

Instructions for Logging into Online Training Modules

You need your **Employee ID** to complete set-up; contact your local office if you need assistance.

1. Go to www.dsswtx.org and select Training Modules from the options at the top of the screen.

Employee Self-service (UltiPro) | STAR+PLUS **Training Modules**

2. Select **I'm an Employee** and then **I need to create an account**

Log In

I'm an Employee

I'm a Contractor

THEN

Log In

I need to create an account.

I forgot my password.

4. Enter your **Employee ID** and click the box next to "I'm not a robot." A green **Submit** button will appear. Click **Submit**.

Employee Registration

Enter Your Employee Number: *

Employee Number

I'm not a robot

THEN

Employee Registration

Enter Your Employee Number: *

55555555

I'm not a robot

Submit

5. Fill in the required fields (**Employee ID, First and Last Name, Your Office**). Then click **Next**.
Account Registration

Please fill in required fields below.

Employee Number * 55555555 ✓

First Name * Mary ✓

Middle Name (optional) Middle Name

Last Name * Test ✓

Email (optional) Email

Phone Number (optional) Phone#

Your Regional Office * TEST Test ✓

Department Category *
 Skilled Nursing Billing DBMD
 Other

Next

6. Create a password and select your security questions and answers. When complete the green **Submit** button will appear.

Choose a password * Password must be at least 8 characters in length. ✓

Confirm your password. * Passwords must match. ✓

Security Question 1 * What is your mother's maiden name? ✓

Security Question 2 * What was your high school mascot? ✓

Security Question 3 * Who was your favorite teacher? ✓

Security Answer 1 * Test ✓

Security Answer 2 * Test ✓

Security Answer 3 * Test ✓

Submit

7. Select **Employee Trainings** and complete the trainings on your notification.

Go to Employee Training >

Instrucciones para iniciar sesión de entrenamientos en línea

Necesita su **Número de Empleado** para crear su cuenta; póngase en contacto con su oficina local si necesita asistencia.

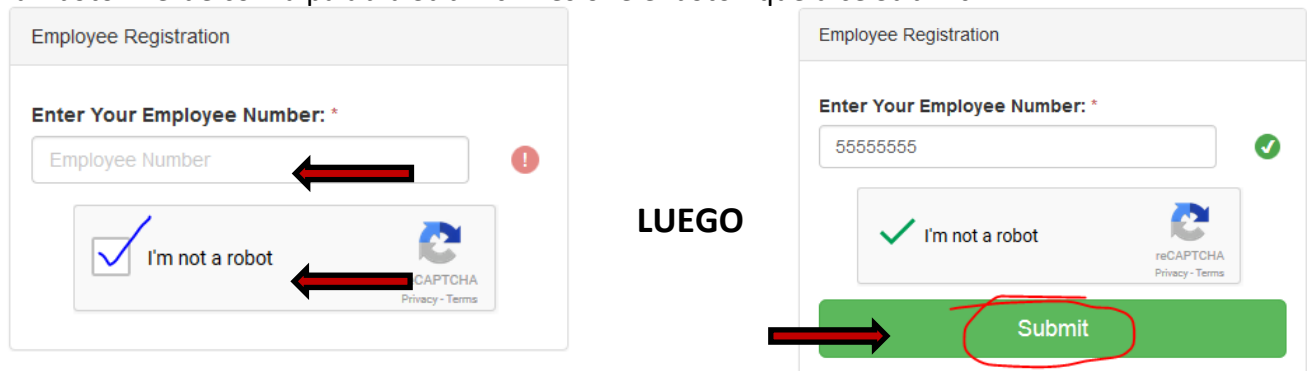
Vaya a www.dsswtx.org y seleccione Training Modules de las opciones en la parte superior de la página.

Employee Self-service (UltiPro) | STAR+PLUS | **Training Modules**

1. Seleccione **I'm an Employee** y luego **I need to create an account**



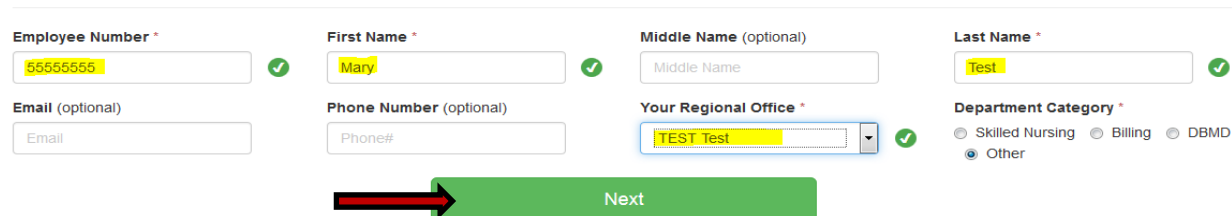
4. Ingrese su **Número de Empleado** y seleccione la casilla que está junto a "I'm not a robot." Aparecerá un botón verde con la palabra **Submit**. Presione el botón que dice **Submit**.



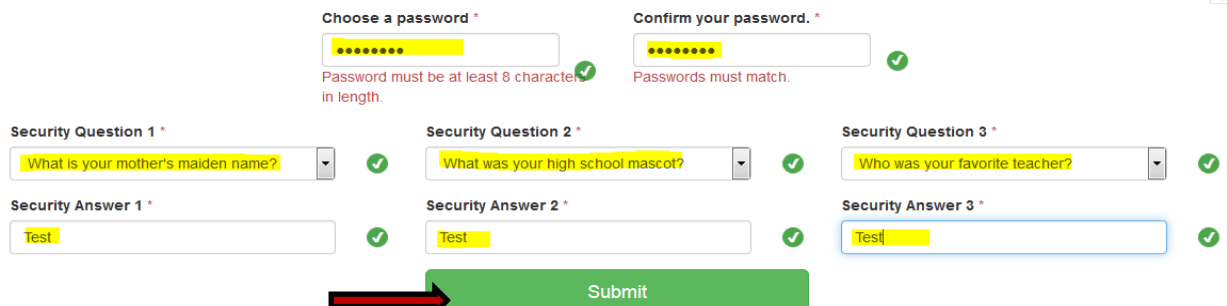
5. Llene la información requerida (**Número de empleado, Nombre y Apellido, Oficina**). Luego presione **Next**.

Account Registration

Please fill in required fields below.



6. Cree una contraseña y seleccione sus preguntas y respuestas de seguridad. Cuando termine aparecerá un botón verde con la palabra **Submit**, presiónelo.



7. Seleccione el botón que dice **Employee Trainings** y complete los entrenamientos requeridos en la notificación recibida.

