

ACLS Medical Training Platform

Limited Manager-Level User Guide

This document will guide you through the features and benefits made available with limited manager access.

Go to www.aclsmedicaltraining.com and click LOGIN. ACLS MEDICAL TRAINING QUESTION Courses - Group Rates **Certify Online Today** Join thousands that have certified online with ACLS Medical Training. 100% Online Certification Instant Provider Card Fast and Convenient Nationally Accepted FREE EDUCATION CENTER C MAR JAMA

Enter your Email Address and Password, then click Login.

STEP 1 LOGIN

Login
John.Do
Login
Forgot your password?
If you are a new ACLS student, SIGN UP.
If you haven't logged in since month dd. yyyy , you'll need to take a few simple steps to update your account. Register on New Platform
uestions or not sure? Visit FAQs or Support if you need any assistance!

OR

You can also login through <u>https://lms.360training.com/lms/login.do</u>. Enter your Username and Password, then click LOGIN.

LOGIN	
Please enter your Userna	me and Password below.
Username:	John.do
Password:	
FORGOT?	LOGIN

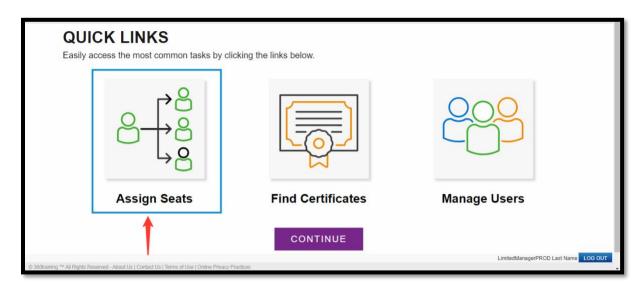
STEP 2 VIEW YOUR DASHBOARD (Desktop View)

Once you have logged in with your credentials, you will see your dashboard.

Once you select ADD USERS or ENROLL USERS, you will be taken to the manager view of the training platform to access reports, change user profile details, and print or download user completion cards and certificates you have been granted access to modify.

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On a mobile compatible device, this is the view of your Dashboard:



STEP 3 MANAGE USERS

Once you select ADD USERS or ENROLL USERS on desktop devices or ASSIGN SEATS on mobile devices, you will be taken to the Limited Manage-access view of the training platform.

Limited Manager-level access shows three tabs in the top right corner of the screen:

- Users & Groups
- Plan & Enroll
- Profile

USERS & GROUP

You can navigate to this page by clicking ENROLL USERS or ADD USERS on desktop, or ASSIGN SEATS on mobile, or after logging into the training platform.

BUY MORE COURSES

You can purchase more courses for your employees by clicking Buy More Courses.

Select ADD USERS to view the profile details of the learner.

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Click the SEARCH button to search by username, first name, last name, or email address.

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Enter your search parameters.

SEARCH TIPS: Inadvertently adding a space at the end of a name or email address may cause the search to return unexpected results. Make sure there are no spaces after any text you type in search fields. You can also leave all the fields blank to search to see all the users in your account. We suggest changing the selection criteria to "Contains" in order to receive the most relevant results.

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To select additional search options or fields, click ADD for fields such as user expiration date, last login date, last course access date, last course completion date, last enrollment date, and user status.

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Click the first name of a user to view their user details.

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This opens the user profile page.

NOTE: You can edit all user details, including password, except for username.

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You also have the option to lock, expire or disable a user account by clicking the YES or NO option. **NOTE:** NO is selected by default.

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Click the LOGIN AS LEARNER button to access course completion records.

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In this view, you will see the user's list of Enrolled Courses. To access the Certificate of Completion for a course, click PRINT CERTIFICATE.

P	My Courses Below are the courses that you have access to. Click the course name to begin a of of courses. My courses Show: Enrolled Courses	ourse. To view additional details including statistics and course description, please click the "More Details" link beneath the course name. The 'Show' drop-d	lown options provide a filtered view
	Miscellaneous	Continuing Education Units	Course Status
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Ż	Basic Life Support (BLS) Recertification Last Accessed: Jan 24, 2020 6:12:00 PM More Details Device Details Print Card Print Certificate		Completed

To leave the LOGIN AS LEARNER view, click the SWITCH BACK button at the bottom right-hand corner of the page. This will take you back to your manager-level access page.

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PLAN & ENROLL

- 1. Click Enroll Users by Course
- 2. Search for a user by first name, last name, or email address
- 3. Select the user whom you want to assign a course to
- 4. Click NEXT
- 5. Search for the course you want to enroll the user in
- 6. Select the correct course
- 7. Enter the start and end date

NOTE: The end date cannot be more than 365 days past the initial date of enrollment.

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	This enrolment wized will pade you through the necessary sheps to successfully erroll learners into courses. For your enrollment to be successfull, there must be soats available in the courses you wish to enroll and learners must have enrollment right	its to these courses.	
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You can search for the user you want to enroll by first name, last name, or email address.

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SEARCH TIPS: Inadvertently adding a space at the end of a name or email address may cause the search to return unexpected results. Make sure there are no spaces after any text you type in search fields. You can also leave all the fields blank to search to see all the users in your account.

Select the user you want to enroll by clicking the box next to their name, then click NEXT.

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	CANCEL			NDVS NEXT
				testing36

Choose the course you want to enroll the user in by searching by course name:

usign Enrolments Wizard howing 3 of 6	Assign Enrollment - S	elect Courses			
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Select the desired course from the results.

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Next, enter a start and end date for the course. The end date cannot be more than 365 days past the initial date of enrollment.

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On the final screen of the training plan assignment, you can choose to Send Enrollment Confirmation to Learner by choosing YES. Click FINISH to complete the enrollment. You must click FINISH to ensure the course(s) is assigned.

Assign Enrolments Wizard Showing S of 6	Assign Enrollment - Assign Select options for this course errolment. Dupkate	nment Options errolments will be either updated to the new o	moliment in this training plan or ignored per your selection.	
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🖾 4. Select Schedule	Duplicates Notify He upon confirmation	Ignore Yes	Update No	
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G. Ver Reula		0.40		
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Once you've clicked FINISH, you will see a confirmation screen confirming the enrollment was successful.

BUY MORE COURSES

To purchase additional seats for your organization, click BUY MORE COURSES Tab on the menu bar.

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Search and manage users				SHO NT LOCKED	WING 1 - 1 OF 1	•

PROFILE

To view your profile, click the PROFILE button at the top right of the screen. Here you will find your login information.

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The bottom right-hand side of the screen allows you to switch between your Manager and Learner access modes. Learner mode will allow you to access your courses, Certificates of Completion or update your personal profile information.

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ACLS Medical Training - Contact Us

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