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.

Welcome to NRP Learning Platform Press refer on a gradiation provide details and provide details remain adverses. The same of	Enter the Validation code se access your personal email f worksite. Note that the veri resend the code.	ent to the email and click on the "Next" bu from your cellphone or a personal comput fication code is good for a limited amount	Itton. You may need to er if it is blocked at the of time. You may need
bib TBH ECCSTREE MARKE I mportant Note MRC Clobal Account on a successf sit high UB, wave replacement plantma can be applied to the successf sit high UB, wave replacement plantma can be applied to the successf site of the new taken makes about NaP Clabal accession. Other here taken make about NaP Clabal accession. Market provide your personal envill address to complete the prefere B	Image: State	Vectorial Personal Smith, Please enter the below validation code on NRP LP and verify your account with us. If you did not initiate this request, please ignore this email. Your password won't be cha validation Code: \$7794 Please do not reply to this email as this mailbox is not monitored. NRP Learning Platform Vard Learning held?	An email with a validation code has been sent to your email address at us ^{*****} .co Please enter be validation code in the fie below. Please be sure to check your spam/junk folder for the validation email before clic the *Resend Email * button. Resend email in 0.49 Resend Email
Personal (mail Address *	Mondialise"	rveen more negr: Email us at - <u>mro@aso.ors</u> We're bare, ready to talk - 800/433-9016	Validation Code *

Neonatal Resuscitation	An email with a validation code has b	een
Dear Ronald Smithh,	Please enter the validation code in th	e field
Please enter the below validation code on NRP LP and verify your account with us.	below.	
If you did not initiate this request, please ignore this email. Your password won't be changed.	Please be sure to check your spam/jue folder for the unlidation email before	nk
Validation Code: 527594	the "Resend Email" button.	CIICKI
Please do not reply to this email as this mailbox is not monitored.	Resend email in 0:49 Resend E	
NRP Learning Platform		2
Need more help?		
Email us at - nrp@aap.org	Validation Code *	
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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.

Activate Profile	Activate Profile
Do you have an existing NRP Global account?	Yes
Yes	O No
O No	100 Onte 0 805-0517
NRP Global ID *	A newal with a validation code has been ser to your enail address at blod ³ and the set of the set of the set of the set of the validation code is in the held below. Please be uvers to devely one grandwals held for the validation newal before clicking the "Waread formal" batton.
Don't Remember NRP Global ID? <u>Recover NRP Global ID</u>	Basend email in Resend Email
Verify Your NRP Global ID	Validation Code *
Still have a doubt? View FAQ	Submit

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

linked with NRP Clot	al ID: 8RS-0508.	Please review	and confirm t	o link.	WIII D-C
Full Name					
Nayana Patil					
Email Address					
NayanaPatil01@mailin	ator.com				
			5		

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 <u>https://catholichealthsystem.nrplearningplatform.com/login</u>.

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











Modify Existing Event

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

ne > Events					
vents					Add New Event
Q Search by Event Name	Select Organiza	tion(s) 🗸 Select	: Date Range 💼 S	elect Status	Apply Filter
Select Action	•	Apply			
Select Action	• Seat Availability	Apply Scheduled Date	Organization	Status	Action
Select Action Event Name CHS Buffalo, NY: NRP Recer	Seat Availability	Apply Scheduled Date Jan 14, 2022	Organization Catholic Health System	Status Scheduled	Action
Select Action	Seat Availability	Apply Scheduled Date Jan 14, 2022	Organization Catholic Health System	Status Scheduled 1-1 of 1	Action View/Edit.Detail
Select Action Event Name CHS Buffalo, NY: NRP Recer.	Seat Availability	Apply Scheduled Date Jan 14, 2022	Organization Catholic Health System	Status Scheduled	Action i View/Edit/Detal Copy Event

Add Student

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

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ime > Events						
vents						Add New Event
Q Search by Eve	ent Name	Select Organ	nization(s) 🔻	Select Date Range 💼	Select Status	• Apply Filter
Select Action		•	Apply			
Event Name	Sea	t Availability	Scheduled Date	e Organization	Status	Action
Event Name CHS Buffalo, NY:	Sea NRP Recer 0/8	t Availability	Scheduled Date	e Organization Catholic Health System	Status Scheduled	Action
Event Name CHS Buffalo, NY:	Sea	tt Availability	Scheduled Date	Organization Catholic Health System	Status Scheduled 1–1 of 1	Action
Event Name CHS Buffalo, NY:	Sea	ıt Availability	Scheduled Date	: Organization Catholic Health System	Status Scheduled 1–1 of 1	Action

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

Organization: Catholic Health Sy	stem Instructors: 1 Instructor S	elected Status: SCHEDU	LED
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		Seats Remaining - 8	Add Students
il Address	Select Type 👻	Select Job Titles 🔹	Apply Filter
Email Address	Provider Curriculum	Job Title	Status
No Student	ts registered yet <u>Click Here</u> to add manual	lly	
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this event so far. Finalize the stu	idents and click on 'Finalize Roster an	d Grade' button	
Back to Events			
	il Address Email Address No Studen this event so far Finalize the stu Back to Events	il Address Select Type Email Address Provider Curriculum No Students registered yet <u>Click Here</u> to add manua this event so far Finalize the students and click on 'Finalize Roster an Back to Events	il Address Select Type Select Job Titles • Email Address Provider Curriculum Job Title • No Students registered yet <u>Click Here</u> to add manually o of o • this event so far Finalize the students and click on Finalize Roster and Grader button Back to Events •