

## CARE PERSPECTIVES.COM

### USER MANUAL



#### HOW TO REGISTER AS A USER

In order to register you will need the facility code. You must enter a user name and password and the facility code provided by your supervisor. Follow each prompt and complete the information requested.

If you have don't have an e-mail address your supervisor will provide you with one.

If you have licenses or certifications please be sure to include these so we can provide agencies with the substantiation of your successful completion of each course if requested. You may enter as multiple licenses or certifications.

There are directions included in this manual with pictures that will help you with each step of the registration process. A copy of the directions is also at the computer terminal in your facility.

If you have any questions speak to your supervisor for assistance.

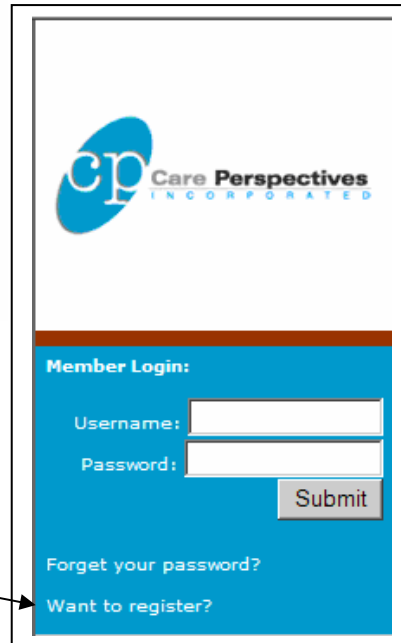
Once you have registered you will immediately be able to take courses.

You can take courses at work or at home – anywhere that you have a computer and access to the internet. You just need to enter your username and password in order to access your account and your course page.

#### FORGOT YOUR PASSWORD?

NEVER SHARE YOUR USERNAME OR PASSWORD WITH ANY OTHER INDIVIDUAL. IF YOU FORGET YOUR PASSWORD YOU CAN SIMPLY CLICK ON FORGOT PASSWORD UNDER THE AREA WHERE YOU ENTER YOUR USERNAME AND PASSWORD AND FOLLOW THE PROMPTS. WITHIN A FEW SECONDS YOUR PASSWORD WILL BE E-MAILED TO THE E-MAIL ADDRESS YOU ENTER.

# How to Register as a User

To begin, please create an account by clicking on "Want to register?"

Registration is a simple 4 step process.

## Online Registration (step 1 of 4)

First, start by creating a Username that will be easy for you to remember.

You will also need to create a password.

Please re-enter your password for confirmation.

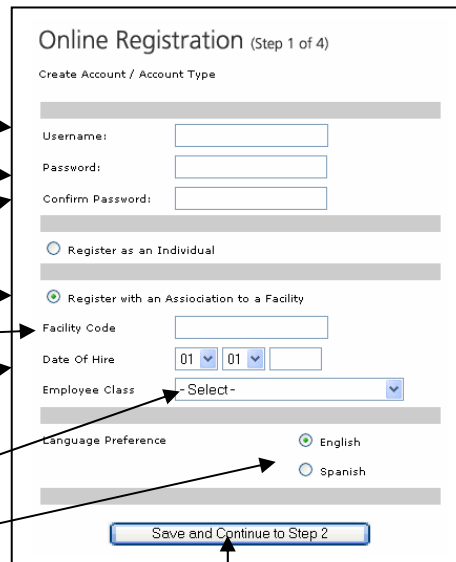
Click "Association with a facility" and enter the value your supervisor provided in the "Facility Code" box.

Enter your date of hire at this facility.

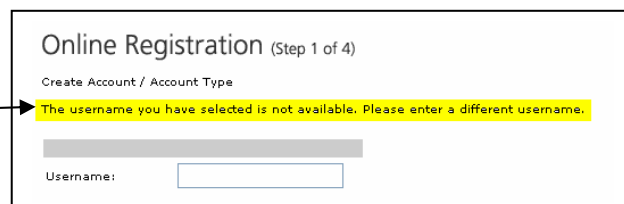
Click "Select" next to "Employee Class" and choose the role that most aptly describes your position.

Are you most comfortable reading English or Spanish? (The audio portion of our classes is always presented in English.)

When finished, please click the "Save and Continue" button to move to Step 2.



(If you happened to pick a user name already in use, you will need to pick something different.)





I want to be able to stay in touch.  
Be sure to let me know how to reach you.

## Online Registration (Step 2 of 4)

You will want to provide your home address if you are taking CEU credit classes. That will keep your file intact regardless of where you work.

If you are only taking In-service credit classes, you can provide either your home or work address.

Fields with an asterisk are required.

The email address must be valid and working to receive an account activation link.

Are you interested in receiving our Education Moments newsletter featuring Rosie's column?

### Online Registration (Step 2 of 4)

Please enter your contact information below.

First Name\*:

Last Name\*:

Email Address\*:

Phone 1\*:

Phone 2:

Address Line 1\*:

Address Line 2:

Address Line 3:

City\*:

State\*:

Postal Code\*:

I wish to subscribe to the Care Perspectives email list which will keep me informed about the updates to this website as well as the latest industry news.

## Online Registration (Step 3 of 4)

You may skip this section if you want. But, without your license numbers, we can not substantiate your completion of any continuing education to licensing boards if requested to do so.

### Add A License:

Select the type of license you have from the drop down menu. If your license or certification type is not there please select **"Other."**

Enter your license number  
Select the State of licensure.  
And the date this license expires

If you have multiple licenses, click the **"Yes"** button next to **"Add Another License."**

Once you complete this step, click on Save and Add Another License to save the current information and to continue to enter additional licenses.

### Online Registration (Step 3 of 4)

Please enter your license information (optional).

**Please Note: If you do not have any license information or do not wish to enter it at this time, you may skip this step by clicking the "Skip This Step" Button.**

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**Add A License**

License Type:

License Number:

State:

Expiration Date:

Add Another License?  Yes  No

OR

At any point you may select **"Skip This Step"** and the information already entered will be saved.

## Online Registration (Step 4 of 4)

The final step is to verify everything. If it is all correct, click **“Finish”** at the bottom of the screen.

Otherwise, you can click on **“Edit License Info”** to add or update your license information.

You can keep us current with your name and address by clicking on **“Edit Contact Info.”**

You can click on **“Edit Account Type”** to switch between Individual and Facility registration.

### Online Registration (Step 4 of 4)

Please confirm that all of your information is correct.

**Account Type:** Individual

<b>First Name:</b> Rosie	<b>License 1</b>	
<b>Last Name:</b> Perspective	License Type: RN	
<b>Email Address:</b> Rosie@Careperspectives.com	License Number: 1	
<b>Phone 1:</b> 908-859-8500	License State: NJ	
<b>Address 1:</b> 1503 South Main St		
<b>City:</b> Phillipsburg		
<b>State:</b> NJ		
<b>Postal Code:</b> 08865		

I have read and agree to all the terms and conditions in the Care Perspectives [Terms of Use Agreement.](#)

Edit Account Type
Edit Contact Info
Edit License Info

Finish

Once your account is activated, you will be able to edit your information by logging into your account and choosing the edit my account option.

You can always update any of this Information in the future by logging in, clicking **“My Account”** and selecting **“Edit”** in any section.





## **PREPARING TO TAKE A COURSE**

Before taking a course be sure you are comfortably seated at the computer. Check to be sure the computer speakers are on since each course has audio as well as video instruction.

Be sure to select the language you wish to use to view the text – either English or Spanish. All audio is in English.

Have a pad and pen in case you wish to take notes. Some courses have helpful hints you can use at home. Never drink fluids or eat while sitting at the computer to avoid damage to the system.

Courses vary in length but generally take about an hour to an hour and a half. All courses will require you to interact with the program and answer questions at set times throughout the movie. If you answer incorrectly you will receive immediate feedback on the next slide that provides the correct answer and the reason why this choice is correct.

**IF YOU FAIL TO INTERACT WITH THE COURSE WHEN THE TEST QUESTIONS APPEAR THE PROGRAM WILL NOT CONTINUE TO MOVE UNTIL YOU DO. YOU MAY ALSO EXPERIENCE DIFFICULTY IF YOUR COMPUTER IS SET TO DISCONNECT FROM THE INTERNET AUTOMATICALLY IF THERE IS NO USE OF THE COMPUTER AFTER A PRE DETERMINED PERIOD OF TIME.**

Should this occur you will have to contact your supervisor who can assist you. You may also have to re-take the course from the beginning.

## **TAKING A COURSE**

### **Course Design**

~~Each course is~~ segmented into several sections. This will not affect you nor will you be asked to select different segments or sections. The program runs as one movie. Once the first section has loaded the course begins. While you are viewing the first section the remaining sections are loading. Depending on your computer speed and internet connection you may see a brief pre-loader for a few seconds in between sections. There is nothing for you to do. This is normal.

### **Step One**

#### ***Pre test***

In order to take a course you must first take a short pre-test. Typically these are five true or false questions. Simply select your response and click on this choice. Once you have answered all the questions submit the test answers by hitting the enter key.

You will receive your score immediately and will also be able to read the questions you answered incorrectly and will be given the correct answer. Take a moment or two to re-read these questions to assure you understand the correct response. You will then move to step two – the course.























## **REPORT FUNCTIONS**

When you select the HR Administration function on your My Account page, you will be able to select four different report mechanisms – Search Employee reports, Manage Employee reports, Test Reports, and Evaluation Reports.

## **SEARCH EMPLOYEE REPORTS**

This category allows you to search through all of your employees to track their progress toward meeting their in-service and continuing education requirements. You must start by indicating whether you are searching for a licensed professional or unlicensed staff member. After that you can modify the search by employee, function, course time frame, hire date, and license expiration date – for licensed professionals.

### ***Aggregate Reports***

**Employee Type** – you must choose between licensed or unlicensed. (Click on the arrow to the right of Licensed to select Unlicensed.)

**Employee Name** – by entering a first name, last name or letter of the alphabet you will be able to refine your search criteria.

**Employee Class** – you can limit your results to a specific function such as laundry staff or licensed practical nurse. A drop down menu of positions will appear if you click on the arrow to the right of “- Show All -.”

**Course Time Frame** – you can focus on a specific time frame to see who has taken courses within the last 3 months, 6 months, 12 months, year to date, or a custom date range by entering year, month, and day.

**Number of Completed Courses** – you can see who has taken a lot of courses or just a few.

**Date of Hire** – you can narrow down the results to employees hired within a specific time period by entering a date range – year, month, and day.

To return to the HR Options click on **Back to HR Options** at the top of the report page.

### ***Individual Reports***

To access specific information about each employee simply click on the individual’s name. This will provide access to the courses this individual employee has enrolled, the type of course in-service or continuing education, the credits earned, and the date the course was completed. There is a credit summary at the bottom of the page. This report can be printed and included in the individual employees personnel file. Simply click on **Printer Friendly Version** at the bottom of the page.

To exit this function simply click on the **Return to Employee List** at the top of the report page.



## MANAGE EMPLOYEE REPORTS

Employee reports can be accessed in aggregate or by individual employee.

This category allows you to view a snapshot of your employees who are registered with CarePerspectives.com. Here you will be able to change employee enrollment status in prepaid courses. You will also be able to access details on how many courses each employee has enrolled in and completed as well as the number of credits they have earned. You will also be able to view which courses they have enrolled in.

### *Aggregate*

The aggregate report currently provides you with a list of all employees currently registered. This report provides the following information: the total number of employees approved out of the total number of contracted slots, the total number of facility courses ordered out of the total number of contracted courses, the total number of courses completed for each employee, the total number of credits earned, the initial date of enrollment, and the individual's approval status. This report can be printed and used for quality assurance purposes. Simply click on **Printer Friendly Version** at the bottom of the page. To exit this function simply click on **Back to HR Options** at the top of the report page.

### *Individual*

To access specific information about each employee simply click on the individual's name. This will provide access to the courses this individual employee has enrolled, the type of course in-service or continuing education, the credits earned, and the date the course was completed. There is a credit summary at the bottom of the page. This report can be printed and included in the individual employees personnel file. Simply click on **Printer Friendly Version** at the bottom of the page.

To exit this function simply click on the **Return to Employee List** at the top of the report page.











