Accessing Honolulu U

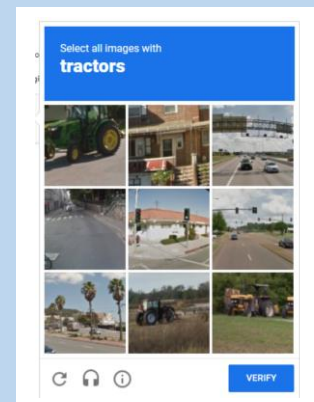|	
1	**You will receive an automatically generated email from HonoluluU@honolulu.gov when you can begin the training**
2	Access Honolulu U via this link: *https://honolulu.csod.com/client/honolulu/default.aspx* or type in **Honolulu.csod.com** in the address browser
3	Click on 'Forgot Password'
4	Screen will display. Enter your email address and you'll do the "I'm not a robot" verification
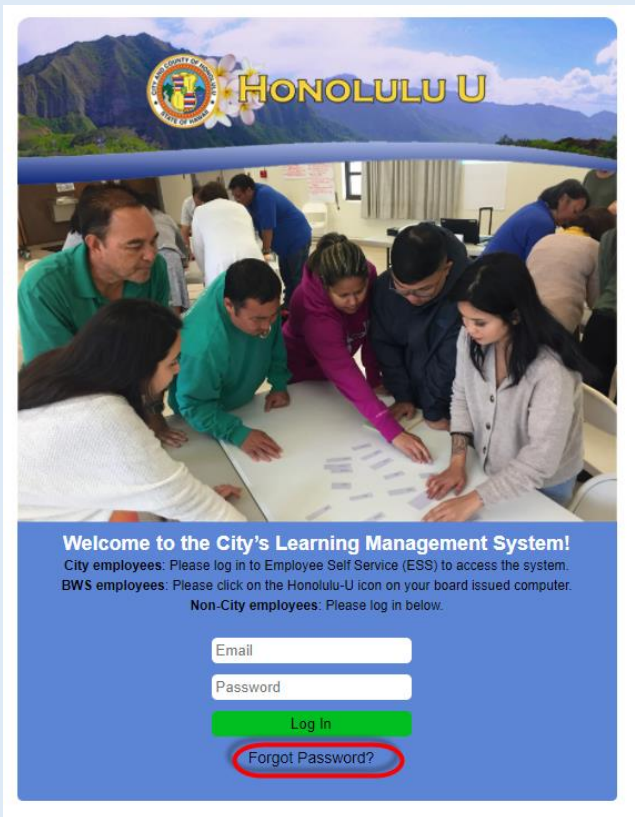
5	Screen will display this after you submit

Forgot password?

A request to reset your account password was received.
If the account is valid and active, the password reset email will be sent to your on-file email address in few moments.
For additional assistance, please contact your system administrator. Thank you.

OK

6	Check email from Honolulu U and click on the link to reset your password

From: HonoluluU@honolulu.gov <HonoluluU@honolulu.gov>
Sent: Tuesday, October 12, 2021 11:52 AM
To: Your Name Here <email@email.com>
Subject: Honolulu U Password

Dear TEST USER2,
We received a request from you to reset your password to the learning portal. You may reset your password by clicking the following link:
https://honolulu-pilot.csod.com/resetPasswrd.aspx?token=O6f1MyntaQXtZw02HuPb&c=honolulu&l=en-US
Please be aware that this URL link is valid for 48 hours. After the 48-hour validity period, clicking this link will navigate you to a page on which you must enter your login name to generate and email a new link.
You may also select the "Forgot Password?" link from the portal login page at any time to generate a new password reset URL.generate and email a new link. You may also select the "Forgot Password?" link from the portal login page at any time to generate a new password reset URL.

7	Create a password for Honolulu U and confirm password. Click "Submit"

Reset Password

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha and numeric characters.
* Passwords cannot be the same as the previous 24 passwords.
* Passwords must be 8 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.
* Passwords must contain at least one special character.

* New password ●●●●●●●●●

* Confirm password ●●●●●●●●●
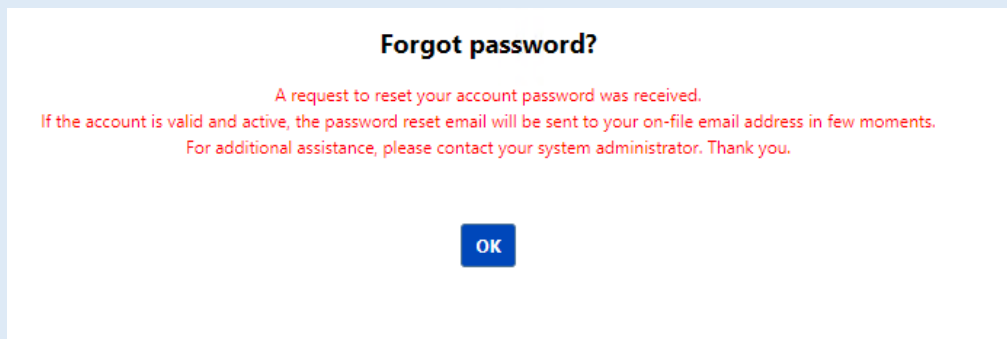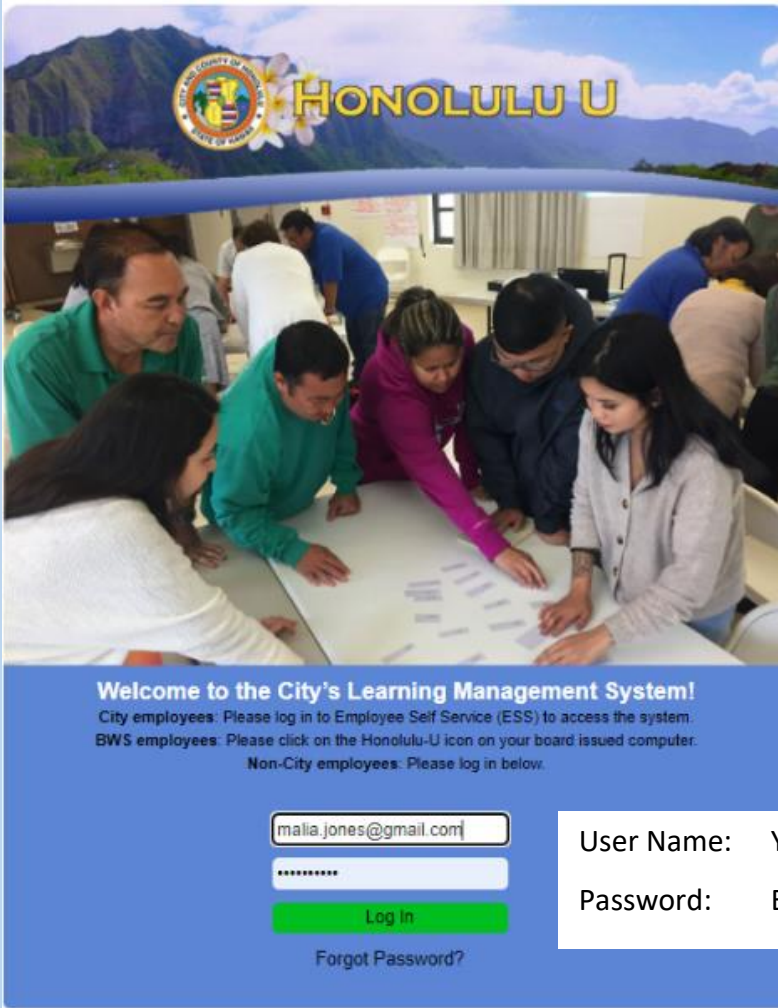
Cancel   Submit

3

Honolulu U: Ethics & POSH Mandatory Training
Board and Commission Members
Accessing Honolulu U
Cheat Sheet to Complete the Training and Quiz

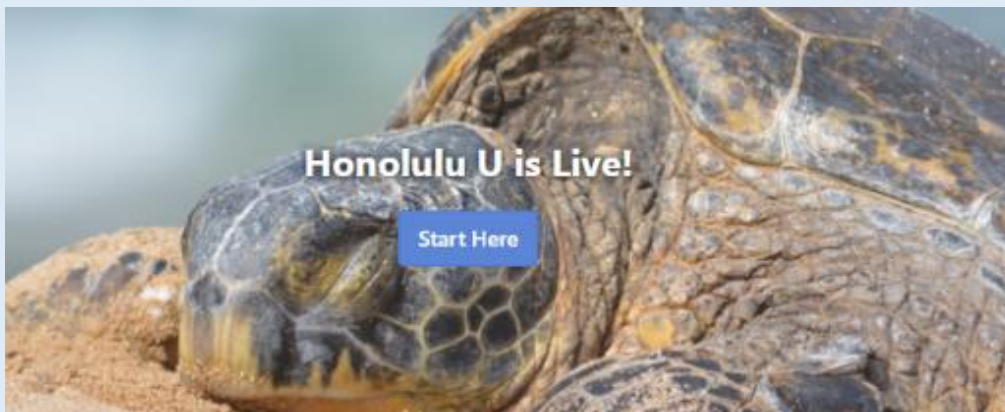| 8	Login Page will display again, enter your Login

User Name: Your Email
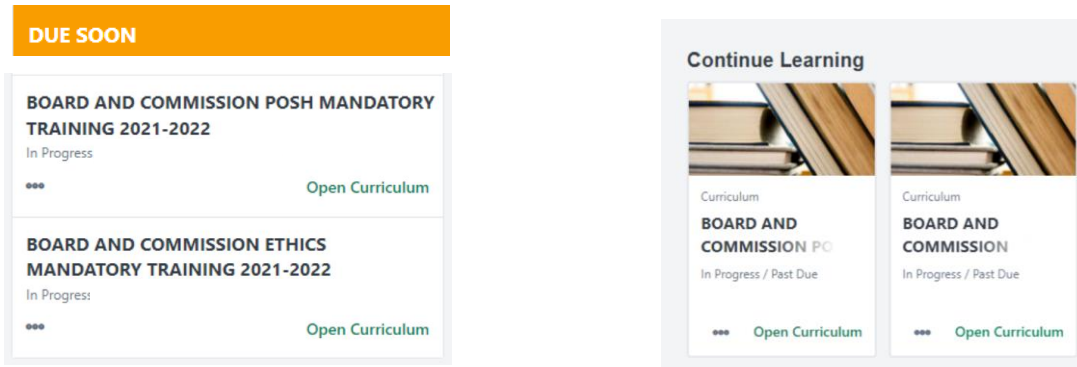
Password: Enter your newly created password

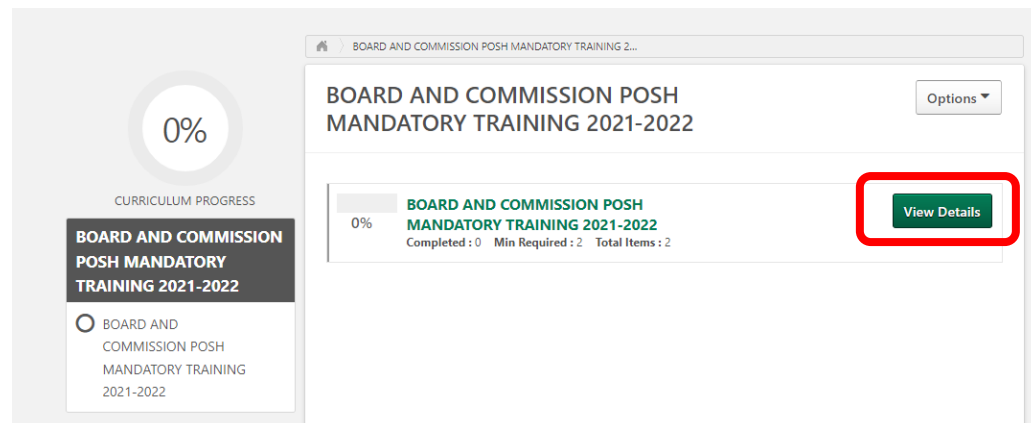| 9	Be Welcomed at the Honolulu U (HONU) Learner Home Page

4

Honolulu U: Ethics & POSH Mandatory Training
Board and Commission Members
Accessing Honolulu U
Cheat Sheet to Complete the Training and Quiz
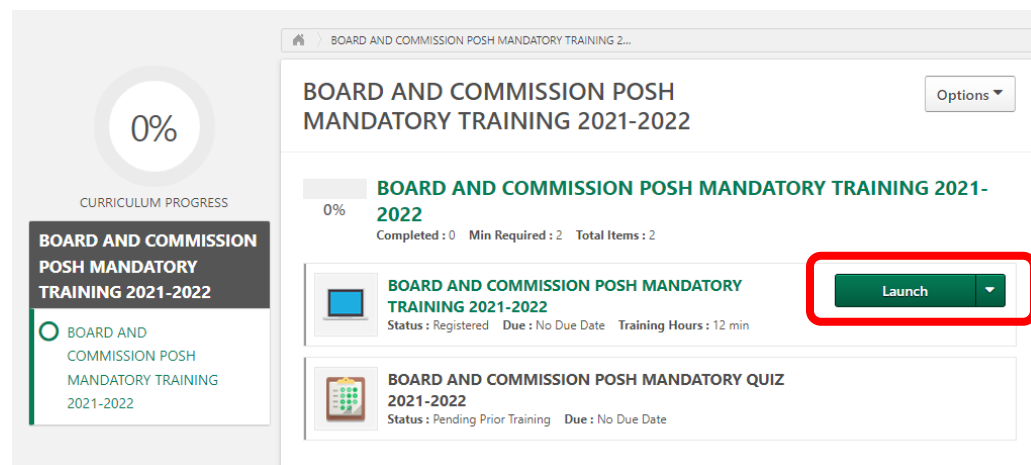
Completing the Online Training:

Look for these tiles or displays on your Learner Home Page and click on "Open Curriculum."

After opening the curriculum the next screen will display to parts to the training.

Select "View Details"

Select the "Launch" button to begin.

5

Honolulu U: Ethics & POSH Mandatory Training
Board and Commission Members
Accessing Honolulu U
Cheat Sheet to Complete the Training and Quiz

"Complete video later" will remain on the top right as you are watching the video. Click this button if you are unable to complete the video in one session.	As you complete watching the video the button will change to "Complete video." It's important to click this button to take the online quiz which will automatically launch.
Complete video later	Complete video

Completing the Quiz:

After completing the video portion of the training the online quiz will automatically launch. Follow these steps to complete the online quiz.

Or if you are returning to Honolulu U after previously watching the video begin the test by clicking "Launch Test."

Examination Instructions

You are expected to maintain integrity throughout the examination process.

To begin this test, click "continue".

Warning:
Please do not use your Browser buttons to navigate in the Test.
Please use the navigation buttons at the bottom of each page.
Your test answers will not be recorded if you navigate using the Browser buttons.

Cancel   Continue

Click "Continue" to begin the Quiz.

After answering all the questions click the "Summary" button to continue.

Save / Return Later   Summary

The "Summary" allows you to check if any questions were not answered before submitting quiz for grading.

6

Honolulu U: Ethics & POSH Mandatory Training
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Test Review

Any questions that you marked for follow up are noted with a flag. You may go to a section by clicking on the link in the Options column.

FOLLOW UP	SECTION	ANSWERED	OPTIONS
Questions			
	BOARD AND COMMISSION POSH MANDATORY QUIZ 2021-2022	8 of 8	Go to Section
	Question 1 of 8	Answered	
	Question 2 of 8	Answered	
	Question 3 of 8	Answered	
	Question 4 of 8	Answered	
	Question 5 of 8	Answered	
	Question 6 of 8	Answered	
	Question 7 of 8	Answered	
	Question 8 of 8	Answered	

[Submit Final Answers]

"Go to Section" under Options will take you back to the quiz and respond to any questions you may have missed.

Click on "Submit Final Answers" to find out if you passed or failed.

Test Results - TEST USER4

Questions on Test:	8
Questions Correct:	4
Questions Incorrect:	4
Percent Correct:	50%
Passing Score:	100%
Pass/Fail:	Failed
Review Test:	Review

Scores By Section

BOARD AND COMMISSION POSH MANDATORY QUIZ 2021-2022: 50% (4 Out Of 8)

Overall Score: 50% (4 Out Of 8)

[Print] [Done]

If you failed, click "Review" to see which questions were answered incorrectly.

Check "Show Details" checkbox for answer explanation.

Review Test Questions

View: ● All Questions ○ Correct Questions ○ Incorrect Questions ☑ Show Details

Screen shot has been intentionally left out

Click "done" even if you failed. You'll revert back to this screen to be able to "Retake" the quiz.

The quiz will open again and you'll repeat the process until your passing score is 100%.

Clicking on the Print button will allow you to print a certificate which is optional. The system will record your completion so a certificate is not required.

Once the training is completed, both parts are checked off and 100% is displayed.

Having Technical Issues?

1. It may be your internet connection
2. If your screen is not displaying correctly when you log in:
    o Check if pop-up blockers are turned off
    o Clear the cache
        o Top right of your Google task bar
        o Select 3 vertical dots
        o Select "Settings"
        o Left side of screen select "Privacy and Security"
        o Clear Browsing History
        o Clear Data