

WELCOME TO PEDAGOGY!

This is your Quick Start Guide to log into the site and begin taking your courses. We encourage you to explore the entire www.PedagogyEducation.com site as well as new courses are frequently released. We are here to ensure your success, if you need help please call 903-871-2150 or email support@pedagogy-inc.com

LET'S GET STARTED!

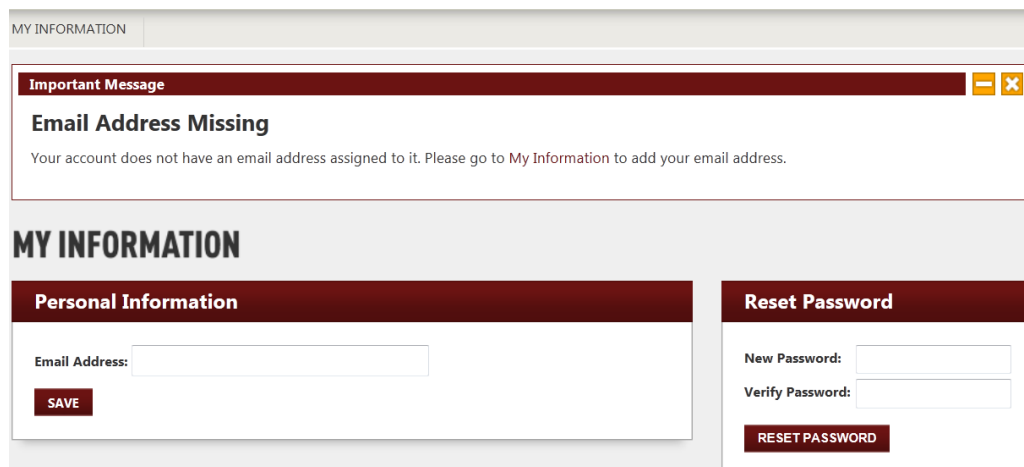
Go to the web site: <http://portal.pedagogyeducation.com> Enter your user name and password.

User name is: **firstname.lastname** (make sure not to forget the "dot" between names.)

Password is: **password** (all lower case letters) Click the **log in** button.

You will be taken to the "My Information" page where you will fill out your personal information which includes: email address, name as it should appear on your certificate and licenses if applicable. **Make sure your name appears here as it needs to for your certificates. Information on your certificate cannot be edited once you have completed the course.**

Here you will also reset your password to your personal choice. Retype the new password to confirm and click "Reset Password"; Click **SAVE** when done.



MY INFORMATION

Important Message

Email Address Missing

Your account does not have an email address assigned to it. Please go to My Information to add your email address.

Personal Information

Email Address:

SAVE

Reset Password

New Password:

Verify Password:

RESET PASSWORD

Click the "My Classes" tab. On "My Classes" the courses that have been assigned to you are under "Pending Classes". **Click on the course title, to launch the course.**

Note the tabs **Take My Class** and **Take My Test**. You can toggle between the two tabs at any time to review material even if you are taking the test.

We strongly suggest you view the "How To Pedagogy" course that will be in your dashboard. This "course" is a short review of how to use our online navigation, take a test and print your certificate once the course is complete. You may find our User Guides under the "How To" tab for printed user instructions.

Dashboard Highlights

- As a facility administrator you have the ability to oversee and manage the nurses and courses in your facility.
- We have also provided you the ability to place an order for additional education from your dashboard.
- Only the people within your organization identified as dashboard “Administrators” have access to these capabilities.
- Real-time progress reports can be run or downloaded.
- You can manage your preferences for monthly progress report emails

“How to” Videos

Once you have logged into your dashboard you can select the “**How To**” tab from the top menu to have the list of instructional videos displayed for viewing. The videos are grouped by the sections as described below:

- **Logging In** - This section contains the video How to Update Your Information. This is how you change your password and add/update your email address.
- **Classes and Testing**- This section contains videos on Purchase a Class, How to View Your Classes, How to Take a Class, How to Take a Test, and Print a certificate.
- **Manage** - This section has How to Create a New Facility Staff Member, How to Manage a Facility, How to Manage Facility Staff. We have made it easy for you to add new staff members and assign courses as needed.
- **Admin** - This section describes How to Order Classes for Your Facility, How to View Orders for Your Facility, and How to approve and complete orders.
- **Memberships** - This section has How to order Memberships for Your Facility, How to View Membership orders, and How to Approve Membership Orders.
- **Reports** - This section explains How to View a Progress Report, the progress reports will detail information on when the nurses have started a course, completed a course, and exam scores.

You may also download User Guides from the “**How To**” tab in the top menu for a print out guide with instructions.