

# Lab Week Job Aid

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## Job Aid Overview

This Job Aid is to assist with how to access P.A.C.E courses in RDU during lab week at Roche.

## Section(s):

1. Section 1 (Page 3): Non-Registered Users
2. Section 2 (Page 4): Registered Users

## Notes:

- RDU = Roche Diagnostic University
- A Non-Registered user is any user that has never logged into RDU before.
- A Registered Users is a user that has a RDU account, and has logged into the system.
- Please proceed to the appropriate section for your user case.
- For additional resources for RDU, click on the following link:  
[https://go.roche.com/bestpracticeguide\\_rdu](https://go.roche.com/bestpracticeguide_rdu)

# Lab Week Job Aid

## Section 1: Non-Registered Users

### Step/Instruction- Non-Registered Users

1. Register for DiaLog and the RDU eService by following the listed steps [here..](#)



### Step 1

2. After following the steps and registering successfully, login to RDU via the following link: [go.roche.com/rdu-mylearning](https://go.roche.com/rdu-mylearning)
  - Use your chosen email and newly created password from step 1.

# Lab Week Job Aid

## Step/Instruction- Non-Registered Users



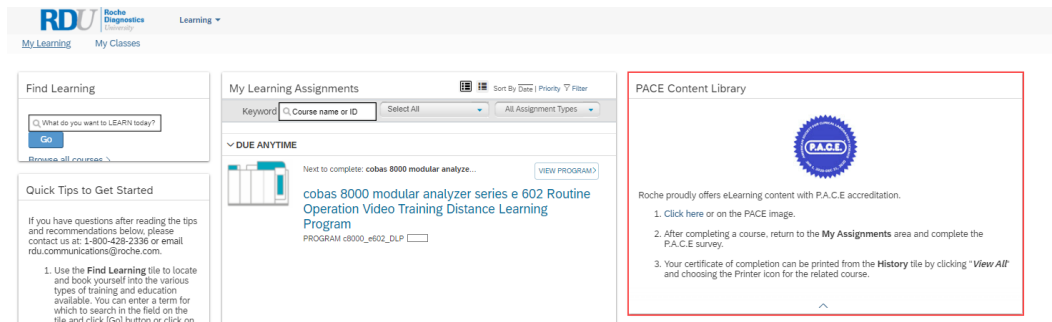
Please log in to begin using SuccessFactors for **rochediagnP2**, or you can enter a different company ID. Both your username and password are case-sensitive.

 strohla	
 .....	

**Log in**

### Step 2

3. On the landing page of RDU, locate the PACE Content Library tile.



# Lab Week Job Aid

## Step/Instruction- Non-Registered Users

PACE Content Library



Roche proudly offers eLearning content with P.A.C.E accreditation.

1. [Click here](#) or on the PACE image.
2. After completing a course, return to the **My Assignments** area and complete the P.A.C.E survey.
3. Your certificate of completion can be printed from the **History** tile by clicking "**View All**" and choosing the Printer icon for the related course.



### Step 3

4. Access the "Click here" hyperlink or click on the blue P.A.C.E image to access the catalog of content that's associated with P.A.C.E.

PACE Content Library



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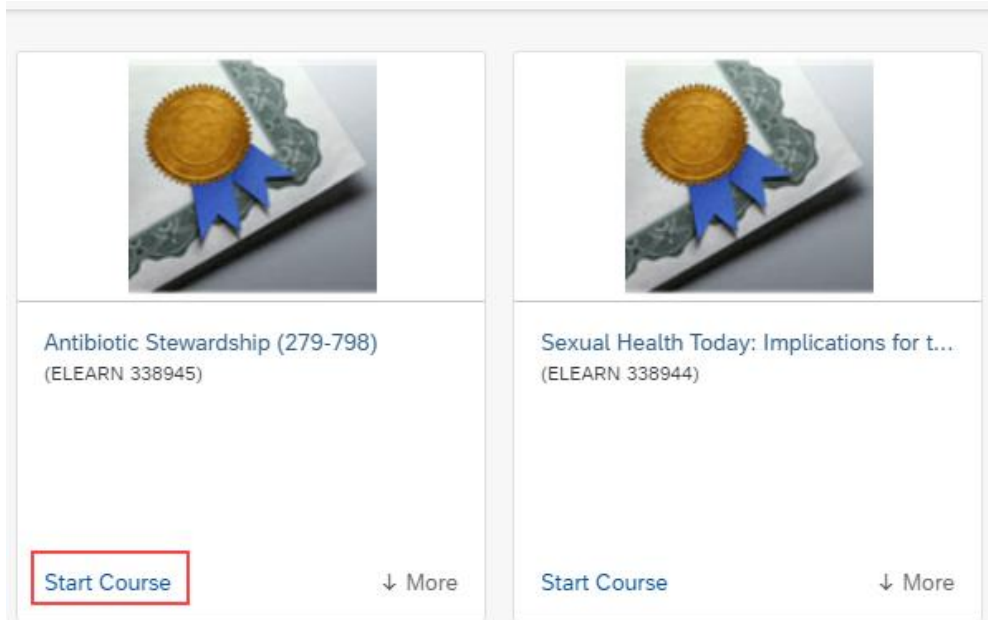


### Step 4

# Lab Week Job Aid

## Step/Instruction- Non-Registered Users

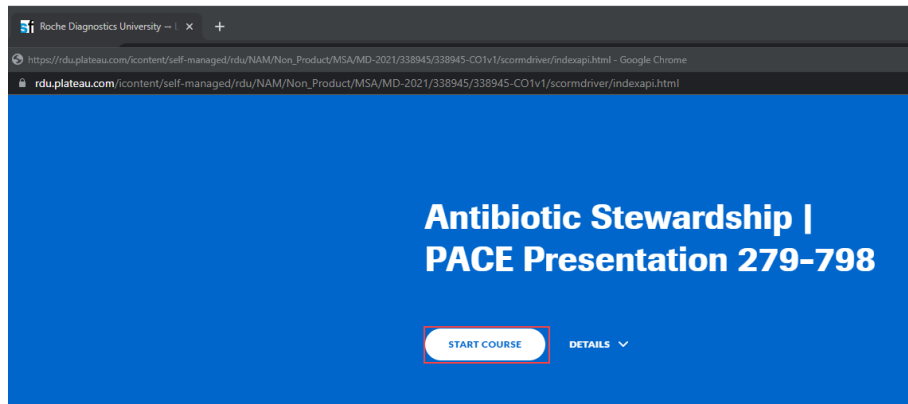
5. Once you find the course that you need to take, click on “Start Course”



### Step 5

6. The content will load and launch in a new window. Select Start Course

*Note: You will have two windows open, one for the RDU Content Structure, and one for the content itself.*



# Lab Week Job Aid

## Step/Instruction- Non-Registered Users

← Back  
Online Content Structure

Antibiotic Stewardship (279-798)  
ELEARN 338945  
Revision: 3/9/2021 08:30 AM US/Eastern

Return to Content Details Page (Back)

**Important**

A content window will open up automatically. If the window does not open, **make sure Pop-ups are allowed for this site** and begin the course.

While the course is open, do not close, refresh, or navigate from this page.

When you complete the content and/or close the content window you may return to your "Home" page, launch the content again or return to the content page.

Launch Again

Learning Home | Completed Work

### Step 6

7. Once you review the content, the course will close, so that you may take any assessment (quiz and/or exam) associated to the course. You may or may not have a green checkmark next to the content you reviewed prior to the assessment.
  - a. If you have to leave the content page at any time, you can access where you left by clicking on Continue Course from the My Learning Assignments tile on the landing page.
  - b. To view the content structure of the course, on the RDU Content Structure, click on Return to Content Details Page (Back). Content will appear once you complete the previous content.

CL: Early Identification of Heart Failure in Patients with Diabetes  
ELEARN 369959  
Revision: 1 - 2/27/2023 04:01 PM US/Eastern

**Instructions**

Click the links below to access course content. To return to your learner homepage, click the "Home" tab above.

**Note for P.A.C.E. Approved Content**  
(To verify if P.A.C.E. credit is associated for this item, click the Home tab and then click the item title for details.)

- After passing the assessment, click the "Home" tab above to complete the P.A.C.E. course evaluation to receive credit.
- After three unsuccessful attempts or exiting the assessment window before your third attempt, the item will be locked.
- You will not see a green checkmark next to the assessment until you complete the P.A.C.E. course evaluation.

<input checked="" type="checkbox"/>	3/15/2023	<input type="checkbox"/> Click here - Self Study
<input type="checkbox"/>	3/15/2023	<input type="checkbox"/> Early Identification of Heart Failure in Patients with Diabetes Assessment

### Step 7


# Lab Week Job Aid

## Step/Instruction- Non-Registered Users

My Learning Assignments Sort By Date | Priority Filter

Keyword  Select All All Assignment Types

▼ DUE ANYTIME

 **Antibiotic Stewardship (279-798)**  
ELEARN 338945  
Self-Assigned

[CONTINUE COURSE](#)

### Step 7a

[← Back](#)

Online Content Structure ?

Antibiotic Stewardship (279-798)

ELEARN 338945

Revision: 3/9/2021 08:30 AM US/Eastern

[Return to Content Details Page \(Back\)](#)

**Important**

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While the course is open, do not close, refresh, or navigate from this page.

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[Launch Again](#)

[Learning Home](#) | [Completed Work](#)

### Step 7b

- Once you have reviewed the content and have taken any applicable assessments, you will then see a P.A.C.E Evaluation link. Click on "Start Survey" from the My Learning Assignment tile.

# Lab Week Job Aid

## Step/Instruction- Non-Registered Users



### PACE Evaluation

For Course What's Next? Transitioning from EUA to IVD Assays for SARS-CoV-2

[START SURVEY>](#)

### Step 8

9. Once you complete the survey, you will then have credit for the course.
- To access your P.A.C.E certificate, on the landing page, go to Learning History>View All.
  - Find the course, and then click on the certificate icon.

### Learning History

[View All](#)

#### MOST RECENTLY ADDED



cobas 6000 Operation  
and Installation ...



COBAS INTEGRA 400  
Plus Basic Operator ...





# Lab Week Job Aid

## Step/Instruction- Non-Registered Users

Completion Date * ↓	Title <input type="text"/>	Status	All <input type="button" value="v"/>	Action
3/20/2023 05:22 PM		COMPLETE		
3/20/2023 05:11 PM		COMPLETE		
3/15/2023 02:41 PM		COMPLETE		

### Step 9

10. Your certificate will then be generated.

- A note about P.A.C.E. P.A.C.E recognizes contact hours and not CEU's.
- Contact hours are based on an actual clock hour. 10 contact hours = 1 CEU, and 1 contact hours = .10 CEU's.
- Your certificate for P.A.C.E has both contact hours and CEU's calculated. The amount shown is correct for each course entered into the system.

Certificate of Completion  
*This certifies that*  
**Amanda Strohl**  
*Has successfully completed*  
**CL: Early Identification of Heart Failure in Patients with Diabetes**  
 Completed on 3/15/2023  
Contact Hours: 0.50  
CEU: 0.05  
  
 Program Administrator  
 P.A.C.E.  
 American Society for Clinical Laboratory Science  
 1861 International Dr., Suite 200  
 Tysons Corner, VA 22102  
**CA Agency Number: 0001**  
**FL Provider Number: 50-4438**



### Step 10

# Lab Week Job Aid

## Section 2: Registered Users

### Step/Instruction- Registered Users

1. Login to RDU directly by navigating to [go.roche.com/rdu-mylearning](http://go.roche.com/rdu-mylearning) using your chosen email and password.
  - If you have forgotten your password, please click [here](#) and follow the steps on page 3.



Please log in to begin using SuccessFactors for **rochediagnP2**, or you can enter a different company ID. Both your username and password are case-sensitive.

	strohla	
	.....	

[Log in](#)

### Step 1

2. On the landing page of RDU, locate the PACE Content Library tile.

# Lab Week Job Aid

## Step/Instruction- Registered Users

PACE Content Library



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1. [Click here](#) or on the PACE image.
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### Step 2

3. Access the "Click here" hyperlink or click on the blue P.A.C.E image to access the catalog of content that's associated with P.A.C.E.

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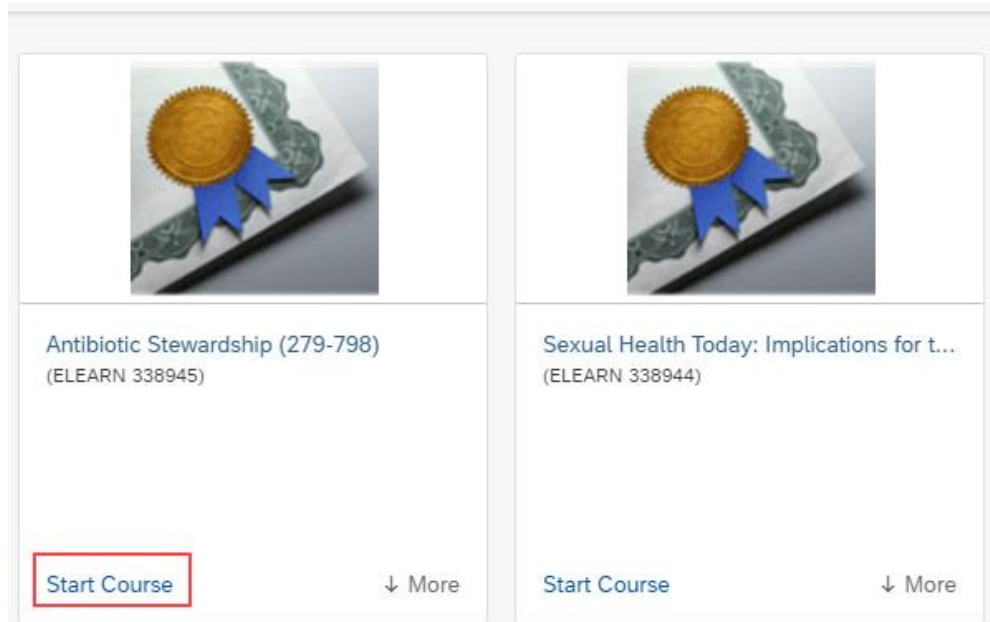


### Step 3

# Lab Week Job Aid

## Step/Instruction- Registered Users

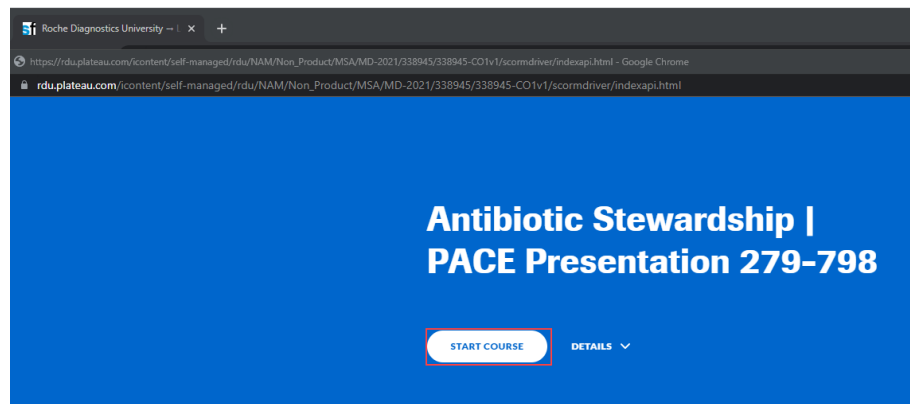
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### Step 4

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# Lab Week Job Aid

## Step/Instruction- Registered Users

← Back  
Online Content Structure

Antibiotic Stewardship (279-798)  
ELEARN 338945  
Revision: 3/9/2021 08:30 AM US/Eastern

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Launch Again

Learning Home | Completed Work

### Step 5

6. Once you review the content, the course will close, so that you may take any assessment (quiz and/or exam) associated to the course. You may or may not have a green checkmark next to the content you reviewed prior to the assessment.
  - c. If you have to leave the content page at any time, you can access where you left by clicking on Continue Course from the My Learning Assignments tile on the landing page.
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3/15/2023     Click here - Self Study

3/15/2023     Early Identification of Heart Failure in Patients with Diabetes Assessment

### Step 6


# Lab Week Job Aid

## Step/Instruction- Registered Users

My Learning Assignments Sort By Date | Priority Filter

Keyword  Select All All Assignment Types

▼ DUE ANYTIME



**Antibiotic Stewardship (279-798)**

ELEARN 338945

Self-Assigned

[CONTINUE COURSE](#)

### Step 6a

[← Back](#)

Online Content Structure ?

Antibiotic Stewardship (279-798)

ELEARN 338945

**Revision:** 3/9/2021 08:30 AM US/Eastern

[Return to Content Details Page \(Back\)](#)

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[Launch Again](#)

[Learning Home](#) | [Completed Work](#)

### Step 6b

7. Once you have reviewed the content and have taken any applicable assessments, you will then see a P.A.C.E Evaluation link. Click on "Start Survey" from the My Learning Assignment tile.

# Lab Week Job Aid

## Step/Instruction- Registered Users



### PACE Evaluation

For Course What's Next? Transitioning from EUA to IVD Assays for SARS-CoV-2

[START SURVEY>](#)

### Step 7

8. Once you complete the survey, you will then have credit for the course.
- To access your P.A.C.E certificate, on the landing page, go to Learning History>View All.
  - Find the course, and then click on the certificate icon.

### Learning History

[View All](#)

#### MOST RECENTLY ADDED



cobas 6000 Operation and Installation ...



COBAS INTEGRA 400 Plus Basic Operator ...



# Lab Week Job Aid

## Step/Instruction- Registered Users

Completion Date * ↓	Title <input type="text"/>	Status	All <input type="button" value="v"/>	Action
3/20/2023 05:22 PM		COMPLETE		
3/20/2023 05:11 PM		COMPLETE		
3/15/2023 02:41 PM		COMPLETE		

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Certificate of Completion  
*This certifies that*  
**Amanda Strohl**  
*Has successfully completed*  
CL: Early Identification of Heart Failure in Patients with Diabetes  
Completed on 3/15/2023  
Contact Hours: 0.50  
CEU: 0.05  
  
Program Administrator  
P.A.C.E.  
American Society for Clinical Laboratory Science  
1861 International Dr., Suite 200  
Tysons Corner, VA 22102  
CA Agency Number: 0001  
FL Provider Number: 50-4438



Roche Diagnostics 9115 Hague Road Indianapolis, IN 46256

### Step 9