



# NYSPFP On-Demand Learning

## Course Enrollment and Instructions Guide

Thank you for your interest in the New York State Partnership for Patients On-Demand Learning Program. Here are some helpful hints to help you get started.

### System Requirements:

Our courses are best viewed on the following browsers:

- Internet Explorer
- Microsoft Edge
- Mozilla Firefox

**Please note:** Adobe Acrobat Reader is required to view your certificate of completion, and to open some documents within the course. If you do not have the Adobe PDF Reader, you will be prompted to install it.

### How to Enroll in NYSPFP eLearning Courses:

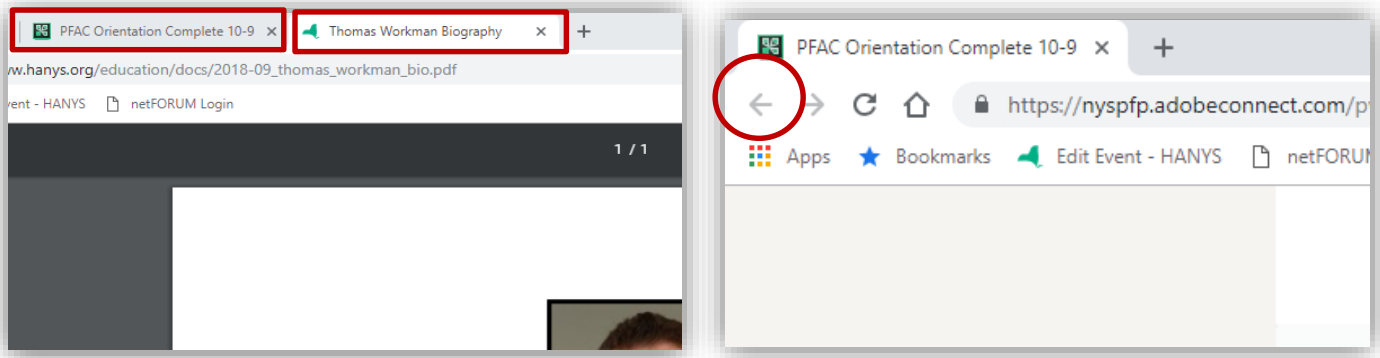
You must first enroll/register before viewing any of our courses. Please see the enrollment link specific to the course you are interested in.

1. From the enrollment page specific to the course you wish to complete, select the “Event Registration” tab.
2. Create an Adobe Connect guest account by entering your contact information in each field. If you are a returning user, please see the “If you have registered with us before, please click here” link.  
**\*\* (this account is separate from both your HANYS and NYSPFP accounts)\*\***
3. Choose a password and enter it in the form as indicated.
4. When complete, click the View button at the bottom of the page.
5. You may exit and re-enter the course at any time. Your page will be bookmarked the next time you login. To access your curriculum page and review/continue the course at any time go to the URL that was emailed to you when you enrolled in the course. To login, enter your Adobe Connect username and password.
6. If you need to reset your password, please click the “forgot password” link and you will receive an email from Adobe Connect within an hour (you may need to check your spam/junk folder).

A screenshot of the "Event Registration" page for "NYSPFP On-Demand Training". The page has a blue header with "Event Info" and "Event Registration" tabs. The "Event Registration" tab is circled in red and labeled with a red circle containing the number "1". Below the header, the title "NYSPFP On-Demand Training" is displayed. A section titled "Safety Across the Board: Unit-based Safety Leaders" contains instructions for new and returning users. Below this, there is a link "click here" and a note that fields marked with an asterisk are mandatory. A red box highlights the registration form, which includes fields for "Email Address", "First Name", "Last Name", "Password", "Verify Password", "Title", and "Company Name". A red circle with the number "2" is placed over the "Register using Email" section. A red circle with the number "3" is placed over the "Password" and "Verify Password" fields. At the bottom of the form, there are "View" and "Reset" buttons. The "View" button is circled in red and labeled with a red circle containing the number "4".

## Navigation Instructions:

Throughout the course we will offer additional information that you can review by clicking the “More Info” buttons. On certain Internet browsers, these documents may open in a new tab. If this happens, either close the new tab or click on the other tab as shown below to return to the course. If your browser does not open a new tab for you, just click the back button and you will be returned to the course.



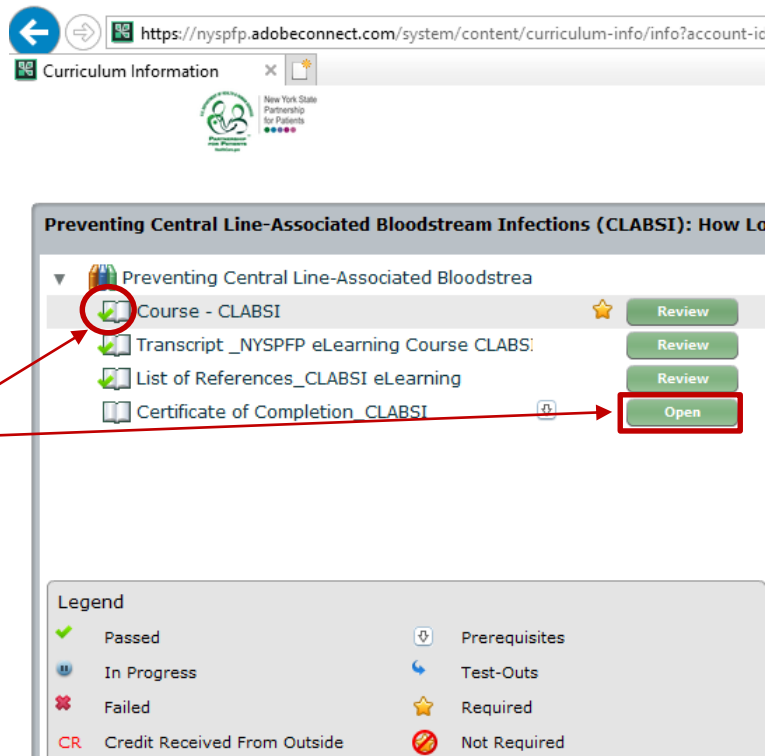
## Course Completion

You must complete all pages of the course in order to be marked complete and to print your certificate.

On the final page of the course, please close out your browser window, and return to your curriculum information page has shown here.

Your course status will show as “complete” with a green check mark, and your certificate will be open.

**Please Note:** the certificate will open as a PDF document. If you do not have the Adobe PDF Reader installed on your computer, you will be prompted to download it.



## Questions?

For questions about this self-paced module, please contact your NYSPFP Project Manager. For technical questions, please contact education support at 518-431-7867 or [learning@hanys.org](mailto:learning@hanys.org)