

NRP 8th Edition Admin Tip Sheet: Initial Setup for Accessing the Admin Interface

These directions are for administrators only.

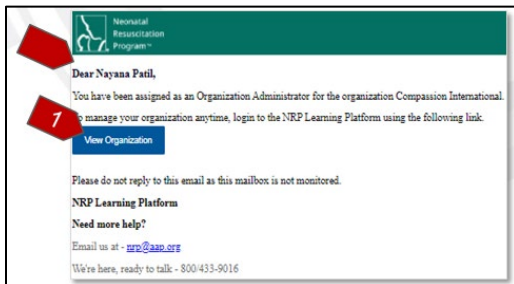
If you need admin access to the NRP site submit a QSARF for myCHU HealthStream Admin Access (put a note that you need Admin access to the NRP RQI Partner site). Note that this is NOT for Instructor access.

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Once admin access to the NRP RQI Partners site has been approved and granted, an email will be sent with further directions.

Click on the “View Organization” button provided in the email. The user is navigated to ‘Activate Profile’ page.



Select the “No” option if you do not have an existing NRP Global ID account.

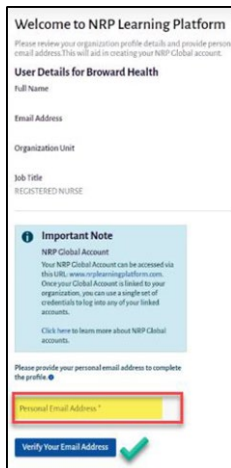
Select the “Yes” option if you have an existing NRP Global ID account.

Click “Next” button.

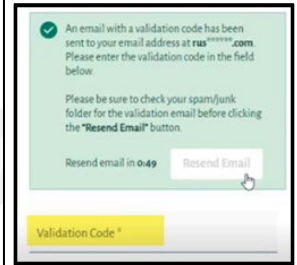
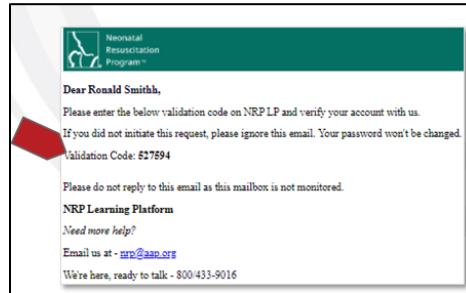
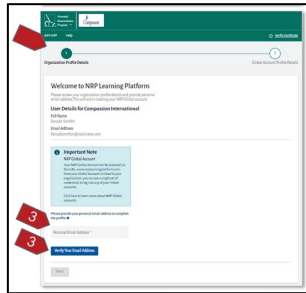


Activate Profile: No Existing NRP Global ID

If you do not have an existing NRP Global ID account, you will be navigated to the 'NRP Global Account creation' page. Follow the steps to create your account. You will need to enter your personal email address for verification purposes.



Enter the Validation code sent to the email and click on the "Next" button. You may need to access your personal email from your cellphone or a personal computer if it is blocked at the worksite. Note that the verification code is good for a limited amount of time. You may need to resend the code.



After successful validation, you will be navigated to 'Profile creation' page. The username, by default, is populated with your unique NRP Global ID but you can change it to something easier to remember.

It is recommended that you change username to your AD (Active Directory) name. **This change is allowed only at the time of Profile creation and you will not be able to change it at a later time.**

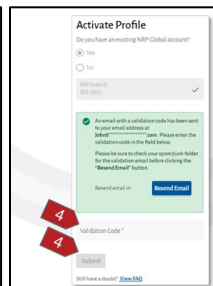
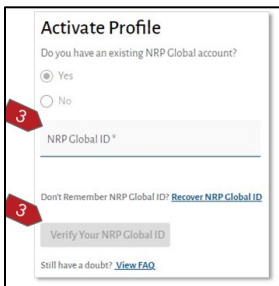
Once you have completed the profile creation page, you will be navigated to the Login page.

Activate Profile: Yes Existing NRP Global ID

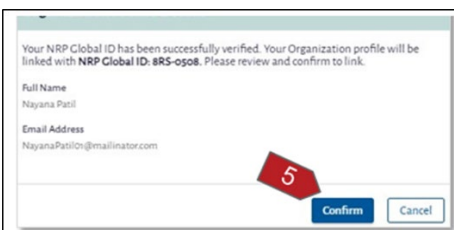
Enter your existing NRP Global ID and click on the "Verify Your NRP Global ID".

The one-time validation code is sent to the email associated with your 'NRP Global ID'.

Enter the validation code in the 'Activate Profile' page and click on the "Submit" button.



The 'Organization Profile Details' success message popup appears. Click on the "Confirm" button.



The user is navigated to the 'Login' page.

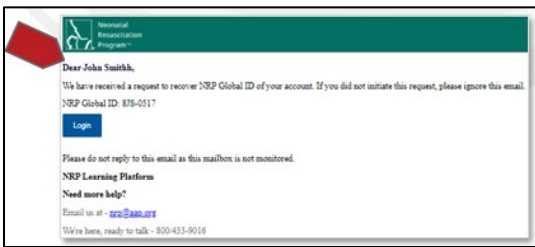
Recover Forgotten NRP Global ID

If you have forgotten an already existing NRP Global ID, you can recover it by following these steps:

- Click Yes
- Click on the “Recover NRP Global ID” link.
- Enter the email address associated with the Global ID and click on the “Recover NRP Global ID” button.



The user’s ‘NRP Global ID’ is sent to the associated email. You can login back to the ‘Activate Profile’ page to complete activation and verification of your account.



Login Page

Enter your NRP Global ID (or Username if you changed it) & the Password. Click the “Login” button. If you can’t remember your credentials, click “Forgot your Password or Username?”



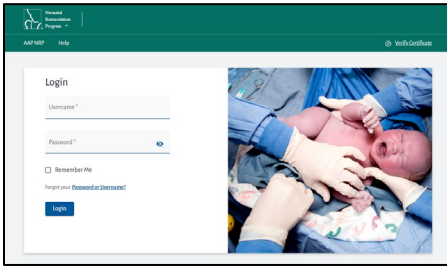
Click on the Admin profile widget. You may have two profiles if you are an administrator and also a learner. Switching your role is possible at any point in time by clicking on your profile after logging in.



Accessing the NRP 8th Edition Administrator Interface

Administrators: Use Google Chrome, navigate to <https://catholicealthsystem.nrplearningplatform.com/login>.

Enter your Username and Password. Click Login. Click on the Admin profile widget.



Add New Event

Events tab allows admins to Add New Event. Complete the Event Details information to schedule an ILE (Instructor Led Event).

Standard Operating Procedure (SOP) Notes:

Event Name - CHS Buffalo, NY: NRP Recertification, Skills Station

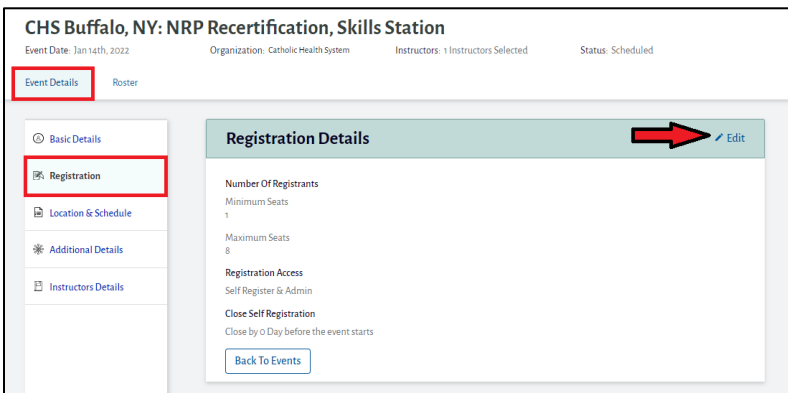
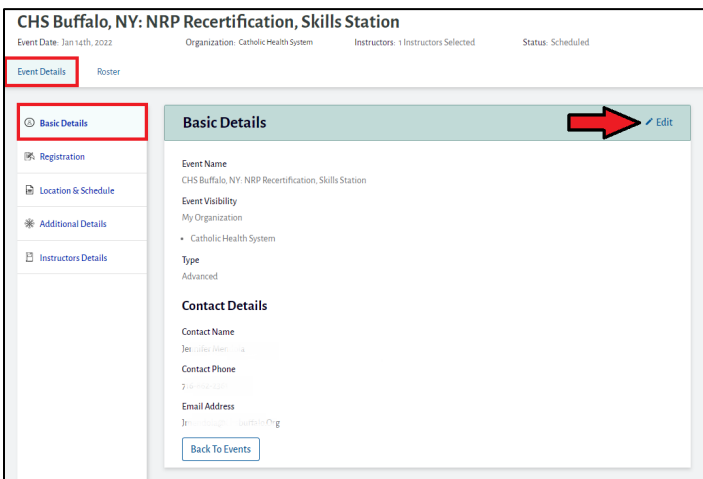
Event Visibility – My Organization

Type – Advanced

Registration – (select both) Self Register, Admin

Location Details – (include site) examples: SCH – NICU Conference Room, MHB – Conference Room 1


Event Details



CHS Buffalo, NY: NRP Recertification, Skills Station
 Event Date: Jan 14th, 2022 Organization: Catholic Health System Instructors: 1 Instructors Selected Status: Scheduled

Event Details Roster

- Basic Details
- Registration
- Location & Schedule**
- Additional Details
- Instructors Details

Location & Schedule Details  Edit

Location Details

Location Name
SCH - NICU Conference Room

Country
United States Of America

Street Address 1
2157 Main Street

Street Address 2

State
New York

City
Buffalo

Zip Code
14221

Scheduled Date
Jan 14th 2022


Scheduled Time
Start Time - 9:00 AM EST
End Time - 12:00 PM EST

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CHS Buffalo, NY: NRP Recertification, Skills Station
 Event Date: Jan 14th, 2022 Organization: Catholic Health System Instructors: 1 Instructors Selected Status: Scheduled

Event Details Roster

- Basic Details
- Registration
- Location & Schedule
- Additional Details**
- Instructors Details

Additional Details  Edit

Instructions To Students
Arrive To Class 5 Minutes Early


Message To Instructors
Arrive To Teach 15 Minutes Early

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CHS Buffalo, NY: NRP Recertification, Skills Station
 Event Date: Jan 14th, 2022 Organization: Catholic Health System Instructors: 1 Instructors Selected Status: Scheduled

Event Details Roster

- Basic Details
- Registration
- Location & Schedule
- Additional Details
- Instructors Details**

Instructor Details  [Add Instructor](#)

Select Action

Instructor Name	Email Address	Instructor Rank	Action
Jennifer Mandola	je.j.mandola@chshs.org	INSTRUCTOR	

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Modify Existing Event

Click the three vertical dots of an existing event to View/Edit details, Copy Event, Add Student, or Cancel Event.

Home Users Curriculums Reports **Events** Settings

Home > Events

Events

[Add New Event](#)

Search by Event Name Select Organization(s) Select Date Range Select Status [Apply Filter](#)

Select Action [Apply](#)

Event Name	Seat Availability	Scheduled Date	Organization	Status	Action
CHS Buffalo, NY: NRP Recer... o/8		Jan 14, 2022	Catholic Health System	Scheduled	View/Edit Details Copy Event Add Student Cancel Event

1 - 1 of 1 |< |>

Add Student

Click the three vertical dots of an existing event, Click Add Student.

Home Users Curriculums Reports **Events** Settings

Home > Events

Events

[Add New Event](#)

Search by Event Name Select Organization(s) Select Date Range Select Status [Apply Filter](#)

Select Action [Apply](#)

Event Name	Seat Availability	Scheduled Date	Organization	Status	Action
CHS Buffalo, NY: NRP Recer... o/8		Jan 14, 2022	Catholic Health System	Scheduled	View/Edit Details Copy Event Add Student Cancel Event

1 - 1 of 1 |< |>

Click Add Students. Search for a student to register. Students will only display if they have successfully completed the Part 1 component.

CHS Buffalo, NY: NRP Recertification, Skills Station

Event Date: Jan 14th, 2022 Organization: Catholic Health System Instructors: 1 Instructor Selected Status: SCHEDULED

Event Details **Roster**

Students

Seats Remaining - 8 [Add Students](#)

Search by Student name / Email Address Select Type Select Job Titles [Apply Filter](#)

<input type="checkbox"/>	Student Name	Email Address	Provider Curriculum	Job Title	Status
No Students registered yet. Click Here to add manually					

0 Record(s) Selected 0 of 0 |< > |>

Finalize Roster

0 / 8 Students registered / assigned in this event so far Finalize the students and click on 'Finalize Roster and Grade' button

[Finalize Roster and Grade](#) [Back to Events](#)