Construction Worker: COMET Coursework FAQs

1. **What is COMET?**
   COMET is Cleveland Clinic’s Center for Online Medical Education and Training. It is an external website from SilkRoad that you will need to access to complete all required training for your experience with the Cleveland Clinic.

2. **When can I complete COMET training?**
   COMET training will not be available to complete until the latter half of the onboarding process. You will receive an email when the courses are available to complete.

3. **How long will it take to complete COMET training?**
   It will take approximately 4 hours to complete all required COMET training.

4. **How do I log into COMET?**
   In the “Complete COMET coursework” task in SilkRoad there is a link to the COMET website (circled below). Click this link to access COMET.

   ![COMET Link](image)

   **Title**
   Complete COMET coursework

   **Instructions**
   You are required to complete online training. Please review the instructions below carefully and in its entirety.

   The COMET system is an external system. By clicking the link to access your COMET training, a new window will open up and require an additional login. Your COMET login is different than your RedCarpet login.

   **Steps for Completing COMET**
   1. Note your login information below:
      - **Employee ID**: Found in the Event Details box below under NonEmployee ID
      - **Password**: Use the last four digits of your Social Security Number
   2. Select the following options when completing your COMET Profile:
      - **Patient Interaction**: Select the statement that applies to your interaction with patients.
      - **Work Location**: Select the CCF facility.
   3. After you complete your selections, click **Submit**

   ![Submit Button](image)

   **Click to access your COMET training**

   Once you have logged into COMET and completed the required tasks, please return to this RedCarpet task and click "Save and Complete Task."

   **Are you a returning contractor?**
   If you are a returning contractor, you are still required to log into COMET and make sure all modules are completed in your "to do" list.

   **Are you receiving the following error message?**
   *That username does not exist. Please click the "Request Technical Assistance" link and fill out the form. Please check back in 30 minutes. There could be a system delay in creating your account.*

   **Questions:**
   For technical issues or questions regarding this website, contact Security Administrative Services at nonemployeeonboarding@ccf.org or call 216-448-0082.
Your login information is also contained in the “Complete COMET coursework” task in the Event Details box at the bottom of the screen shown below. Your login will be your nonemployee ID number and the password will be the last four digits of your social security number. In the example below, the username is Z21607 and the password is 6789.

Once you are on the COMET site, click the orange COMET login button in the upper left-hand corner (circled).

After clicking this link, you will be brought to the login page where you will enter your username and password:
5. **How should I fill out my COMET profile checklist?**
When you log into COMET you will be prompted to complete a COMET profile. To complete this profile you will only need to select the option “I work at a Cleveland Clinic Main Campus building” in the Work Location section at the bottom of the profile and click submit. You will make this selection regardless of your work location(s).

6. **What COMET courses should I be completing?**
You should only be assigned the following COMET courses:

- Code of Conduct
- HIPAA Overview
- Introduction to Environment of Care
- Patient Safety
- Energy Savings and You
- Basic Stroke Competency
- Corporate Compliance: Prevention, Detection, and Reporting
- Diversity and Inclusion
- Construction Contractors: OnBoarding
- Construction Contractors: Fire Protection
All courses are required to be completed for compliance purposes. If any other courses are assigned or you are missing any of the above courses, please contact the SAS Team at nonemployeeonboarding@ccf.org or at 216-448-0082.

7. I completed my COMET coursework but keeping getting emails saying I did not. What should I do?
When you complete your COMET coursework, the “Complete COMET coursework” task in SilkRoad does not close out automatically. If you have completed COMET training and are getting emails stating that you need to complete your COMET, please log into SilkRoad and close out the “Complete COMET coursework” task. Following the instructions in the task instructions will prevent this issue from occurring.

8. Will I ever need to complete COMET courses again?
Courses will need to be completed every year, except the Code of Conduct and HIPAA Overview, which will only need to be completed the first time you complete COMET and the Construction Contractors: OnBoarding and Construction Contractors: Fire Protection courses, which will need to be completed every other year. You will complete COMET every time you renew your ID badge.

For any additional questions, please contact the SAS Team at nonemployeeonboarding@ccf.org or at 216-448-0082.