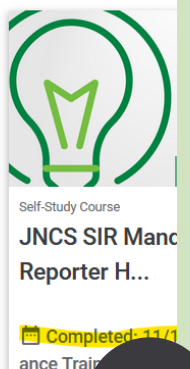
[History](#)

100% Complete

Self-Study Course  
**Your JNCS Mandt 1&2 Class is...**

Completed: 12/22/2021 | Compliance Training



Self-Study Course  
**JNCS SIR Mandated Reporter H...**

Completed: 11/11/2021 | Compliance Training





# Confirmation Emails

After registering for a class, you will receive a series of emails with instructions and the link to join the Live training.

# 1

## Subject: Course Enrollment Confirmation

This email confirms that you are registered for the class, and provides the due date and description of the Training.

**From:** systemmessage@paycomonline.com <systemmessage@paycomonline.com>  
**Sent:** Friday, December 17, 2021 9:50 AM  
**To:** Vanessa Lewis <vlewis@jaynolan.org>  
**Subject:** Course Enrollment Confirmation - JNCS Foundtions 1&2

Employee Name: LEWIS, VANESSA LEIGH

You have been enrolled in JNCS Foundtions 1&2

Due Date: 12/31/2021

Please log into Employee Self-Service to view your training information.

Description

# 2

## Subject: [Course Name]

This email includes:

- A. Link to the Live Training ("Location")
- B. An .ics file (attached) for you to download to add the class to your calendar

# A

**From:** systemmessage@paycomonline.com  
**Sent:** Friday, December 17, 2021 10:13 AM  
**To:** Vanessa Lewis <vlewis@jaynolan.org>  
**Subject:** JNCS Foundtions 1&2

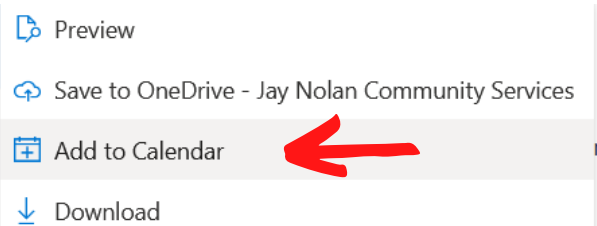
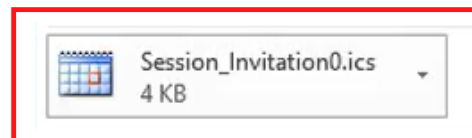
Details of Sessions

Start Time: 12/17/21 10:15 am PST

End Time: 12/17/21 02:00 pm PST

Location: <https://meeting.windstream.com/j/1116011516>

# B



**Make sure to log in to your Live training class 10 minutes before the scheduled class time.**



# How to use HD Meeting for Live Online Trainings

1

10 minutes before your live class session, open the **Meeting Location link** provided in your confirmation email to join the live class.

## Details of Sessions

Start Time: 12/17/21 10:15 am PST

End Time: 12/17/21 02:00 pm PST

Location: <https://meeting.windstream.com/j/1116011516>



2

You will have the option of downloading the HD Meeting app or to open in browser. Choose which you prefer.

If you already have HD Meeting installed, it will open automatically.

## Confirm Request

Would you like to continue to download OfficeSuite HD Meeting to this computer?

OK Cancel

3

When prompted, enter your **full name** and your **email address**. This helps the trainers keep track of attendance.

Click "Join Meeting" to join the class.

## Enter your name

Vanessa Lewis - vlewis@jaynolan.org

☒ Remember my name for future meetings

EMAIL  
ADDRESS

YOUR NAME

Join Meeting

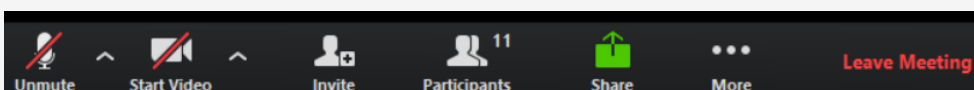
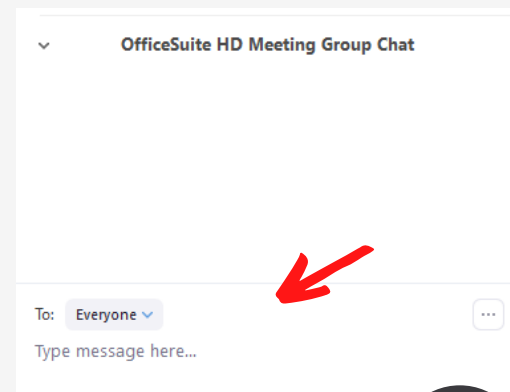
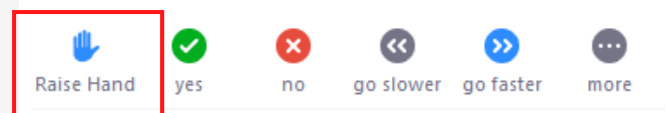
Cancel

4

Keep your camera on. Remember to stay muted until it is your turn to speak. Click "Raise your hand" if you have a question.

Use the **chat box** to interact with the trainer and other participants.

Use the **menu** at the bottom of your screen to adjust your audio and video settings, and or leave the session.

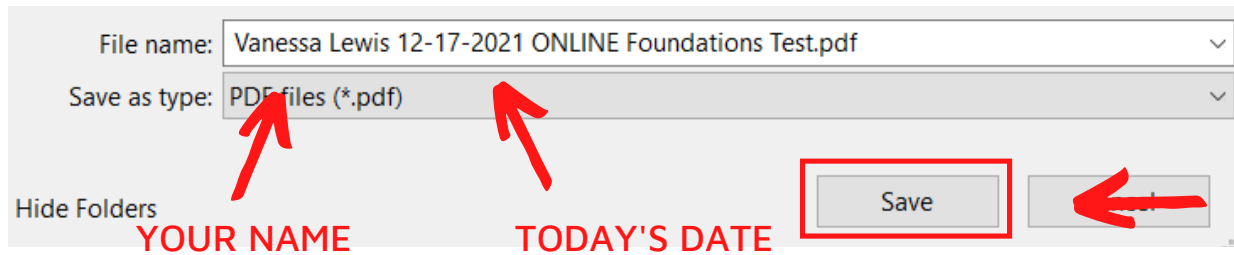




## How to Save & Upload a PDF Test

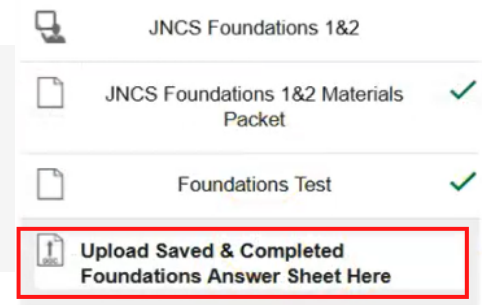
1

After completing a PDF test, save the completed test to your desktop.  
When saving, add **your name** and **today's date** to the file name.



2

In Paycom, select "Upload Saved & Completed \_ Answer Sheet Here" in the class menu.



3

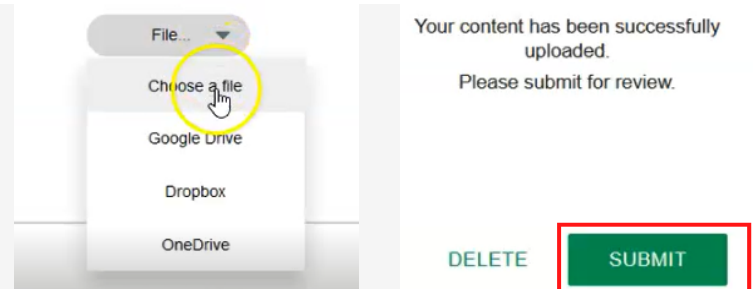
Click on "File..." and "Choose File."  
Browse to the location where you saved your complete test.

Select the test and click "Open."



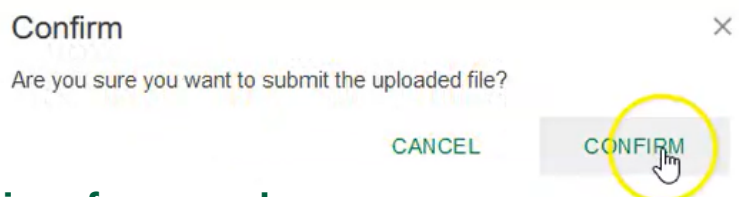
4

Double check that you have uploaded the correct file, then click "Submit."



5

Click "Confirm" in the pop-up window to confirm your submission.



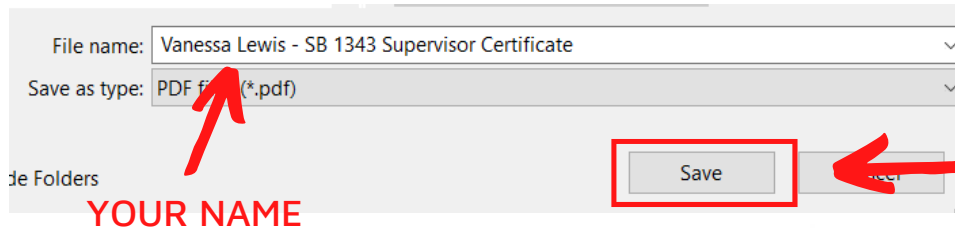
**All done! You will receive a notice of approval or feedback by email within 7 days.**



## How to Upload a Self-Study Course Certificate

Download your course certificate after you complete a Self-Study Course. When saving the file to your computer, **add your full name** to the file name.

1



2

Return to the class in Paycom Learning and click on the third slide in the menu titled "Upload your Certificate"



3

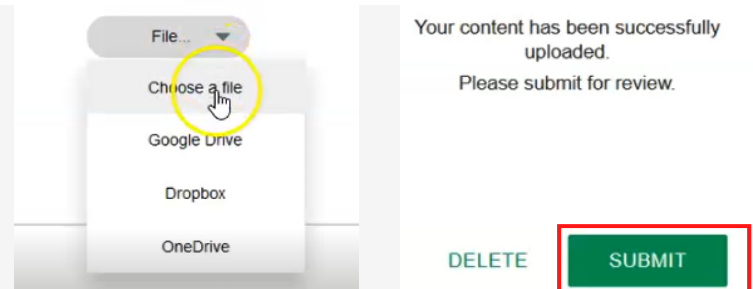
Click on "File..." and "Choose File."  
Browse to the location where you saved your course certificate.

Select the certificate and click "Open."



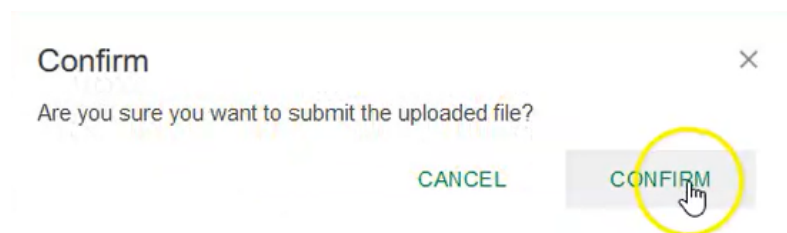
4

Double check that you have uploaded the correct file, then click "Submit."



5

Click "Confirm" in the pop-up window to confirm your submission.



**All done! You will receive a notice of approval or feedback by email within 7 days.**



# Downloading and Filling in PDFs on Mobile (Part 1)

**IMPORTANT:** It is **HIGHLY RECOMMENDED** to take Paycom Training Classes on a computer desktop or laptop, **NOT** on a mobile device. Paycom and HD meeting must be open at the same time.

- ★ If you do not have access to a desktop or laptop computer, please check with your supervisor to arrange a workspace for you to take the class.
- ★ If you must use a mobile phone, please review the instructions below. **These instructions can be used for PDF tests and certificates for self-study courses.**

1

Download the free **Adobe Acrobat Reader** app from the Google Play Store or the Apple Store.



**Adobe Acrobat Reader: Edit PDF**

Adobe

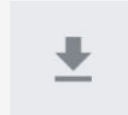
In-app purchases

Install

2

Download the PDF in Paycom Learning (or other site if doing a self-study course)

**Note:** It is recommended to download all materials before your class.



Silent notifications

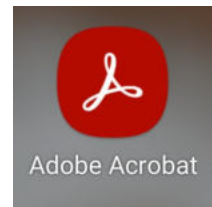
✖ Gmail 8:57 PM

ONLINE Chapter-5-Positive-Behavior-Interventi..  
Download complete.

3

Open the Adobe Acrobat app on your mobile device.

**Note:** You do not need to log in to Adobe Acrobat. Click the x in the top right corner of the login screen to continue without an account.



4

When prompted, make sure you allow Adobe Acrobat access to all files on your mobile phone.



Allow access to your files to view, modify, and save PDFs

No files will be modified or deleted without your consent. You may enable permissions in the Settings app. [Learn More](#)

Go to Settings

Adobe Acrobat  
22.1.1.21006

Allow access to all files



This app will be able to read, modify, and delete all files on this phone or any connected storage devices. If you allow this, the app may access files that aren't related to the app without notifying you.

5

In the Adobe Acrobat app, look for the file you want to open.

Go to 'Files' at the bottom of the screen. Browse to where you saved the files (this is usually 'On This Device'). Click on the file to open it.



9:46

On This Device



ONLINE Chapter-4-...ed-Cultures-Test-S  
PDF • Yesterday • 1.7 MB



ONLINE Chapter-5-...ions-Supports-Test  
PDF • Yesterday • 1.8 MB



## Downloading and Filling in PDFs on Mobile (Part 2)

**IMPORTANT:** It is **HIGHLY RECOMMENDED** to take Paycom Training Classes on a computer desktop or laptop, **NOT** on a mobile device. Paycom and HD meeting must be open at the same time.

- ★ If you do not have access to a desktop or laptop computer, please check with your supervisor to arrange a workspace for you to take the class.
- ★ If you must use a mobile phone, please review the instructions below. **These instructions can be used for PDF tests and certificates for self-study courses.**

6

Once you have opened your file, you should see it appear in the Adobe Acrobat app.

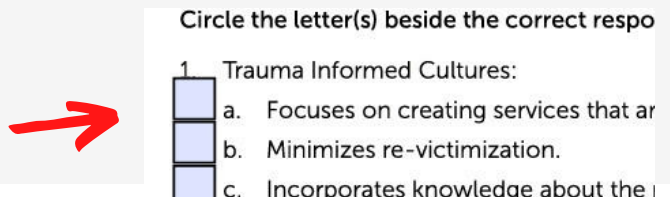


7

Tap on the text boxes to type in your answers and/or fill in the required form.

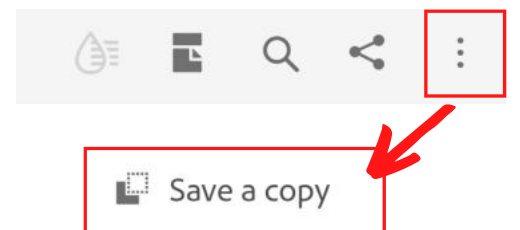
Date fields will allow you to select the date from a calendar.

Tap the check-boxes to select the correct answers.



8

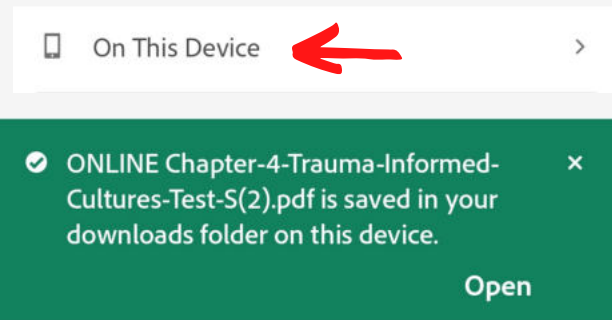
When finished filling in the PDF, tap the **back button** on your mobile device to see the main options menu at the top of the screen.



9

To save your completed PDF, tap the three dots at the right side of the menu.

This will open up a long menu. Scroll down and tap on 'Save a copy.' You will then be able to choose where you want to save the PDF. We suggest 'On This Device' for easy access.



**All done! You can now upload your PDF Test or Training Certificate to the Paycom Learning Class. Make sure to upload your newly saved PDF.**