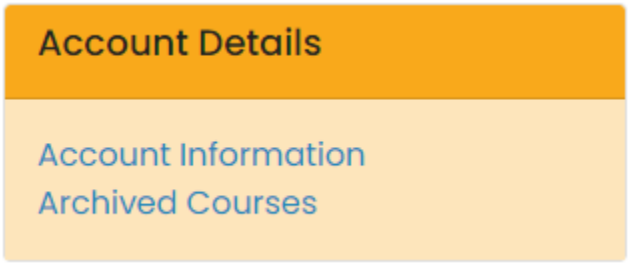
PEDAGOGY
CONTINUING NURSE EDUCATION

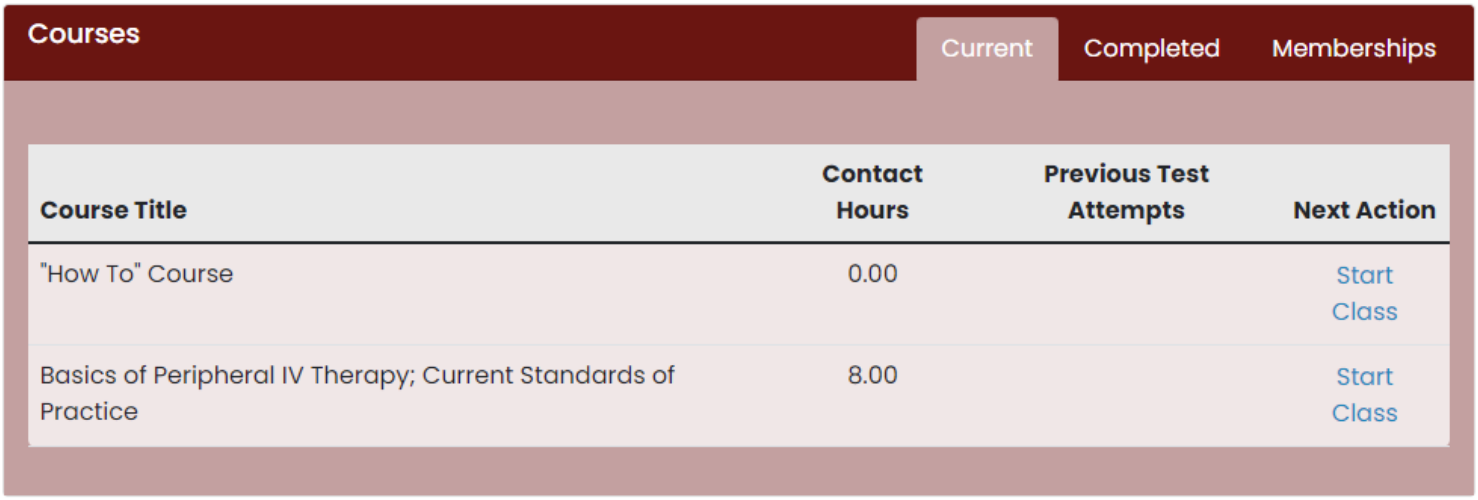
Pedagogy, Inc
P.O.Box 131538 Tyler Texas 75713
903-871-2150

Logging In

1. **Click here**, or go to: **https://pedagogyeducation.com/**.
2. Click on **Log In/Register** in the top right corner of the page.
3. Enter your username and password and click **Log In**.
4. Under the Account Details box, click **Account Information**. Please ensure that all the correct information is listed on this page.



5. Click **Back to Main Dashboard**.
6. The courses that have been assigned to you are listed here. Click **Start Class** to launch the course.



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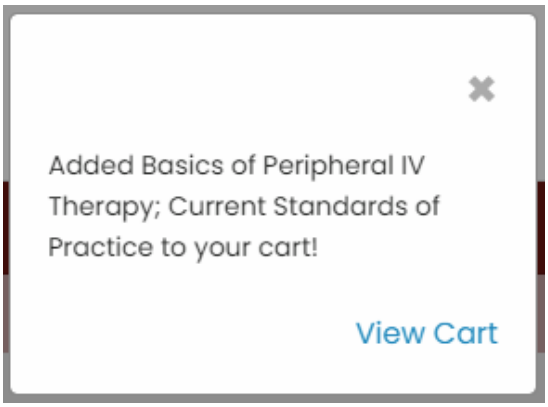
How To Navigate Your Dashboard

In your new dashboard, you will also see the **Register a New Course** box. This is a new feature that enables facility administrators with ordering privileges to quickly start an order for their facility from their dashboard. Simply select the facility name from the drop down, pick your class, and click **Add to Cart**.

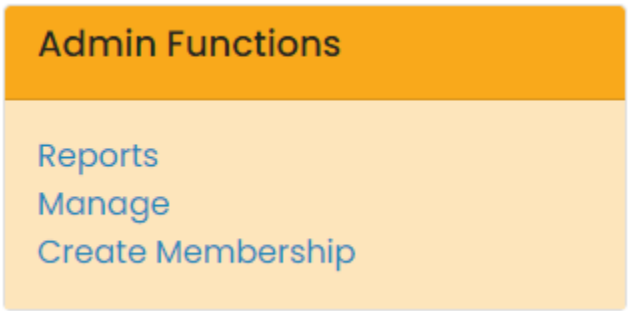
You can add multiple courses to your cart at a time by clicking the X on the pop up or click **View Cart** to check out.



Please note: You cannot add packages to your cart from the Register a New Course box. To purchase packages, click Courses at the top of the screen, click the Packages category, and click Buy Now to add your package of choice to the cart.

Admins can now autonomously place orders for their facility! You can pay immediately via credit card or select the PO option at checkout to be sent an emailed invoice to pay via check.

Another new feature is the **Admin Functions** box.



Click **Reports** to view the status of each staff member's progress in their course taking process. This can be exported to PDF, CSV, or Excel by clicking the buttons at the top right of the table. **Please note: Reports may take a few minutes to generate and download!**

To manage your facility, including adding and deleting staff members, assigning courses and memberships, printing certificates, click **Manage**.

To create a custom membership for your staff, click **Create Membership**. Here you will select the facility the membership is for, fill out the name of choice and quantity, choose the type (Nurses vs Nurse Aides), and then drag and drop your selected courses from the **Available Classes** into the **Classes in This Membership** box.

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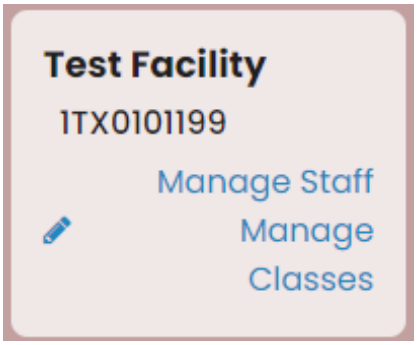
How to Navigate Your Facility

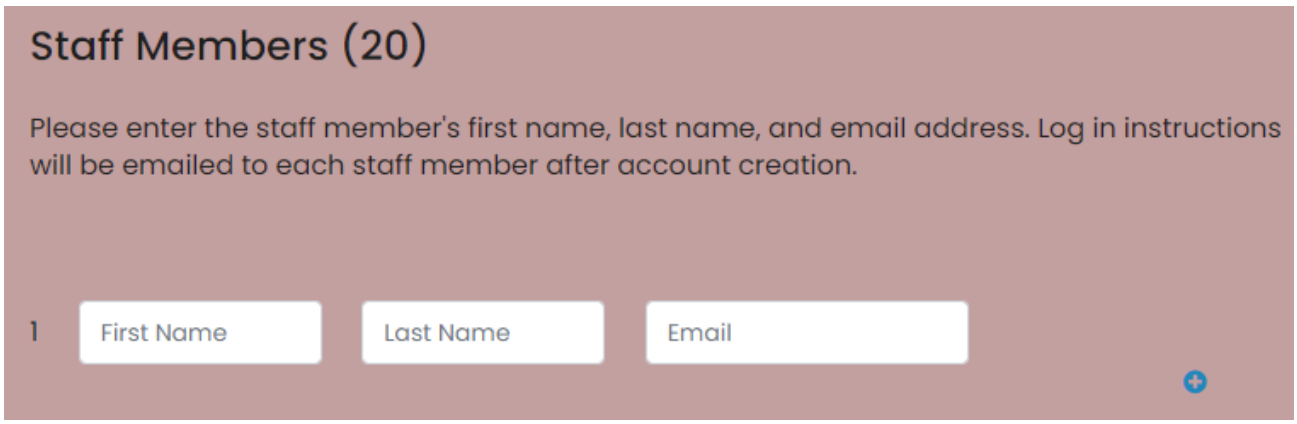
To go to your facility's dashboard, click **Manage** in the Admin Functions box. Select the facility you wish to manage from the list, you can choose to Manage Staff, Manage Classes, or to edit any facility information such as the address, click the pencil icon to go to the Facility Info tab.



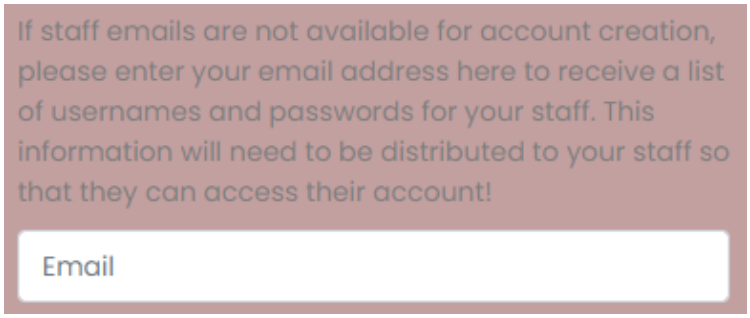
The **Contacts** tab contains the contact information for each facility administrator. You can also add in other contacts such as the DON, educator contact, and Accounts Payable. If your facility pays via paper check, please ensure your AP person is set up in this tab with the email address the invoices need to be sent to! Invoices are now automatically sent out at time of order.

When adding a new admin to the facility, go to the **Contacts** page and click **Add**. Select Facility Admin from the Type drop down, enter in their information, and click the "Needs user account?" checkbox. If you would like them to be able to place orders for your facility, check the "Allow online purchases?" box.

To edit your staff list, click the **Staff Members** tab. Use the pencil icon to edit a staff member's information, or the trash can to delete them from the facility. (Note: If the staff member has already started their courses, the courses go with them when they are deleted.) To add staff members, click **Add**, enter in their name and email address. You can now add multiple staff members at one time by clicking the + to add extra rows.



If you do not have email addresses for your staff, you will be asked to enter your email address into the box shown here:



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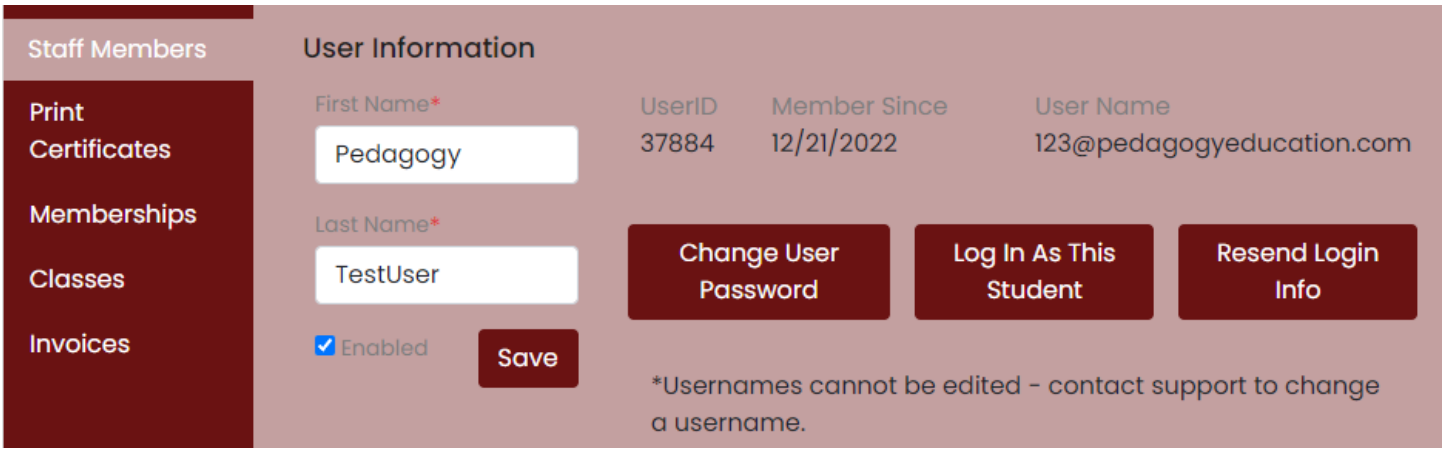
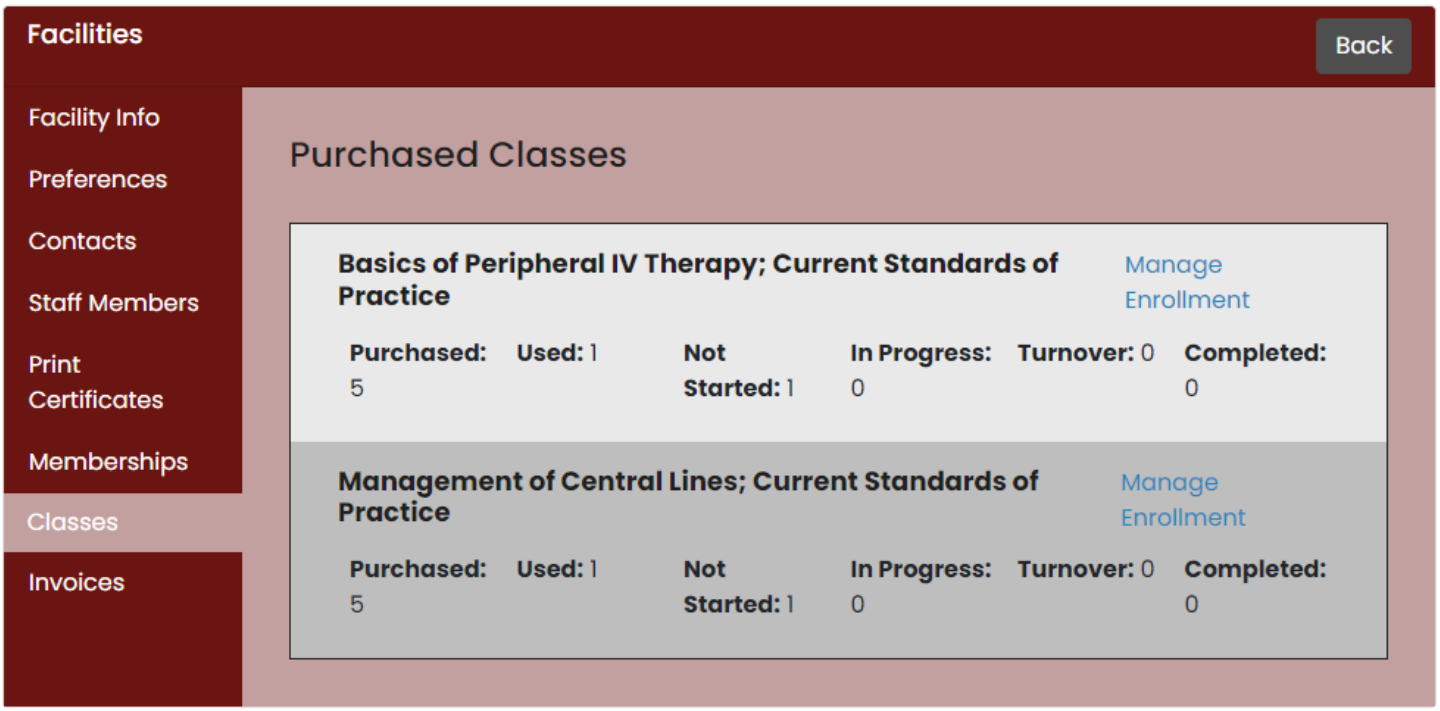
If your staff misplaced, accidentally deleted, or did not receive their email address containing their log in information, you can click on the pencil icon next to their name and click the **Resend Login Info** button. This will email them their username and an encrypted password, and they will be prompted to reset their password upon log in!



To assign courses, you can click **Manage Classes** on the individual staff member's card, or click the **Classes** tab. In the **Classes** tab, find the course you need to assign, and click **Manage Enrollment**.



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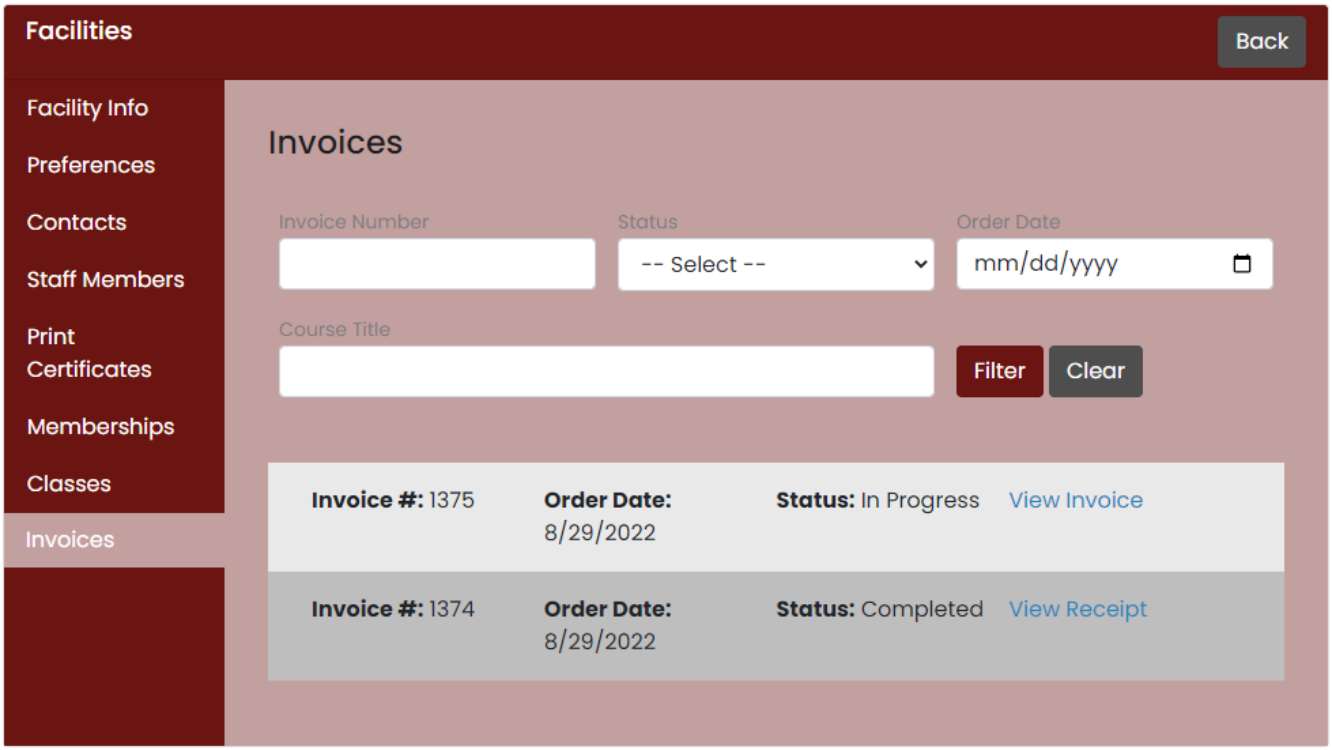
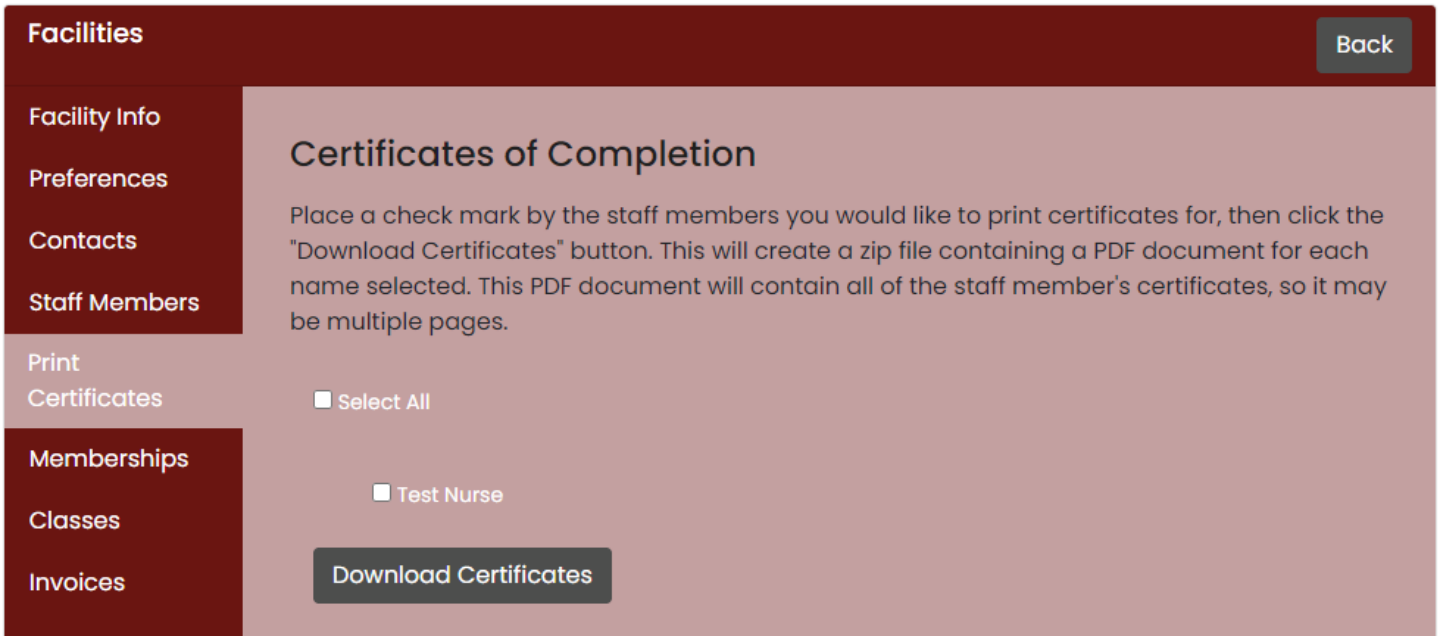
You can view and pay your invoices and receipts from within your facility dashboard through the **Invoices** tab. To pay unpaid invoices, click **View Invoice**, then click the **Pay Invoice** button at the bottom.



Use the **Print Certificates** tab to print staff's certificates of completion. You can select all or select individual staff members. If your staff member has multiple certificates, they will be combined onto one PDF titled by their name.



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In the **Preferences** tab, you will see two checkboxes:

These two new features keep you up to date with your staff's progress through their courses. Don't forget to **save** your preferences!

The monthly progress reports are emailed to all facility admins with a report showing who has not started, are in progress, or have completed their courses.

The second checkbox is to send certificates to a specified email address upon the completion of a course. This ensures that all records are in order in case of an audit!