

Swank Instructions

(DUHS Family Medical Leave Administration Training Courses)

1. Open Internet Explorer.
2. Type <https://duke.swankhealth.com>
3. For Site Code, choose:
 1432 – Duke University Hospital and Duke Medicine
 1433 – Durham Regional Hospital
 1434 – Duke Raleigh Hospital
4. Use your seven (7) digit Duke UniqueID (includes leading zeros).
5. If you have not logged into the system before, the default password is **welcome** (please change your password after logging in). Click **Login**.

If you do not have an account or trouble logging in, please call the DHTS HelpDesk at 684-2243.



6. Once you have logged in, you will see another screen. Click Continue.
7. Expand the heading **DUH Site Specific SCORM Courses >> Site Specific**.
8. Choose the course to take.
9. Click **View Course**.

DUHS SCORM				
+ MD				
+ Other				
- Site Specific				
Course Name	Expiration Date	Course Number	Credits	
DUHS Family Medical Leave Administration 2012 Changes		5033	0.00	View Course
DUHS Family Medical Leave Administration		5032	0.00	View Course

10. Another screen appears. Click **Launch Course**.

Course Information

Course Name: DUHS Family Medical Leave Administration

Course Description: Provides training on the entire DUHS Family Medical Leave Administration Process including the 2012 changes and step by step instructions for completing the process and forms.

[Launch Course](#)

11. At successful completion of the test, you can close all windows. Completion will be credited in the system within 2 hours and you can print a certificate.
12. The course numbers for running reports in EdTrack are as follows.

WSW1831	DUHS Family Medical Leave Administration
WSW1832	DUHS Family Medical Leave Administration 2012 Changes