NRP LP

User Guide

For Individual/Global Account Users

Rev 13.0

Table of Contents

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Revision History

Revision Number	Effective Date	Notes
1.0	06/22/2021	Initial version
2.0	07/27/2021	Included changes from the July 2021 update, including: Added 'Rank Expiry Date' in 'My Profile' page, Added 'Kuwait' country, Applying an Instructor Application (IA), 'My Instructor Applications' tab in 'My Account' section, Updated 'Courses' with Instructor Candidate (IC) & Instructor Renewal (IR) curriculum details, Access Instructor Toolkit (ITK) as part of IC curriculum, Instructor Course, Algorithm Activity, Instructor Exam, Debrief the Debriefer
3.0	09/30/2021	Included changes from the Sep 2021 update, including: Added 'Searching/Filtering' and 'Sorting' under Events, Updated login URL (same for all the users including Learners and Admins), Added NRP Global Account'; Added 'Acronyms' section
4.0	12/02/2021	Included changes from the Nov 2021 update, including: Bulk License Purchase, License Distribution and Management, Redeem license, Enhancement in order history listing page
5.0	12/21/2021	Included changes from the Dec 2021 update, including: License Management of Transitional Licenses and CE Profile
6.0	01/24/2022	Included changes from the Jan 2022 update, including: Ability to link account history through user action
7.0	02/09/2022	Included changes from the Feb 09 Hotfix, including: the ability to view and download 7th Edition Certificates & eCards; Purchase License tab is renamed as Bulk Purchase
8.0	03/16/2022	Included changes from the March 02 Hotfix, including: Enhancement in student listings on Event Roster
9.0	04/04/2022	Included changes from the April 2022 update, including: Ability to view 7th edition learnings, order history, instruction application and events; Enroll button is changed to Purchase; Change in Course name from Essentials to Essentials (1-4) and Advanced to Advanced (1-11); Added Qatar, Jordan, Lebanon and Cayman Islands countries
10.0	05/25/2022	Included changes from the May 2022 update, including: Added state and city on Event listing page
11.0	06/29/2022	Included changes from the June 2022 update, including: Change in rules for consumption of Transitional Licenses; Ability to edit active and completed Events; Add & Grade Students/Instructor Candidates to completed events, Add Instructors/ Instructor Candidates to completed events; Ability to correct grades of failed and no show students
12.0	07/18/2022	Included changes from the July 2022 update, including: Change in CE profile; Change on action button of events for adding Instructor or Instructor Mentor
13.0	08/08/2022	Added Password rest and account locked flow

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RQI RESUSCITATION QUALITY IMPROVEMENT®
An American Heart Association® and Laerdal Program

Purpose

The purpose of this guide is to describe the user (Learner / Essentials Provider / Advanced Provider / Instructor Candidate / Instructor / Instructor Mentor) interactions on the NRP Learning platform, to access the NRP 8th Edition courses/curricula.

Definitions

- **AAP:** The American Academy of Pediatrics (AAP) is an American professional association of pediatricians. The Academy runs continuing medical education (CME) programs for pediatricians and sub-specialists.

- **AAP Admin:** The AAP NRP representative who manages the users in the NRP Learning Platform.

- **Advanced Provider (AP):** Advanced Provider focus on the course that delivers the online components of the blended learning course, who may participate in neonatal resuscitation beyond positive pressure ventilation.

- **Course/Curriculum:** A collection of learning components of the program, including the Online Learning Assessment (Adaptive eLearning) and the Exam (if Any). These online components along with respective ILE will assess and verify the foundational knowledge of the Neonatal Resuscitation Program.

- **Debrief the Debriefer:** 'Debrief the Debriefer' is the structured strategy for improving debriefing skills carried out by Instructor with the help of Instructor Mentor, who facilitate the scenario and debriefing.

- **Essentials Provider (EP):** Essential focus on the course that delivers the online components of the blended learning course, which is appropriate for anyone involved in the care of a newborn and who may be called on to initiate resuscitation and provide positive-pressure ventilation.

- **Guest:** A website visitor browsing the NRP Site (without active registrations) is deemed as a guest user. Existing registered users who have been deactivated can browse as guest visitor.

- **Instructor:** Instructors focus on hands-on instruction, simulation, communication, and teamwork with their NRP Providers aspirants.

- **Instructor Application:** Instructor Application is an online form that is required to be submitted by an active Advanced Provider being the initial process towards IC curriculum that could be approved/rejected/on hold by an AAP Admin evaluation process.
- **Instructor Candidate (IC):** Instructor Candidates are those physicians, registered nurses/nurse practitioners, respiratory care practitioners, or physician assistants with experience in the hospital care of newborns in the delivery room. An individual is deemed IC when the have completed an advanced provider curriculum and has their instructor application approved.
- **Instructor Mentor (IM):** Instructor Mentors focus on hands-on instruction, simulation, communication, and teamwork with their Instructor Candidates.
- **Instructor Toolkit / ITK:** ITK contains the instructional resources and materials available in one location to help ICs, Instructors and IMs to prepare for the online instructor course learning activity and exam.
- **Instructor-Led Event / ILE / Event:** Instructor-led Events is an offline component of a curriculum which must be registered in advance on the NRP Learning Platform. A registrant can expect to do hands-on skills stations, and team-based simulations with a manikin infant. Once successfully completed, a card will be made available to the learner identifying their rank.
- **Learner (not a rank):** A registered user has not enrolled or enrolled to any course or has ongoing learning activities on the NRP Learning platform. These courses can be self-enrolled or assigned to the learner.
- **NRP:** The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery.
- **RQI Implementer / Implementer:** The RQI Partners representative who manages the users and events in the NRP Learning Platform.
- **Learner (not a rank):** A registered user has not enrolled or enrolled to any course or has ongoing learning activities on the NRP Learning platform. These courses can be self-enrolled or assigned to the learner.
- **User:** A guest, registered user, RQI Implementer or AAP Admin on the NRP Learning Platform.
- **WI (Work Instructions):** Steps with screenshots to perform a task.

Acronyms

Abbreviations	Meaning
AAP	American Academy of Pediatrics
AP	Advanced Provider
CE Profile	Continuing Education Profile
Ed	Edition
EP	Essentials Provider
IC	Instructor Candidate
IM	Instructor Mentor
ILE	Instructor-led Event
IR	Instructor Renewal
ITK	Instructor Toolkit
LMS	Learning Management System
NRP	Neonatal Resuscitation Program
NRP LP	NRP Learning Platform
RQI	Resuscitation Quality Improvement
WI	Work Instructions

WI: User Registration on the NRP Learning Platform

NOTE:

- *This work instruction applies to non-registered users who land on the NRP Learning Platform (https://www.nrplearningplatform.com/) directly or through AAP website (aap.nrp.org -> NRP (Quick Links) -> Login (NRP 8th Ed Learning Platform)).*

- *It does not apply to users who use their organization's login to access NRP learning Platform.*

1. Using any web browser, navigate to the website: https://www.nrplearningplatform.com/
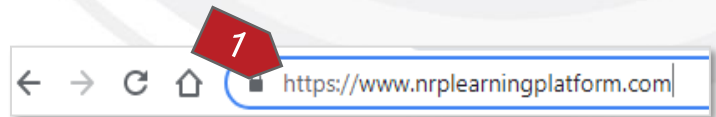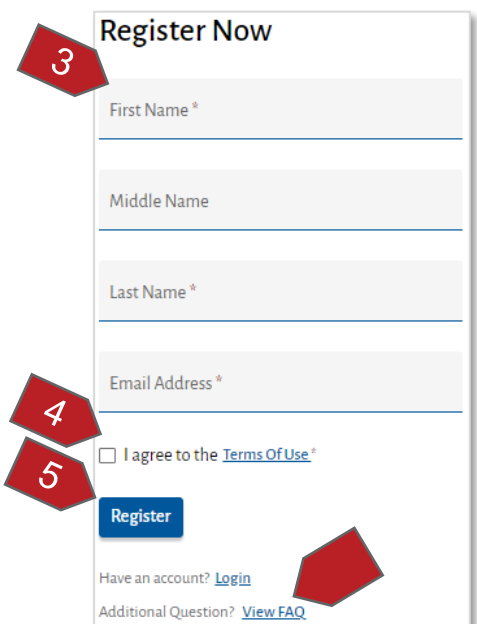
2. Click on the "Register now" button.
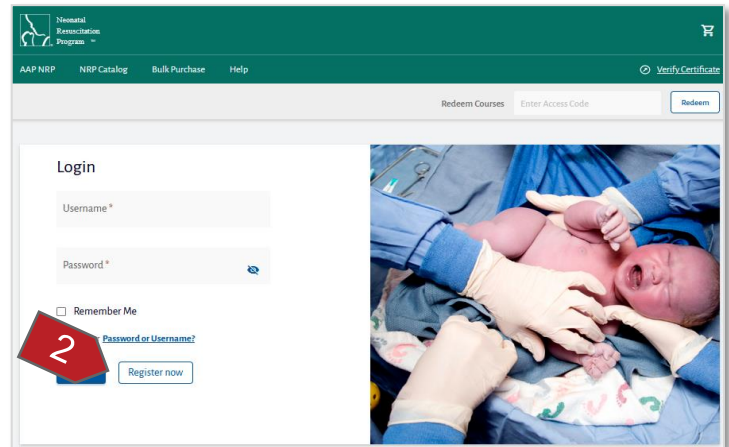
3. Enter the following information:

   - First Name – The first name of the user
   - Middle Name (optional) – The middle name of the user
   - Last Name – The last name of the user
   - Email Address – The email address of the user

   NOTE: To view frequently asked questions, click the "View FAQ" link that navigates to AAP NRP FAQ website (http://aap.helpjuice.com/404-nrp).

4. Click on the check box to accept the Terms of use. Clicking the "Terms Of Use" link will open the Terms of use in a pop-up window.

5. Click on the "Register" button.

    A green bar at the top of the page indicates that the user has been registered successfully.

    ✓ You have successfully registered on NRP Learning Platform.

6. Check an email. Activate the account. Login.

    NOTE:

    - *Activating the account is covered in the next section titled "Activating an Account After Registration".*
    - *The user can click on "Resend Email" if the email has not been received.*
    - *Example Email - Account Verification*

What Next?
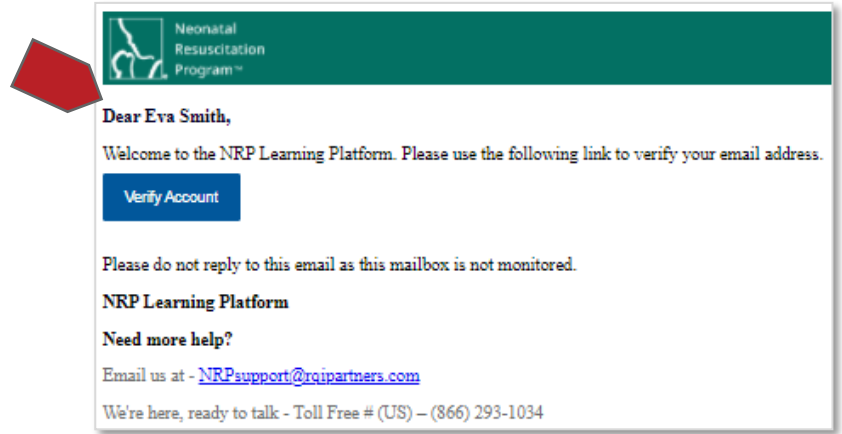
Step: 1 Check your registered email	Step: 2 Activate your account	Step: 3 Login
An activation email has been triggered to your registered email address. Please m... ...check your **spam folder** for the... ...king of "Resend Email" Resend email in 0:55 [Resend Email]	Click on the link provided in email received from NRP Learning Platform to activate your account.	Enter your newly registered username and password to login.

Additional Question? View FAQ

Neonatal Resuscitation Program™

Dear Eva Smith,

Welcome to the NRP Learning Platform. Please use the following link to verify your email address.

[Verify Account]

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPsupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034

    END OF INSTRUCTIONS

WI: Activating an Account After Registration

NOTE:

- *This work instruction applies to the registered users who land on the NRP Learning Platform (https://www.nrplearningplatform.com/) after clicking on the 'Verify Account' button provided in an email received by the user post registration on the platform.*

- *It does not apply to users who use their organization's login to access NRP learning Platform.*

1. Click on the "Verify Account" link provided in the email that is received after registering on the NRP Learning Platform.

   The user is navigated to the 'Profile creation' page.

   NOTE: A unique identifier on the NRP Learning Platform "NRP Global ID" is auto-generated for the user at this point that is individual to each user on the platform.

Welcome To NRP Learning Platform

Please provide the below information to complete your profile

User Information

NRP Global ID
8AT-0002

Full Name
Allen TestOne

Email Address
allentestone@mailinator.com

Username *
8AT-0002 ✓

Password *

0 / 25

Confirm Password *

Job Title ▾

Mailing Address

Address Line 1 *

Address Line 2

City *

Country
United States of America ▾

State/Province * ▾

Zip Code *

Phone Number 📞

Address Location

○ Work
● Home

Submit

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2. Enter the following information:

- Username – The username is by default populated with 'NRP Global ID' but the user can create own username as well. This is allowed only at the time of Profile creation.
- Password – The password set by the user. The password must meet the following complexity requirements:
    o At least one lowercase character
    o At least one uppercase character
    o At least one digit character
    o At least 8 characters
- Confirm Password – The password to be confirmed
- Job Title (optional) – The Job Title of the user
- Address Line 1 – The address of the user
- Address Line 2 (optional) – The additional address details if the user wishes to enter
- City – The name of the city where the user resides
- Country – The name of the country where the user resides
- State / Province – The name of the state/province where the user resides
- Zip Code – The zip code of the city where the user resides
- Phone Number (optional) – The contact number of the user
- Address Location – Either 'Work' or 'Home'

NOTE:
- *The platform supports the US, UAE, Kuwait, Saudi Arabia, Qatar, Lebanon, Kuwait, Jordan, Cayman Islands, and Canada countries. The 'State / Province' values are populated in the dropdown list based on the country selected.*
- *Armed Forces Americas, Armed Forces Europe and Armed Forces Pacific are added as 'State / Province' in US country, to enable purchase of products from US Armed Forces locations.*

3. Click on the "Submit" button.

   A green bar at the top of the page indicates that the user's account has been activated successfully.

   NOTE: Example Email - New Account created

Your account is now activated. Please login below.

Dear Eva Smith,

Your account has been activated on AAP NRP Learning Management System with the following privileges.

NRP ID: 8ES-2003

Username: EvaSmith1510

Login

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPsupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034

END OF INSTRUCTIONS

Neonatal Resuscitation Program®

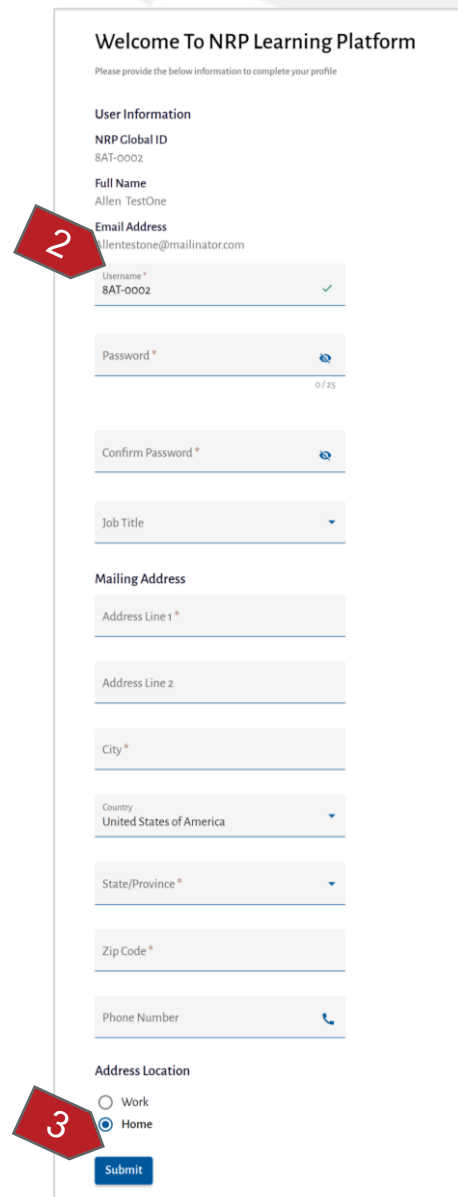## WI: Login to NRP Learning Platform

NOTE: This work instruction applies to registered and activated account users who land on the NRP Learning Platform (https://www.nrplearningplatform.com/) directly or through AAP website (aap.nrp.org -> NRP (Quick Links) -> Login (NRP 8th Ed Learning Platform)). It does not apply to registered users who use their organization's login to access NRP learning Platform.
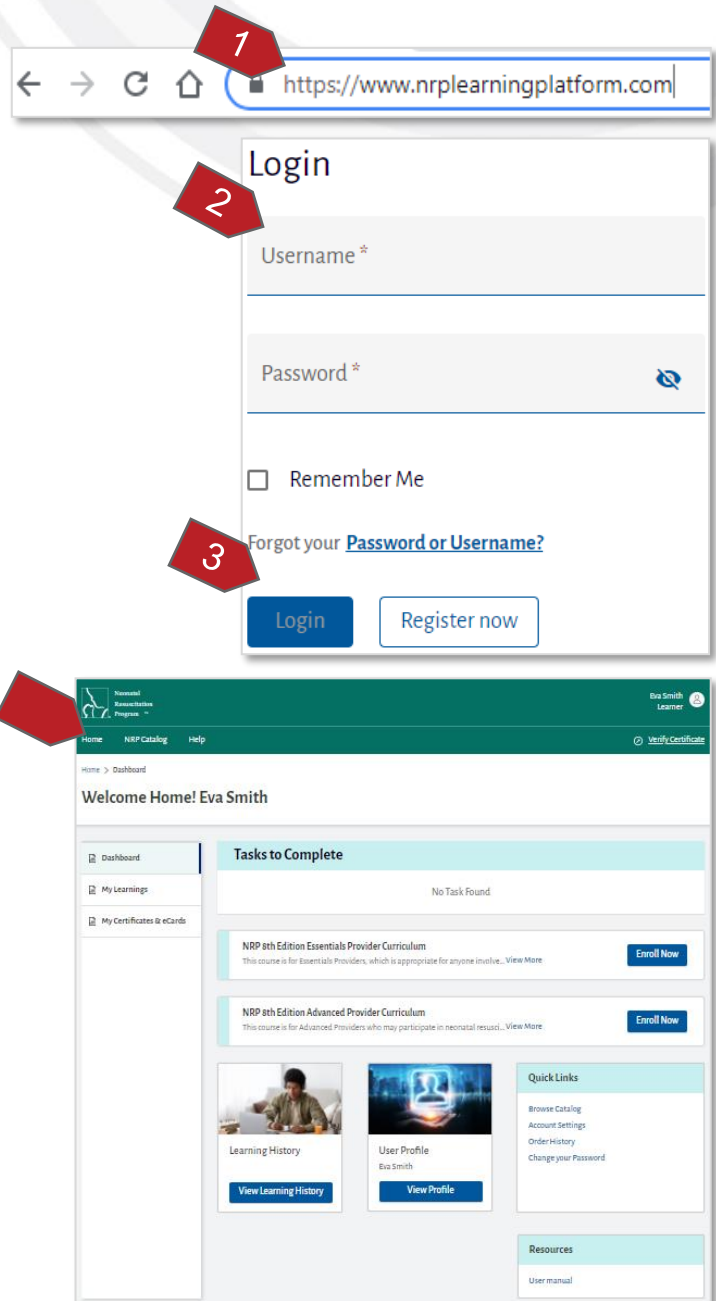
4. Using any web browser, navigate to the website:
   https://www.nrplearningplatform.com/

5. Enter the following information:
   - Username – The unique username chosen by the user
   - Password - The password set by the user

   NOTE: Clicking the "Remember Me" box confirms the browser to save a cookie. If the browser window is closed without signing out, the user will be signed back in automatically upon returning next time to the platform. However, signing out of the site completely negates the "Remember Me" operation as it deletes the saved cookie and the user will therefore be required to enter the login information again upon return.

6. Click on the "Login" button.

   The user is navigated to the Home page of the NRP learning Platform.

   ┌─────────────────────────────┐
   │   END OF INSTRUCTIONS   │
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WI: Forgot Password

1. Using any web browser, navigate to the website:

   https://www.nrplearningplatform.com/

2. Click on the "**Password or Username?**" link.

3. Enter the email address and click on the "Send Reset Link" button.

Neonatal Resuscitation Program®

NOTE:

- *The user is informed that the "Reset Password" email has been sent to the registered email address.*

- *Example Email - Reset Password*

4. Click the "Change Password" link provided in the "Reset Password" email sent to the user.

5. Enter New Password and Confirm Password.
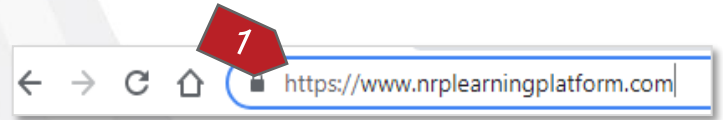
6. Click the "Reset Password" button.

A green bar at the top of the page indicates that the user has reset the password successfully.
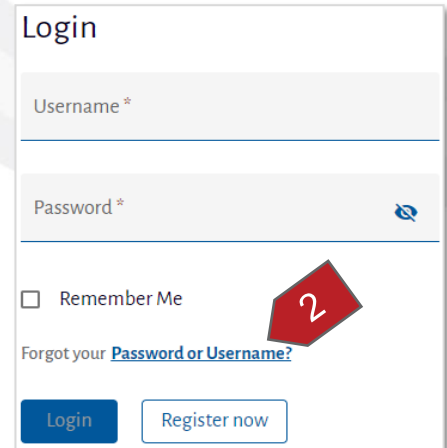

END OF INSTRUCTIONS

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WI: Forgot Username

1. Using any web browser, navigate to the website: https://www.nrplearningplatform.com/

2. Click the "**Password or Username?**" link.
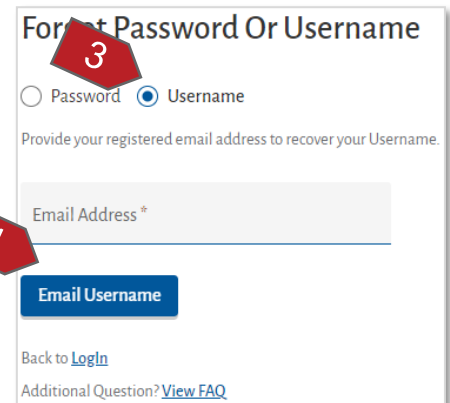
3. Select "Username" button.

   NOTE: The "Password" button is selected by default.

4. Enter the email address and click on "Email Username" button.

   The user is informed that an email with the Username has been sent to the registered email address.

NOTE: Example Email - Recover
Username

Dear Eva Smith,

We have received a request to recover username for your account. If you did not initiate this request, please ignore this email.

Username: **EvaSmith1510**

[Login]

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPsupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034
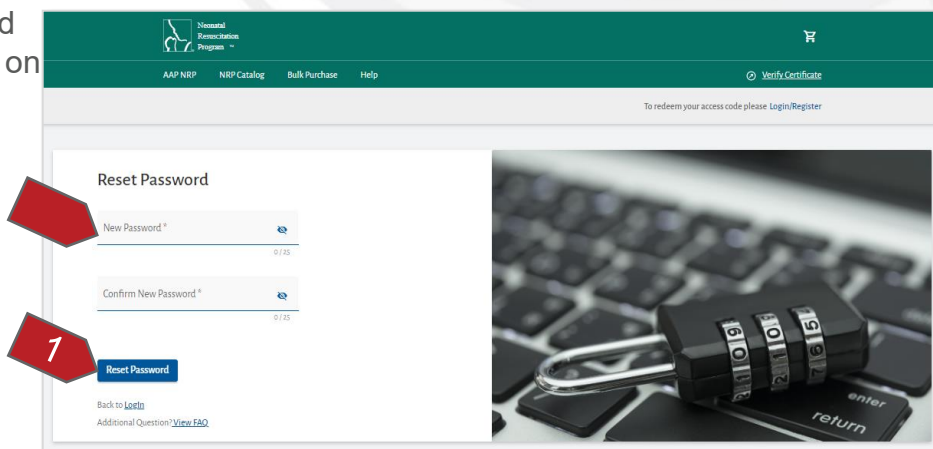

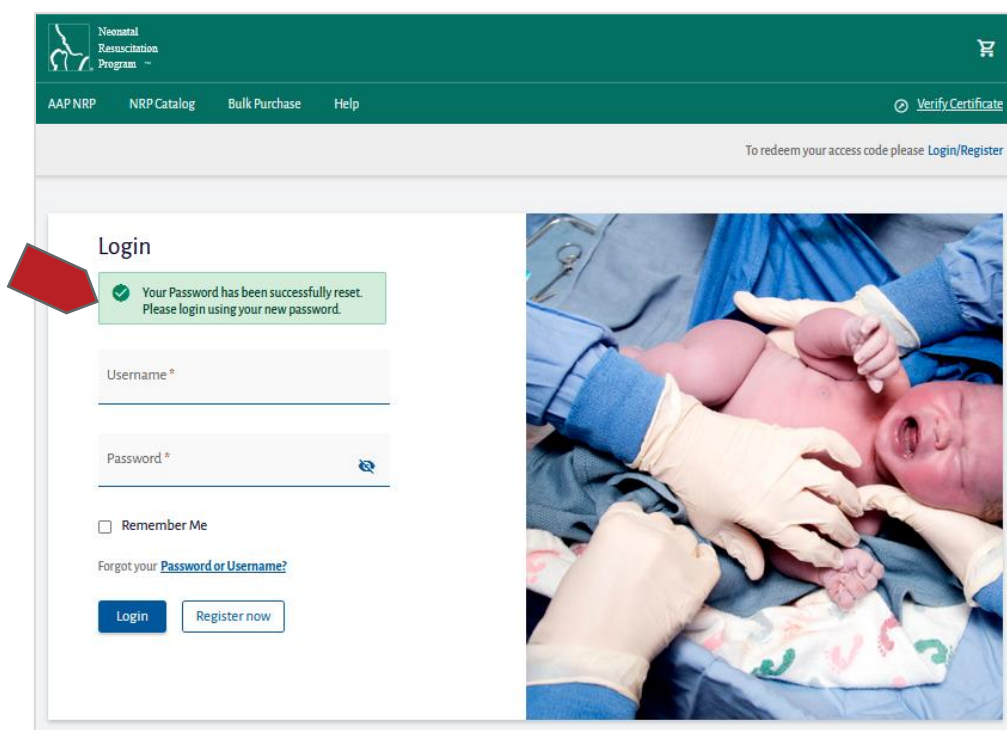| END OF INSTRUCTIONS |

WI: Password Reset

NOTE:
- *The Password Reset option appears on screen when user's existing password is 90 days old and user tries to login on NRP Learning Platform.*
- *Once password reset is done on a profile will be applicable to all the associated profile of the user.*
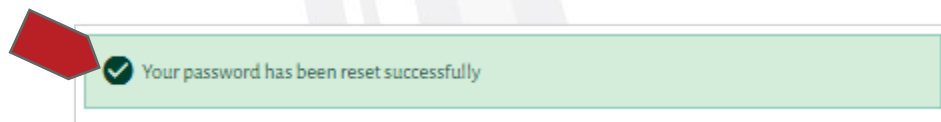
1. Enter the "New Password" and "Confirm Password" and click on "Reset Password" button.

2. The user is navigated to NRP Learning Platform Login Page.

A green bar at the top of the page indicates the password reset has been successful.

NOTE:

- *User cannot set last five old password as new password.*

- *Incase user tries to login with wrong passwords, account will be blocked and have to follow Forget Password process either by clicking on massage link "**Forget your Password and Username**" provided in the massage or through existing link **"Password or Username?"**.*
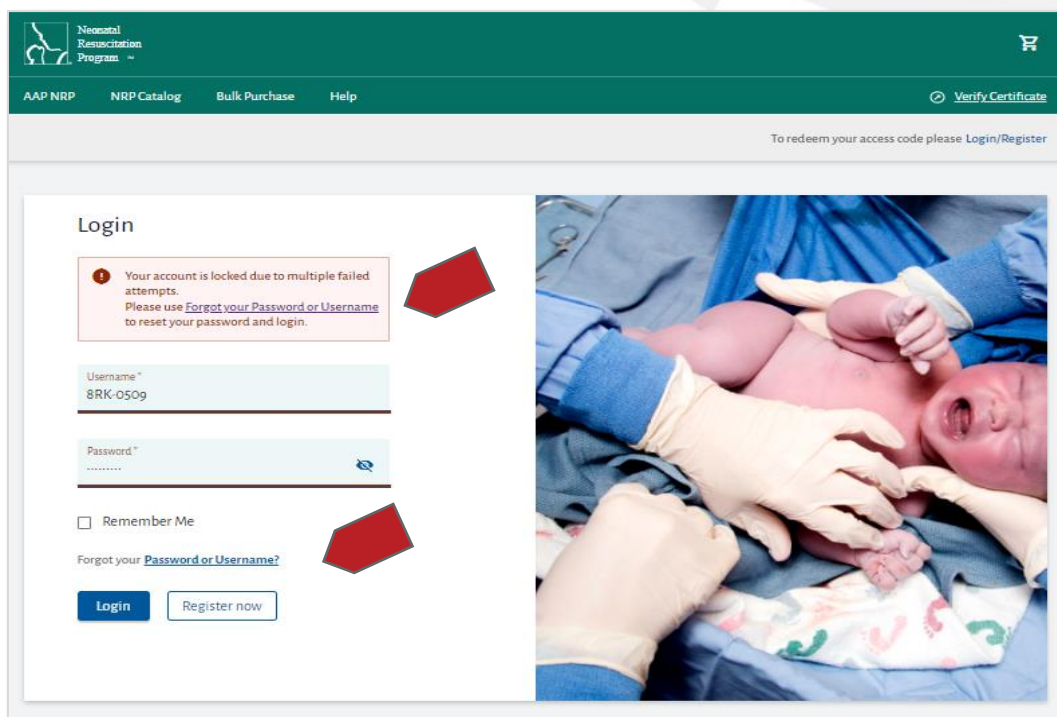
END OF INSTRUCTIONS

NRP Global Account / Individual

The NRP LP uses an auto-generated NRP Global ID, which is the global identifier used for NRP Global Account on the NRP Learning Platform. This allows the user to link their individual consumer account with all organizational profiles that is associated by using the NRP Global ID as a single point of entry. This enables the user to use a single set of credentials to login to their customer account or any of their linked organizational profiles. The NRP Global Account can be accessed via: www.nrplearningplatform.com

The benefits of NRP Global Account are as follows:
- Single sign on for global & organizational profiles
- Access to NRP Catalog based on Global Account
- Self-enroll to NRP curriculums
- Initiate/Resume/Complete a course assigned within the NRP LP (even after org separation)
- View Learning History of self-enrolled & Organizational assignments through dedicated dashboards
- View the eCards achieved from all the profiles

Multiple widgets can be accessed using NRP Global ID to switch a role between Admin and Learner roles.

NOTE: The role-specific widgets are made available only for the users having multiple roles in the NRP LP. Switching the role is possible at any point in time.

Multiple profiles can be accessed using NRP Global ID to switch a profile between individual and associated organizational accounts.

NOTE: The drop-down shows multiple profiles to switch only for the users associated with multiple profiles (individual or organizations) on the NRP LP. Switching the profile is possible at any point in time.
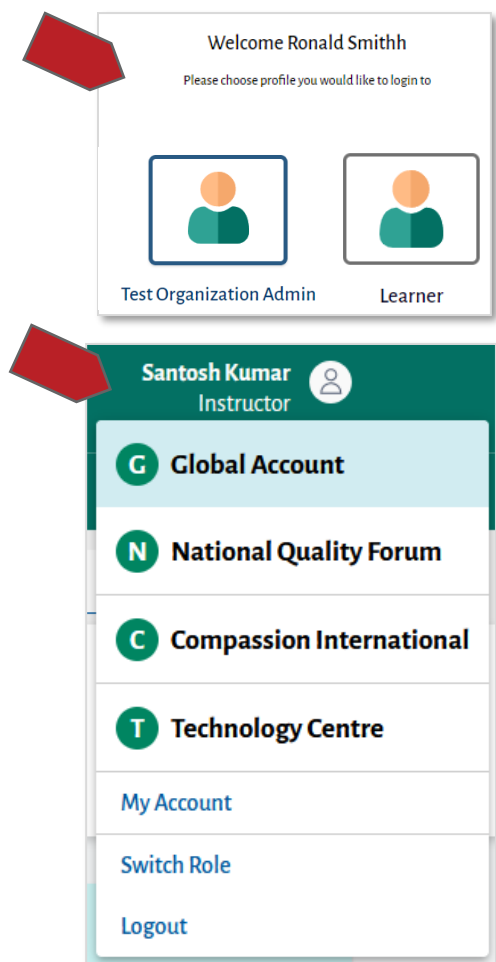
Pre-Login

Pre-Login – Menus General Information

The user can access the NRP Learning Platform landing page directly (https://www.nrplearningplatform.com/*)* or through AAP website [aap.nrp.org -> NRP (Quick Links) -> Login (NRP LMS Login)].

The following menus & options are available for the user pre-login into the NRP Learning Platform:

- **AAP NRP** - Allows the user to view the "About Information" related to AAP NRP

- **NRP Catalog** - Allows the user to navigate to the "NRP Catalog" page, wherein all the details of the NRP courses/curricula provided by AAP is available

- **Bulk Purchase –** Allow the user to navigate to the "Purchase License" page, wherein the user can purchase the course licenses in bulk for self-consumption or distribution

- **Help** - Allows the user to view the Customer Support information

- **Register now** - Allows the new user to register on the NRP Learning Platform, who can then login the platform

- **Login** - Allows the user to login & access the Home page of the user post registration

- **Verify Certificate** - Allows any user who has the Certificate/eCard code to verify the certificate/eCard authenticity

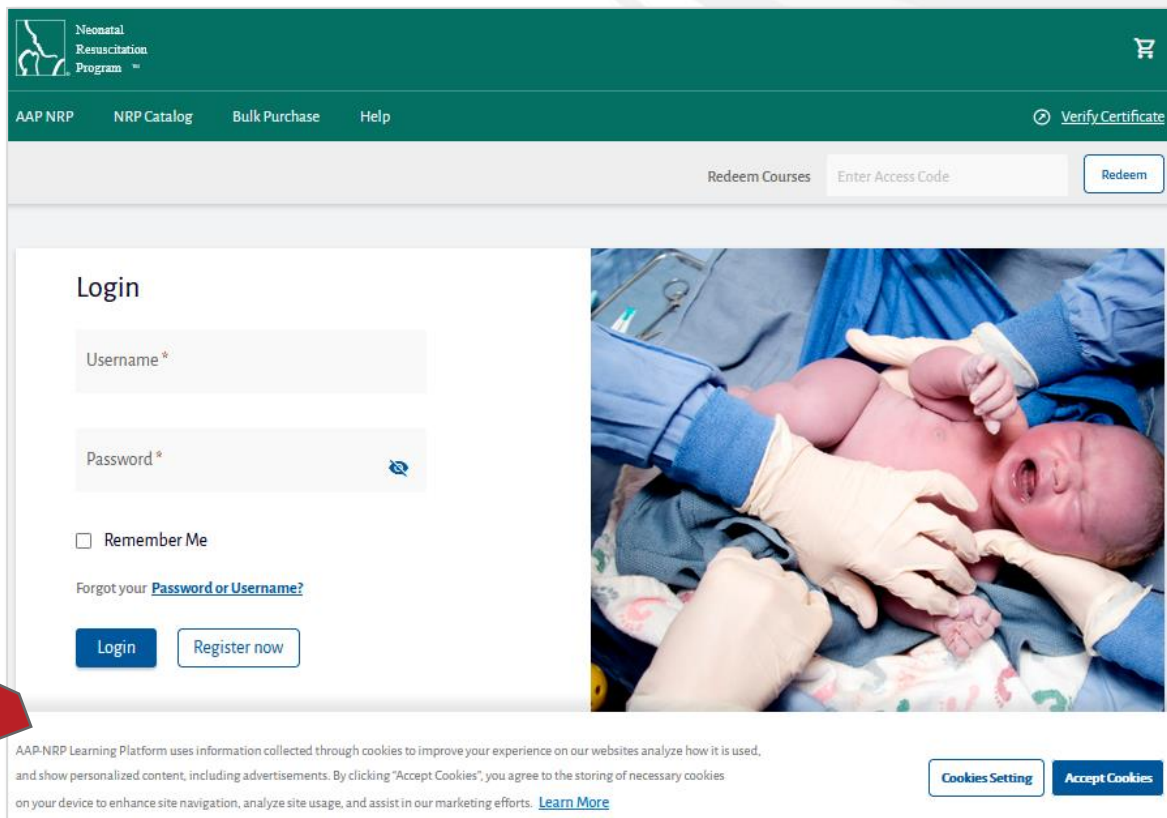- **Cookies Banner** - The cookie banner notifies the user about the cookie policy that can be accepted or not.

Cookies Banner

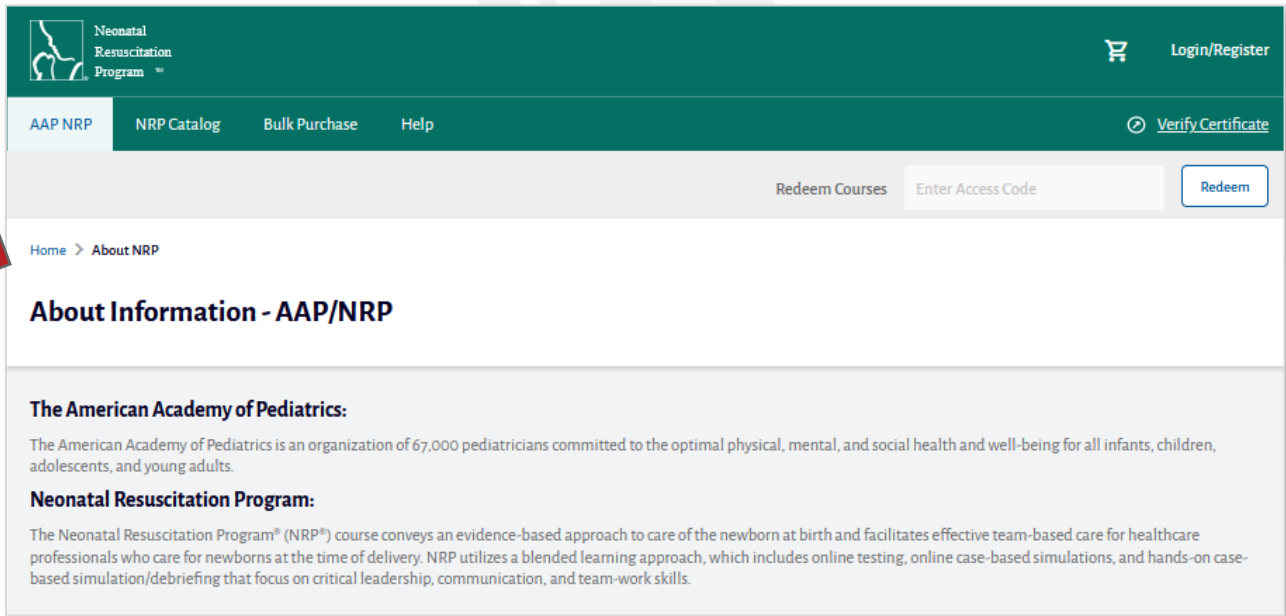The cookies banner notifies the user about the cookie policy that can be accepted or not.

The cookies banner is displayed throughout the NRP Learning Platform sessions until the user accepts the cookies by clicking the "Accept Cookies" button.

NOTE: Clicking *the "Cookies Setting"* button will open the Cookies Setting information in a pop-up window.

AAP NRP

The AAP NRP menu shows the information about AAP and NRP.

NOTE: The user can navigate to the 'Login/Register' page by clicking the "Login/Register" button provided at the top-right corner.

NRP Catalog

The "NRP Catalog" menu shows all the NRP course/curricula details available on the NRP Learning Platform along with an option to enroll.

NOTE: For the logged in users, the courses are listed based on the user's Rank & Status along with Enroll and Start/Resume options after enrolling to a specific course/curriculum.

Each NRP course/curriculum contains the following details based on the user's rank & status and eligibility criteria:

- Introduction – The Introduction of a specific course/curriculum

- Summary – The Description and the Learning Objectives details of a specific course/curriculum

- Part 1 details – The details of learning activities available as Part 1 along with Description, Learning Objectives and Continuing Education Credits details of Part 1 section of a specific course/curriculum

- Part 2 details – The details of Instructor-Led Events (ILE) available as Part 2 along with Description and Learning Objectives details of Part 2 section of a specific course/curriculum

- Price – The cost of a specific course/curriculum

- Action based on the user's rank & status and eligibility criteria:
  - Purchase Now – The user is navigated to Payment page
  - Start/Resume – The user is navigated to Activity page that is available after enrollment

NOTE:

- *The user can navigate to the 'Login/Register' page by clicking the "Login/Register" button provided at the top-right corner.*

- *The detailed information of the NRP courses/curricula available on the NRP Learning Platform is covered in the next section titled "Courses".*

Courses/Curricula – 8th Edition NRP Courses

NOTE:

- *The 'Courses/Curricula' section describes the Instructor-led (traditional) format NRP courses, which are available in the NRP Catalog to enroll.*

- *Another option for 8th edition NRP is RQI® for NRP®, which is a quality improvement program for institutions (hence, not listed in the NRP Catalog). The program allows learners to complete NRP Essentials via a self-directed curriculum with quarterly activities to reinforce and master key NRP knowledge and NRP Essentials skills at a simulation station. However, RQI for NRP (Prep and Advanced Endorsement) ILEs is made available to be registered on the NRP Learning Platform.*

- *RQI for NRP is not required for 8th edition NRP training for those taking the Instructor-led course option.*

NRP 8th edition introduces a new educational methodology tailored to better meet the needs of the many health care professionals who manage the newly born baby.

Four NRP 8th Edition Curricula:

- **NRP 8th Edition Essentials (1-4) Provider Curriculum** - This course content delivers curricula for Essentials Providers, which is appropriate for everyone involved in the care of a newborn and who may be called upon to initiate resuscitation including positive pressure ventilation.

- **NRP 8th Edition Advanced (1-11) Provider Curriculum** - This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond positive pressure ventilation.

- **NRP 8th Edition Instructor Candidate (IC) Curriculum** - This course content delivers the necessary curricula to *become* an NRP Instructor, which is available only to the Advanced Provider who must apply for an Instructor Application and get approved by an AAP Admin. This course must be enrolled and started within 30 days of the enrollment else the IA must be re-submitted.

- **NRP 8th Edition Instructor Renewal (IR) Curriculum** - This course content delivers the necessary curricula to *maintain* Instructor Status, which is available only for the Instructors and Instructor Mentors, who wish to maintain Instructor status prior expiration of Instructor eCard. If an instructor's status expires prior meeting Instructor status maintenance requirements, then the instructor eligibility requirements must be met followed by completing the Instructor course requirements to maintain Instructor status.

Part 1 Essentials / Advanced Provider Curriculum Activities

Part 1 focuses on building a foundation of Neonatal Resuscitation knowledge. The learning activities in Part I include:

- Self-study the *Textbook of Neonatal Resuscitation*, 8th Ed

- Online Learning Assessment (Adaptive Learning) – Featuring True Adaptive™ learning, a personalized method tailored to individual knowledge and confidence levels. True Adaptive learning adjusts to the learner's competence and performance in real-time.

- Advanced Exam (35 questions; for Advanced Curriculum only) – There is unlimited attempts to complete the exam

- Part 1 Evaluation

Once all the Part 1 steps are completed, the user can access to the NRP Provider Certificate in their account on the NRP Learning Platform.

Part 2 Essentials / Advanced Provider Curriculum Activities

Part 2 includes the Instructor-led Event (hands-on portion of the course). The user needs to attend an Instructor-led Event appropriate to the curriculum type (Essentials or Advanced; some events may include both).

The user must register for an NRP 8th edition Instructor-led Event before attending the event. The registration can be Self-register or registered by an instructor or administrator.

Activities include registering for an Instructor-led Event, which includes:

- Performance and Integrated Skills - The Performance Skills Station provides an opportunity to practice or review technical hands-on resuscitation skills with instructor assistance. The Integrated Skills Station allows the instructor to facilitate more than one scenario and evaluate the learner's readiness for simulation and debriefing.

- Simulation and Debriefing - Simulation and debriefing provide a safe setting in which to integrate cognitive and technical skills and focus on team communication and patient safety. The instructor will not coach, assist, or interrupt during a scenario.

Once the user completes all steps, the instructor will approve the user's skills and the eCard will be generated. Then, the user can access to the NRP Provider eCard in their account on the NRP Learning Platform.

Part 1 Instructor Candidate / Instructor Renewal Curriculum Activities

Part 1 focuses on assessing and verifying the foundational knowledge of the *Neonatal Resuscitation Program curricula*. The learning activities in Part I include:

ITK: Study information the Instructor Toolkit, which contains resources and materials to help the user prepare for the online instructor course learning activity and exam.

- Online Learning Assessment (Adaptive Learning) – Featuring True Adaptive™ learning, a personalized method tailored to individual knowledge and confidence levels. True Adaptive learning adjusts to the learner's competence and performance in real-time.
- Advanced Exam (35 questions) – There is unlimited attempts to complete the exam
- Instructor Course – There are video course and knowledge-check questions to complete the course
- Instructor Exam (20 questions) – There is unlimited attempts to complete the exam
- Algorithm Activity – There is a NRP 8th Edition Algorithm to understand the sequence
- Part 1 Evaluation

Once all the Part 1 steps are completed, the user can access to the NRP Instructor/ NRP Instructor Mentor Certificate in their account on the NRP Learning Platform.

Part 2 Instructor Candidate / Instructor Renewal Curriculum Activities

Part 2 includes the Instructor-led Event (hands-on portion of the course). The user needs to co-teach with an Instructor Mentor:

- Co-teach three (3) ILEs with an IM for IC courses
- Teach / Co-tach at least two (2) ILEs for IR courses
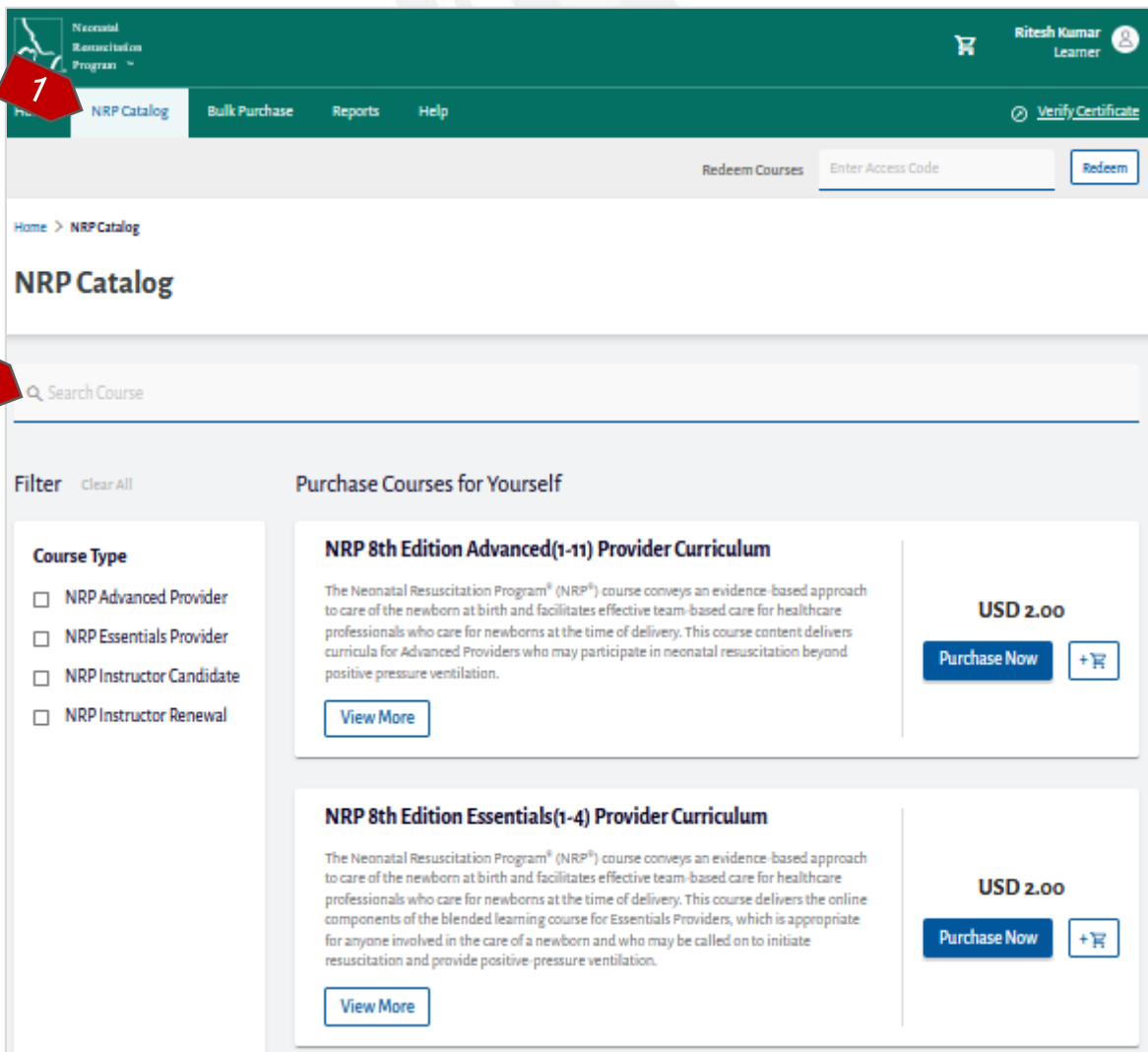
Debrief the Debriefer (optional): Complete the 'Debrief the Debriefer' activity with an Instructor Mentor after any Instructor-Led Event. IM will use the 'Debrief the Debriefer' Checklist to debrief the performance.

Once the user completes all steps, the instructor will approve the user's skills and the eCard will be generated. Then, the user can access the NRP Instructor eCard in an account and achieved Instructor status on the NRP Learning Platform.

WI: Catalog – Searching/Filtering for the NRP Course

1. Click on the 'NRP Catalog' menu.

2. Enter the part of a search term (NRP course/curriculum name).

   NOTE: Search requires minimum 3 characters to provide auto-suggestions and filter out displayed courses on the "Course Listing" pane.

   | END OF INSTRUCTIONS |

WI: Catalog – Filtering Through Course Type

1. Click on the 'NRP Catalog' menu.

2. Select the required course type to filter the list accordingly.

    NOTE: Upon selecting a filter value, results are automatically filtered out on the Course listing pane.

END OF INSTRUCTIONS

WI: Catalog – Viewing More Details for Course Details

1. Click on the 'NRP Catalog' menu.

2. Click on the "View More" button.

3. Navigate to the respective tabs to view more information as the details are segregated into 3 main tabs along with sub-tabs:

- Summary

  - o Description
  - o Learning Objectives

- Part 1

  - o Learning Activities in Part 1
  - o Description
  - o Learning Objectives
  - o Continuing Education Credits

- Part 2

  o Learning Activities in Part 1
  o Description
  o Learning Objectives

  NOTE: By default, the Summary section of a specific course/curriculum is on display.
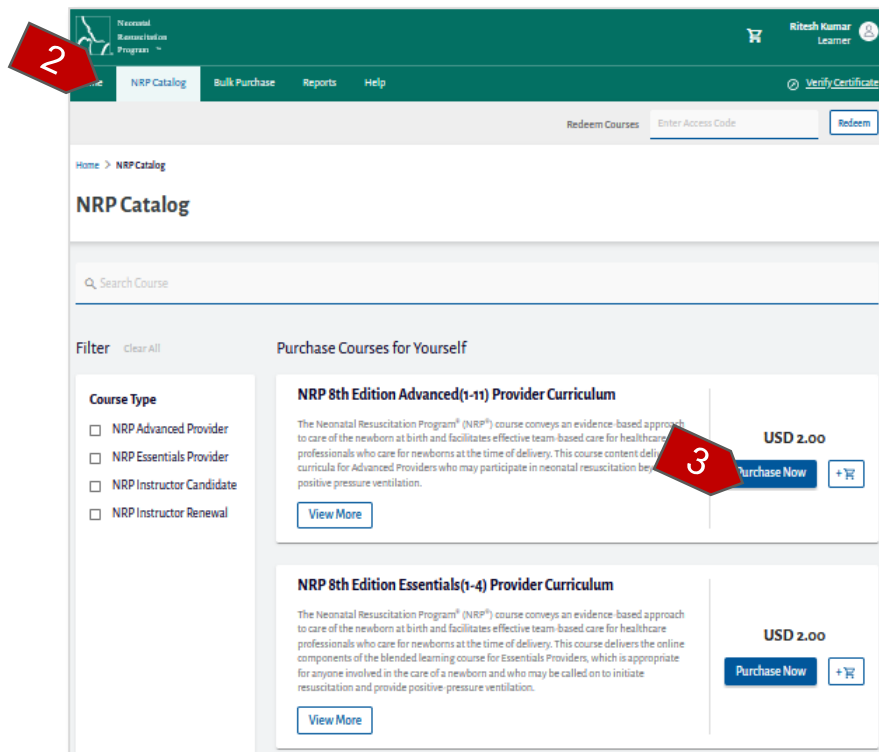
  | END OF INSTRUCTIONS |

WI: Catalog – Purchasing the Curricula from the NRP Catalog

NOTE:

- *The "Purchase Now" button is available in the NRP Catalog per course. However, enrolling to a course activity is only available for the logged-in user.*

- *The "Purchase Now" button option is available also in the 'View More' page and 'Tasks to Complete' section under 'Dashboard' tab for registered users.*

1. Login to NRP Learning Platform.

2. Click on the 'NRP Catalog' menu.

3. Click on the "Purchase Now" button for a required course (Essentials/Advanced Provider, Instructor Candidate, Instructor Renewal) to be enrolled.

NOTE:

- *A user is navigated to login page in case the user has directly landed on NRP Catalog menu on the NRP Learning Platform as login is mandatory to enroll to the any course.*
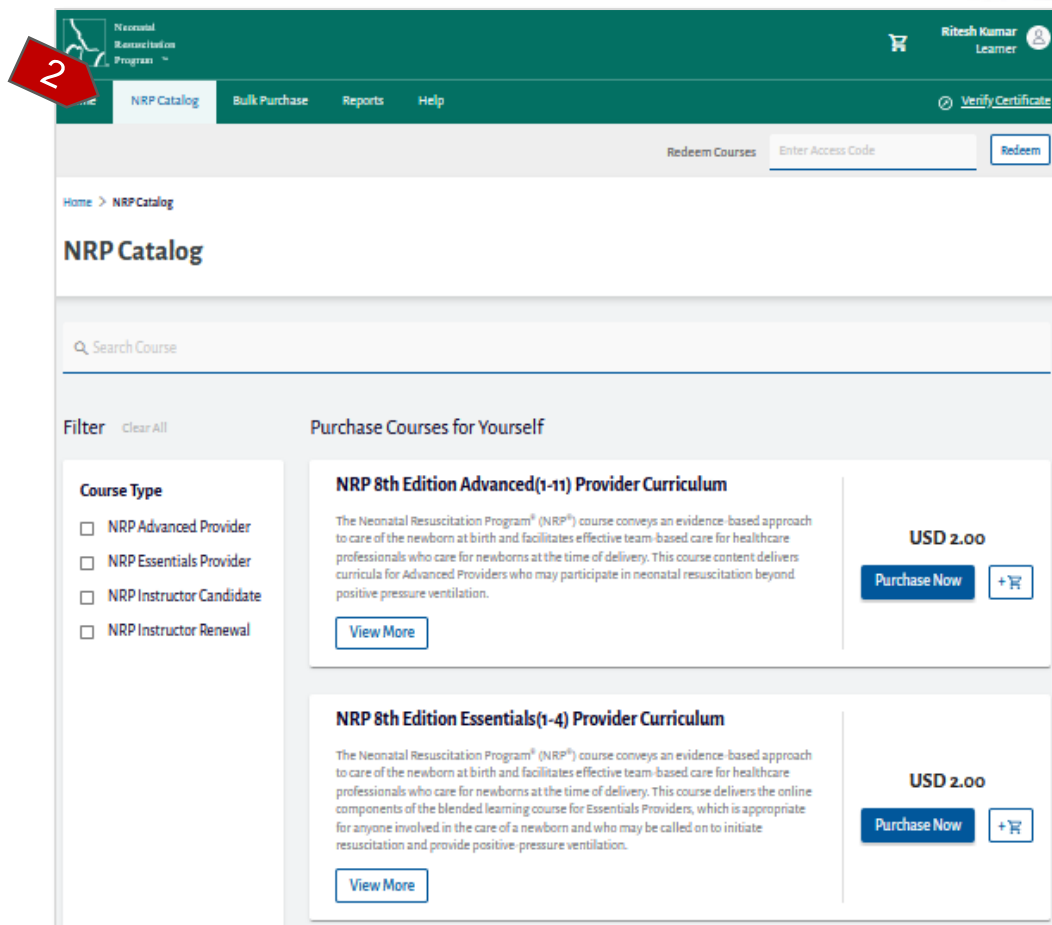
- *The "Purchase Now" option for an Instructor Candidate course is available only to the Advanced Providers, who has applied for an Instructor Application and has got it approved else the message "You require an Advanced Provider E-Card and an Approved Instructor Candidate Application to Enroll" is displayed.*

- *The "Purchase Now" option for an Instructor renewal course is available only to an Active Instructors and Instructor Mentors, who has applied for an Instructor Application and has got it approved else the message "You require an Advanced Provider E-Card and an Approved Instructor Candidate Application to Enroll" is displayed.*

END OF INSTRUCTIONS

WI: Catalog – Adding the Curricula to the Cart from the NRP Catalog

1. Login to NRP Learning Platform.

2. Click on the 'NRP Catalog' menu.

3. Click on the "Cart Symbol" button for a required course (Essentials/Advanced Provider, Instructor Candidate, Instructor Renewal) for bulk purchase.

NOTE:

- *Once the course is added to the cart the 'Cart Symbol' is replaced with "Remove from Cart" option.*

- *Clicking on the "Remove from Cart" option removes the course from the cart.*

- *Upon adding the course into the cart, clicking the "Purchase License in Bulk" option or the "Purchase License" menu on the top of the page option allows the user to add the quantity to be purchased.*

END OF INSTRUCTIONS

Bulk Purchase

The "Bulk Purchase" menu shows all the NRP courses/curricula available on the NRP LP to purchase in bulk along with an information about discounts based on the quantity of the bulk purchase.

NOTE: The user can navigate to the 'Login/Register' page by clicking the "Login/Register" button provided at the top-right corner.

Bulk Purchase Licenses for Distribution – 8th Edition NRP Courses

The retail user can purchase course licenses in bulk and distributes them to other learners via an email address of a student (**Referred as bulk purchaser**). The student will receive an activation code that can be redeemed on the NRP LP.
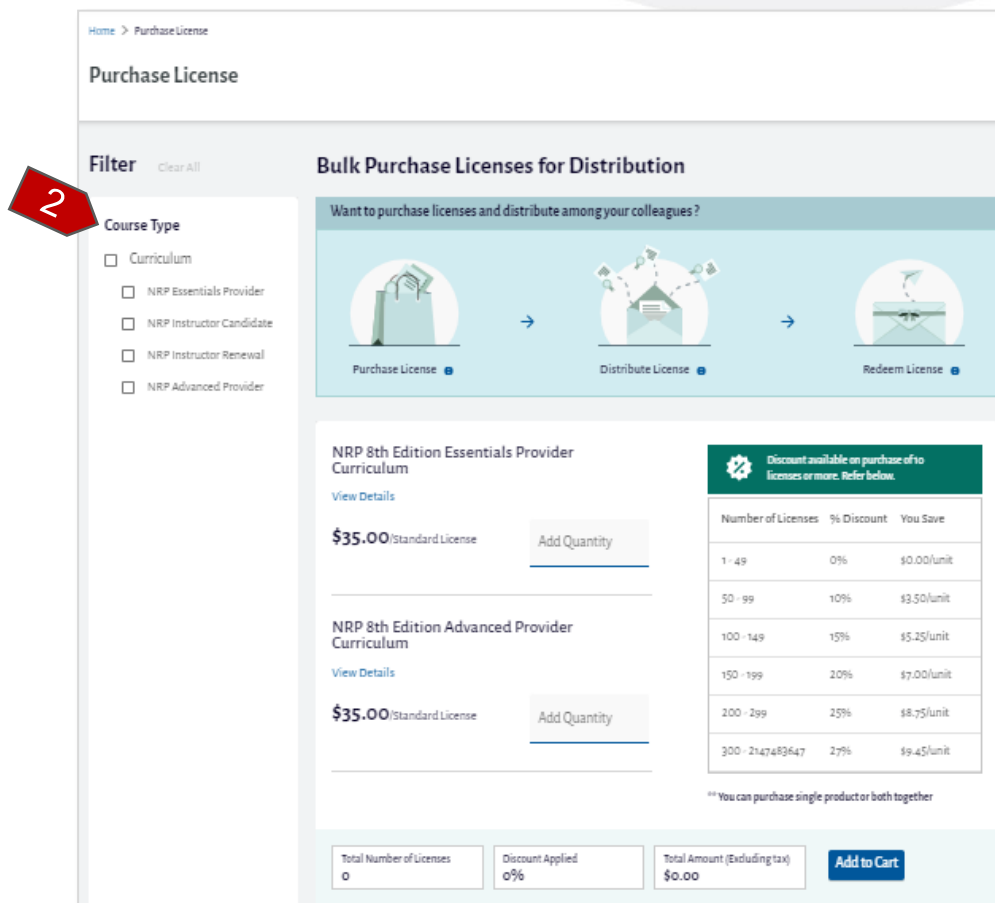
Upon purchasing bulk licenses for a distribution, a 'License Management' section will appear on the dashboard of the NRP LP user.

WI: Bulk Purchase – Searching/Filtering Through Curriculum

1. Click on the 'Bulk Purchase' menu.

2. Select the required course type to filter the list accordingly.

> *NOTE: Upon selecting a filter value, the results are automatically filtered on the Course listing pane.*
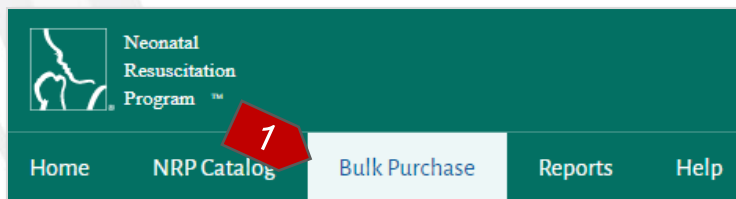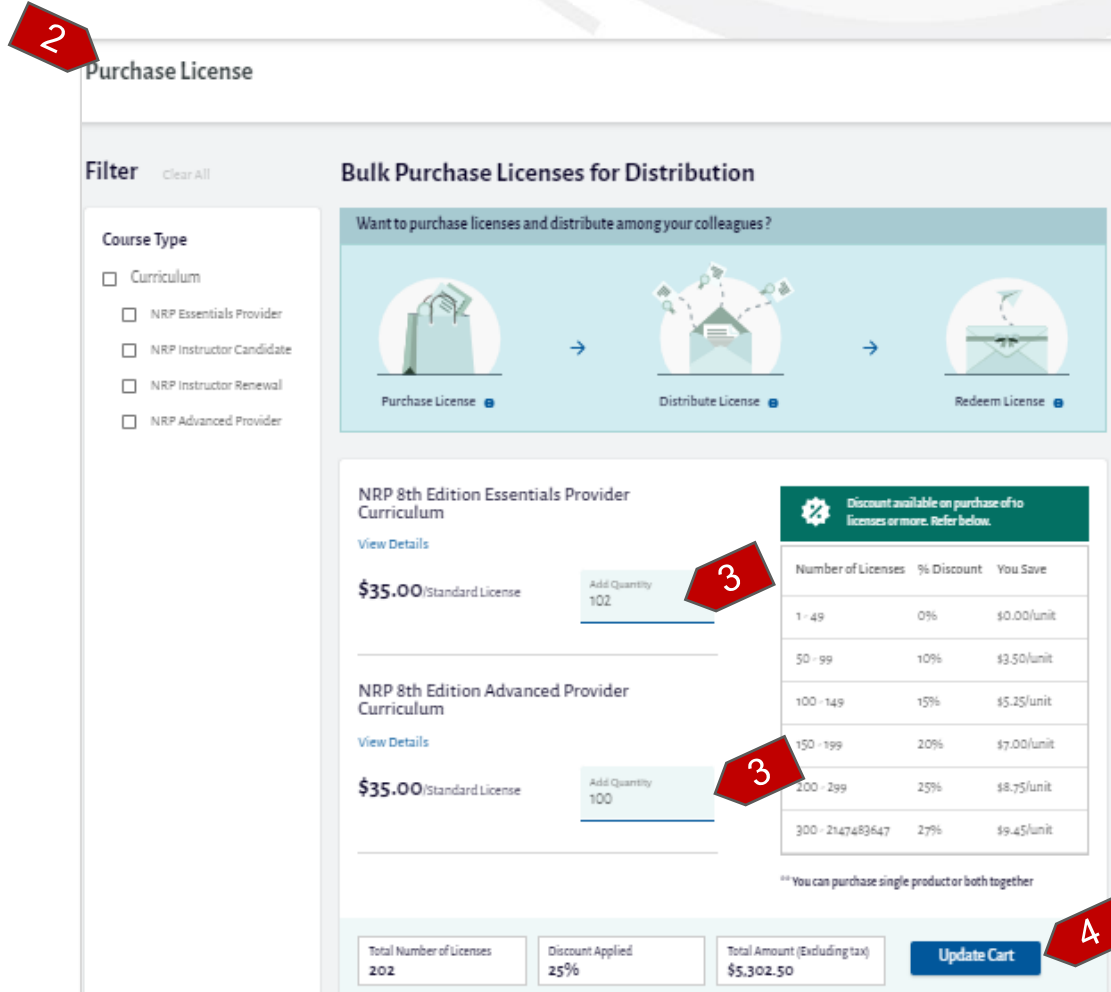
END OF INSTRUCTIONS

WI: Bulk Purchase – Adding Curriculum to Cart for Bulk Purchase

1. Login to NRP Learning Platform.

2. Click on the 'Bulk Purchase' menu.

3. Enter the number in the "Add Quantity" field.

4. Click on the "Add to Cart" button.

   A green bar at the top of the page indicates that the product(s) has been added to the cart successfully.
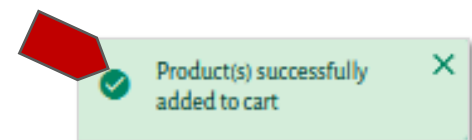
NOTE:

- *The discounts available on the bulk purchases are listed in the table. To avail the discount percentage, the total number of all the products must fall within the given range.*

Number of Licenses	% Discount	You Save
1-49	0%	$0/unit
50-99	10%	$3.50/unit
100-149	15%	$5.25/unit
150-199	20%	$7.00/unit
200-299	25%	$8.75/unit
300+	27%	$9.45/unit

** You can purchase single product or both together

- *A text is displayed below the "Total Amount (Excluding tax)" info about the required number of licenses to avail the next higher discount.*

- *While adding a single quantity to the cart, user receives a pop-up to confirm the reason for the purchase. The user can go to the 'NRP Catalog' by clicking on the link if purchasing for self-consumption or click on the "Continue" button.*

Alert Purchase for Distribution

Please note you are purchasing a single license that can **only be used for distribution to other learners.**

If you would like to purchase a license for your personal use visit our NRP Catalog.

Continue

END OF INSTRUCTIONS

WI: Bulk Purchase – Updating the Cart for Bulk Purchase

1. Login to NRP Learning Platform.

2. Click on the 'Bulk Purchase' menu.

3. Enter the number in the "Add Quantity" field.

4. Click on the "Add to Cart/Update Cart" button.

A green bar at the top of the page indicates that the product(s) has been updated to the cart successfully.

Product(s) successfully updated to cart
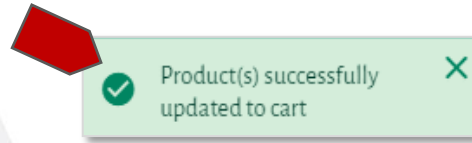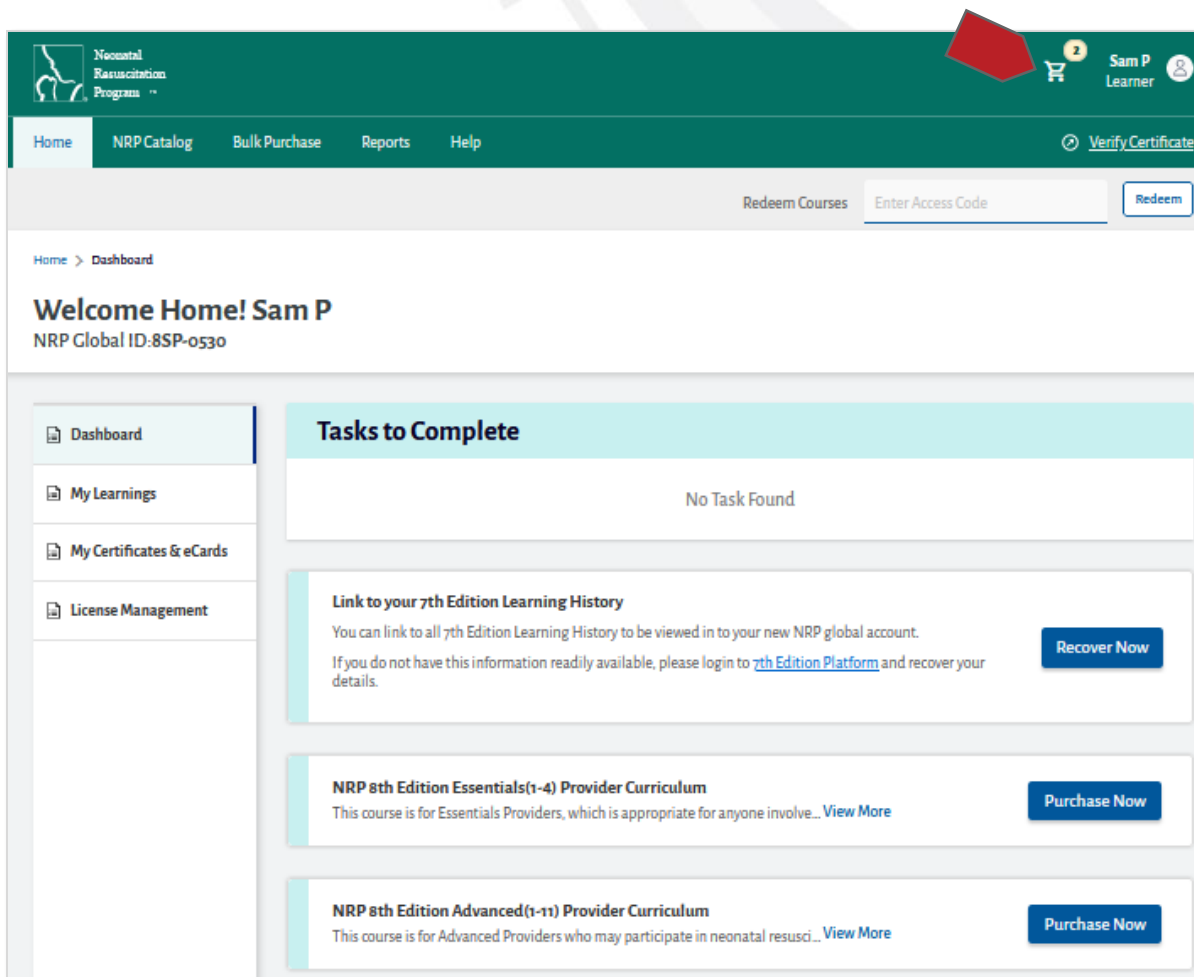
END OF INSTRUCTIONS

Shopping Cart

The 'Shopping Cart' icon available on the top-right corner of the page lists all the product(s), which are added to the cart of bulk purchases.

WI: Shopping Cart – Updating the cart

1. Click on the 'Cart' icon.

2. Enter the "license quantity" or increase/decrease the "license quantity" in the cart.

<div style="text-align:center">

END OF INSTRUCTIONS

</div>

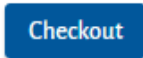## WI: Shopping Cart – Removing the Products from the cart

1. Click on the 'Cart' icon.
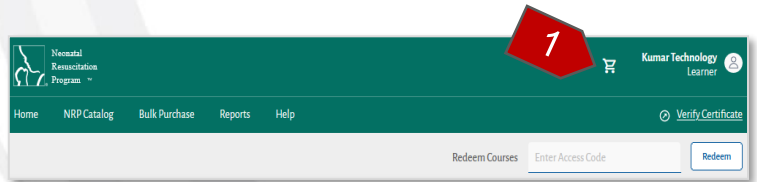

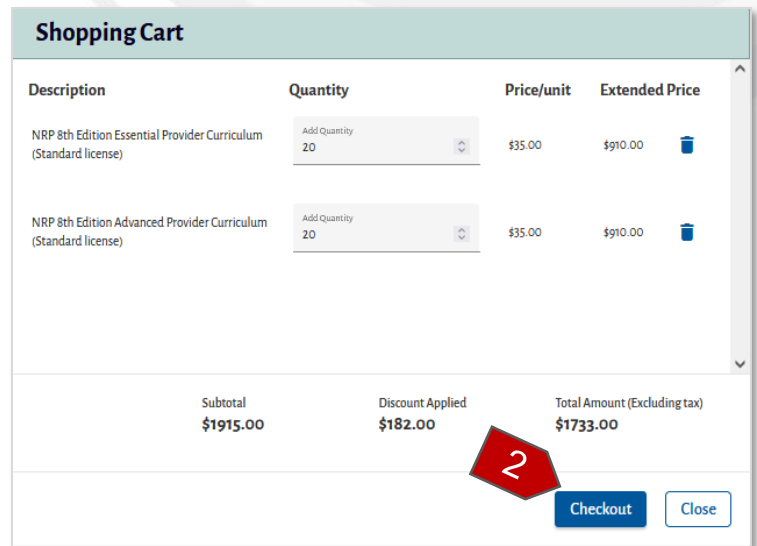2. Click on the "Delete" icon of the product.

END OF INSTRUCTIONS

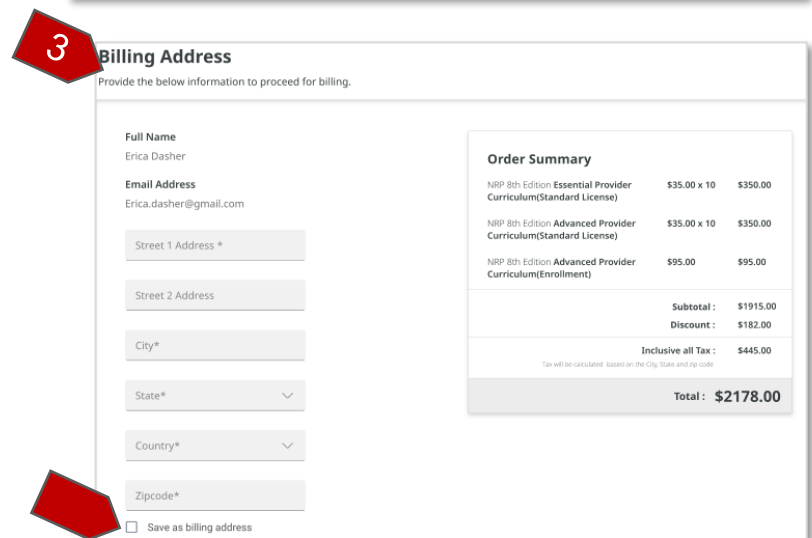## WI: Shopping Cart – Checking Out the Products from the cart

1. Click on the 'Shopping cart' menu.

2. Click on the "Checkout" button.

3. Enter the 'Billing Address" for purchase.

NOTE: Clicking the 'Checkbox' saves the billing address for future use.

4. Click on the "Click here" button
   to claim tax exemption.

Claim Tax Exemption? Click here ⬢ 4

Billing Method

Pay with credit or debit card.

⬢ 9 **Proceed to Payment** | Cancel |

NOTE:

- *The Tax Exemption facility is available only for the purchases done in the United States of America.*

- *Filing 'Claim Tax Examination' is one-time activity. The "Apply" button will appear for subsequent purchases.*

- *Tax Exemption details can be edited in My Account -> 'Tax Exemption' tab.*

5. Enter the 'Tax Exemption'
   Details.

⬢ 5 **Edit Tax Exemption**

Name of Organization/Parent Organization receiving tax exemptio...

Address line 1 *

Address line 2

City *

State/Province *

Country *

Zip code *

Certificate issued by *

Tax registration number *

Type of tax exemption *

Certificate expiry date

6. Click on the "Upload" button to upload the tax exemption certificate.

   NOTE: The tax exemption certificate is supported in jpeg, png, and pdf format.

7. Click on the checkbox to agree on the terms of tax exemption.

8. Click on the "Update" button.

9. Click on the "Proceed to Payment" button

10. Click on the "Proceed to Payment" button.

11. Enter the following card details for the payment:

    - Card Number – The unique number printed on the payment card

    - Expiration Date – The date of expiry of the payment card
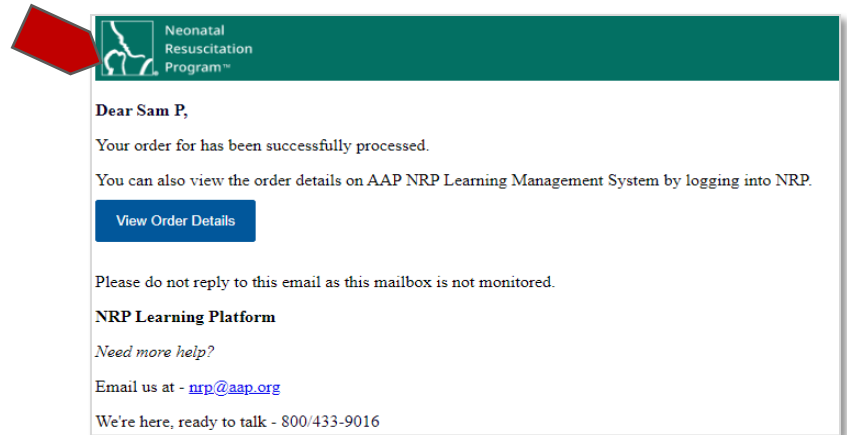
12. Click on the "Pay Now" button.

    The "Payment Successful!" message is displayed that indicates the user about the success of the payment.

NOTE:

- *The user can also navigate to the Home -> License Management page anytime to start assigning the licenses.*

- *Example Email - Order Confirmation*

END OF INSTRUCTIONS

Redeem Course (Pre-Login & Post-Login)

The 'Redeem Course' facility allows a user to redeem a course using an 'Access Code' received through an email. The user must login to the NRP Learning Platform for redeeming the course.
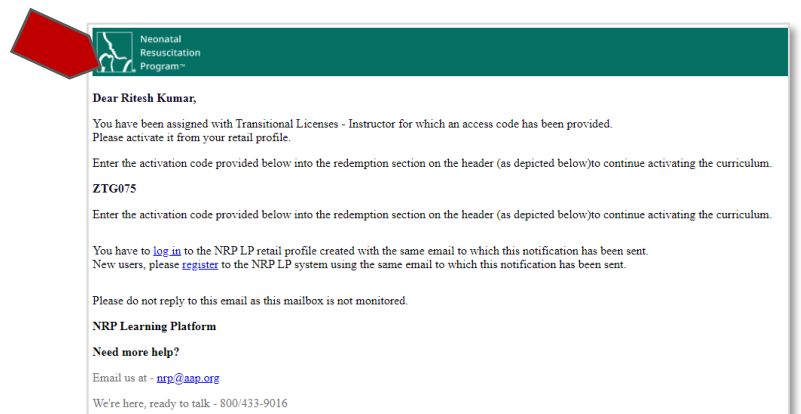
WI: Redeem Courses – Redeeming the Course Using an Access Code

NOTE: The "Access Code" is sent to the user through an email when a course has been assigned by a bulk purchaser.
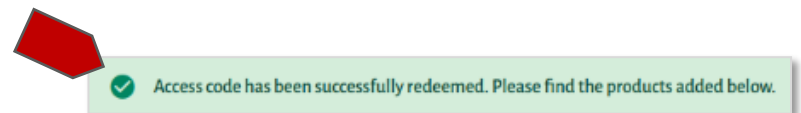
1. Login to NRP Learning Platform.

2. Enter the "Access Code" provided in the email and click on the "Redeem" button.

    NOTE: Example Email – Access Code

   A green bar at the top of the page indicates that the course is assigned to the number of users successfully.
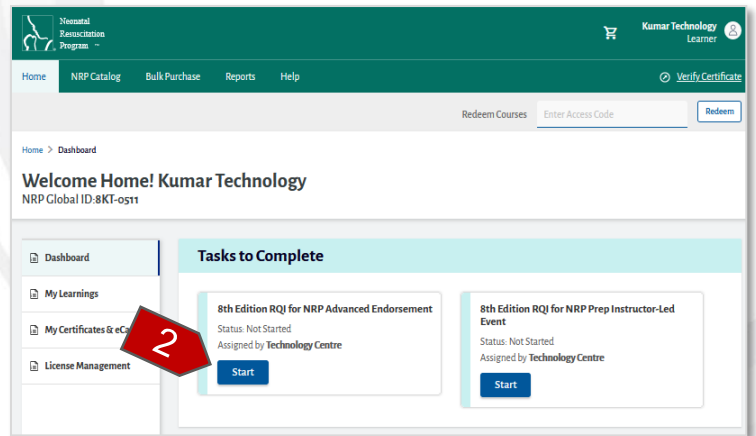
3. Click on the "Start" button from the "Tasks to Complete" tile available under Dashboard.
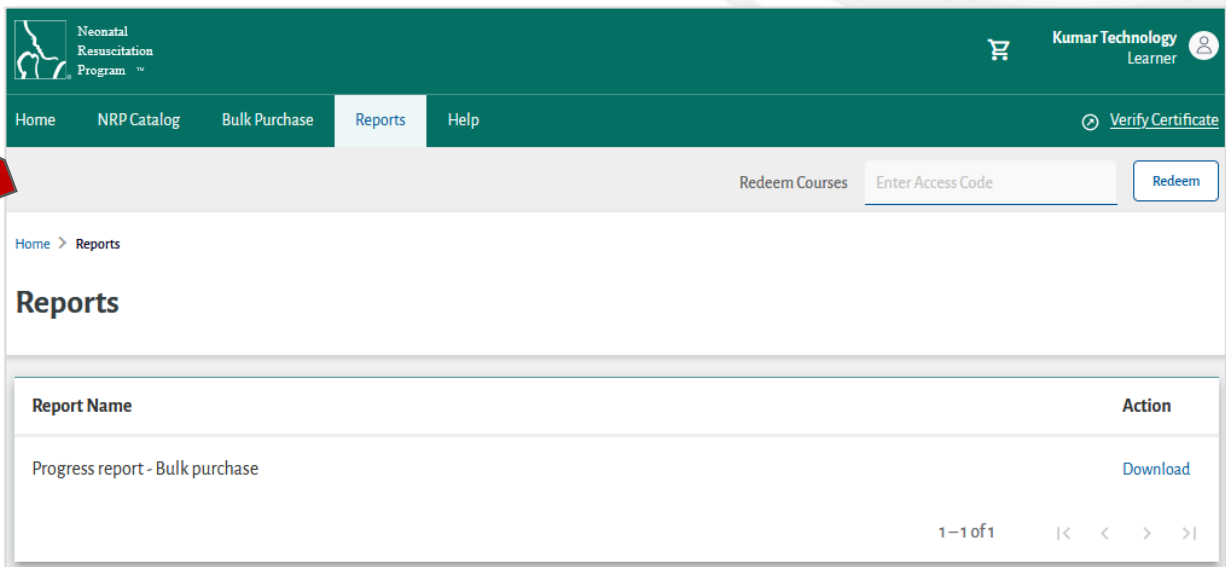

END OF INSTRUCTIONS

Reports

Reports – Reports Menu General Information

The 'Reports' menu shows the 'Progress Report – Bulk Purchase' report that contains the information of the user's progress report assigned by a bulk purchaser.

WI: Reports – Downloading Progress Report- Bulk Purchaser

1. Click on the "Reports" heading in the top menu bar.
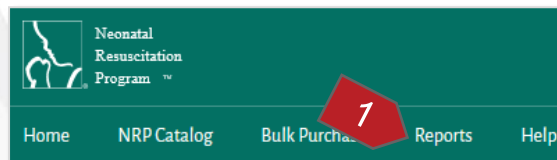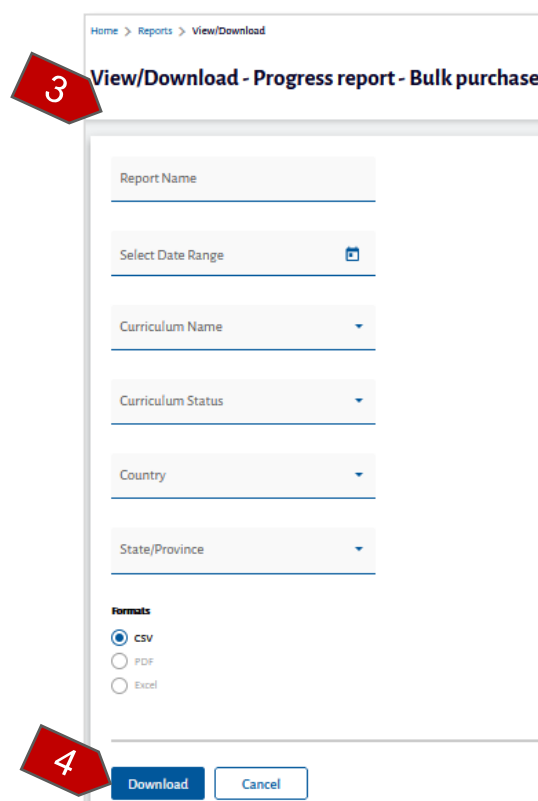
2. Click on the "Download" link from across the Progress report – Bulk purchase.
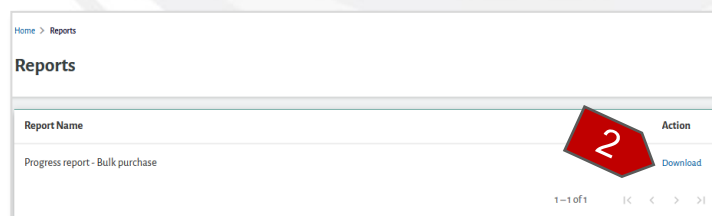
3. Enter the following details:

   - Report Name (optional) – The name of the download copy chosen by the user

   - Select Date Range – The date range of the Progress report

   - Curriculum Name – The name of the curriculum

   - Curriculum Status - Status of the curriculum (Not Started / In progress / Completed)

   - Country – The name of the country

   - State/Province – The name of the state/province

NOTE: All the above listed information is optional. In case, the Implementer has not entered the values, the report will be downloaded ASIS including the default report name, unfiltered.

4. Click on the "Download" button.

    A CSV file with the Order details is downloaded.

    NOTE:

    - *The downloaded CSV file is based on the selection criteria.*
    - *The maximum size of the file should be 5 MB.*
    - *In case of file size is more than 5 MB, then the Course Consumption Report will be downloaded as a ZIP file with 2 or more files.*

A	B	C	D	E	F	G	H	I	J	K	L	M
First Name	Last Name	Email ID	NRP ID	Job Title	State	Country	Rank		Curriculum	Assigned By	Redeemed Date	Course Status	Course Completion Date

A green bar at the top of the page indicates that the report has been downloaded successfully.

> ✓ Report downloaded successfully.
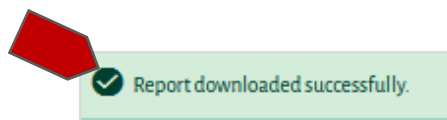
END OF INSTRUCTIONS

Help (Pre-Login & Post-Login)

The Pre-login & Post-login 'Help' menu shows the Customer Support information of AAP & RQI Partners.

Help

Customer Support Infromation

Contact RQI Partners Customer Support

RQI Partners Customer Support (Monday - Friday, 7am - 7pm Central)
Phone: Toll Free # (US) - (866) 293-1034
Email: NRPsupport@rqipartners.com

Contact RQI Partners for

- Questions about the Learning Platform/purchasing online courses

Contact AAP Customer Support

AAP Customer Support (Monday - Friday, 8am - 4:30pm Central
Phone: 800/433-9016
Email: nrp@aap.org

Contact AAP for

- Questions about the materials/Instructor Toolkit
- Instructor or provider status/renewal questions
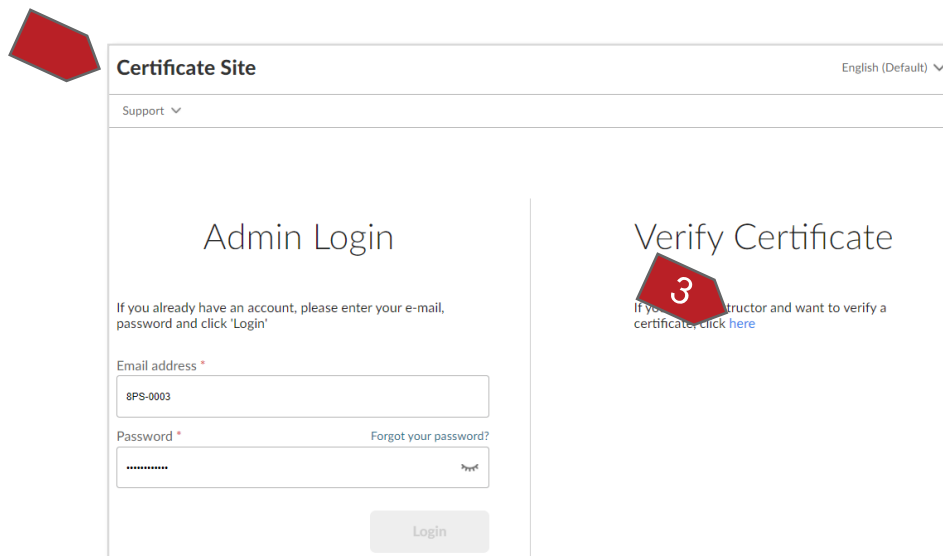
Verify Certificate (Pre-Login & Post-Login)

The Verify Certificate menu allows the public user (pre-login) & the user (post-login) to verify the certificate/eCard authenticity.

WI: Verify Certificate – Verifying the Certificate/eCard

1. Login to NRP Learning Platform.

2. Click the "Verify Certificate" link provided in the top right-side of the menu bar.

The user is navigated to Certificate Site page.

3. Click the "here" link.

4. Enter the certificate/eCard code.

NOTE: *The code is provided in the Certificates & eCards earned by the user.*

5. Select the reCAPTCHA option.

6. Click on the "Verify" button to verify the Certificate/eCard authenticity.

   In case the Certificate or eCard is true, the Certificate/eCard details is displayed in a tabular list, respectively.

END OF INSTRUCTIONS

Post-Login

Post-Login – Menus General Information

Any registered user on the NRP Learning Platform can login and access the Home page of the user.

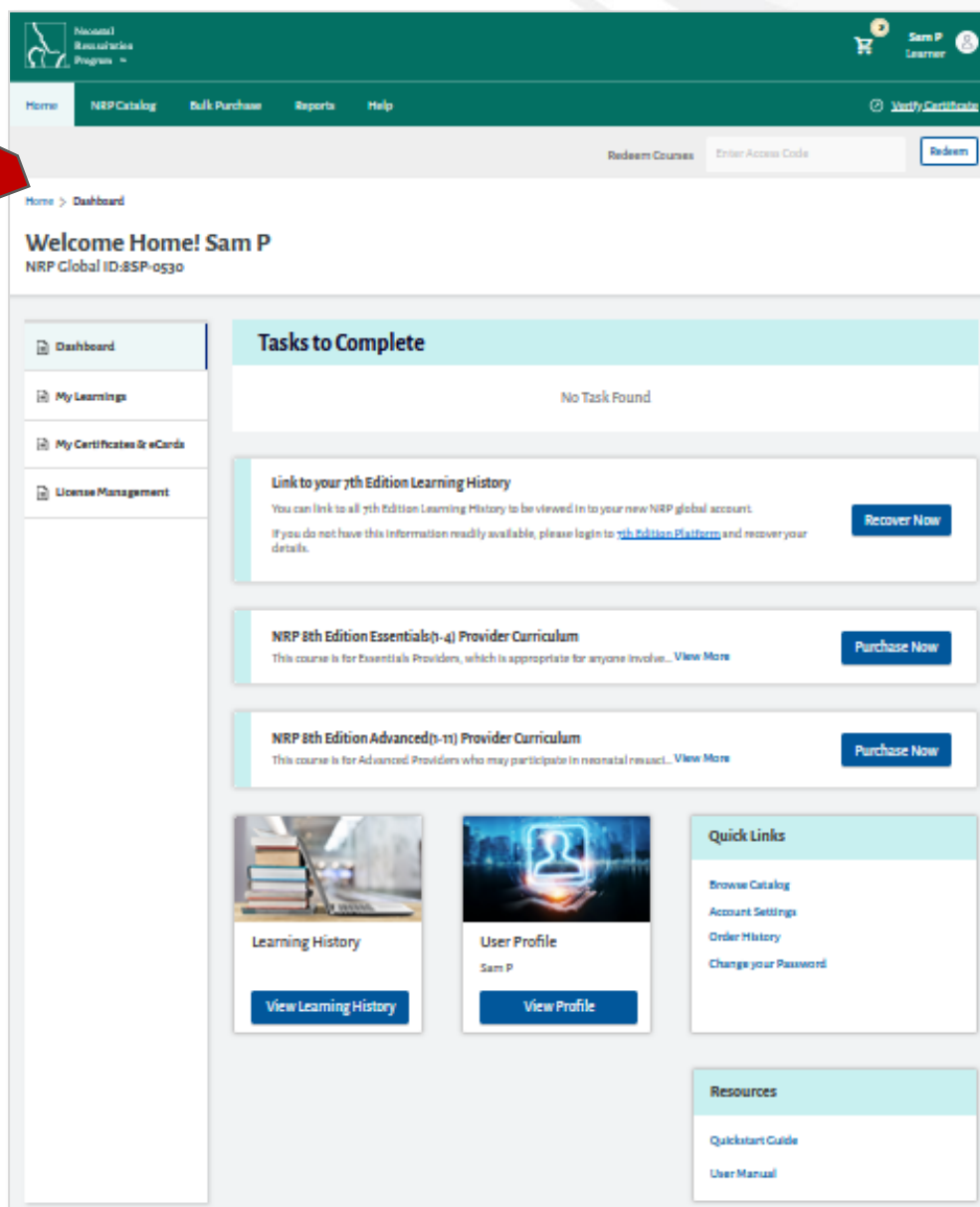The following options are available for the user post-login into the NRP Learning Platform:

- **Home** – Allows the user to view all the options available related to course such as Dashboard (Tasks to Complete), My Learnings, My Certificates & eCards
- **NRP Catalog** – Allows the user to navigate to "NRP Catalog" page, wherein all the details of the NRP courses/curricula provided by AAP is available
- **Events** – Allows the user to add the event, manage roster & finalize roster

  NOTE: The 'Events' menu is available only for the user whose rank is Instructor or Instructor Mentor (IM).

- **Help** – Allows the user to view the Customer Support information
- **Verify Certificate** – Allows any user who has the Certificate/eCard code to verify the certificate/eCard authenticity

Home

The Home menu shows three tabs:

- Dashboard (default)
- My Learnings
- My Certificates & eCards.
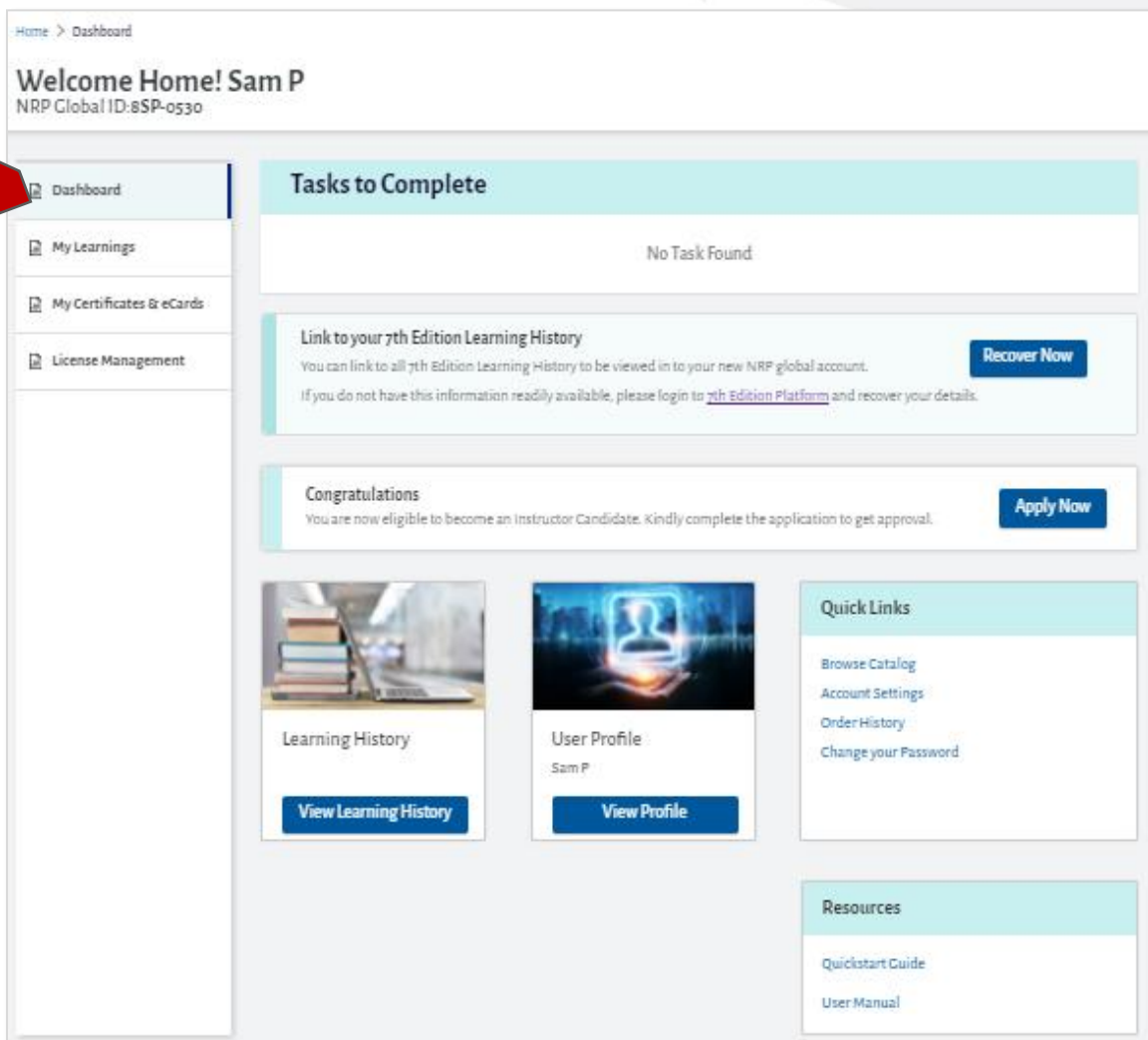- License Management

Dashboard

The 'Dashboard' tab displays information on:
- Tasks to Complete
- Link to Your Past Learning History
- User-specific Recommendations
- Learning History
- User Profile
- Quick Links
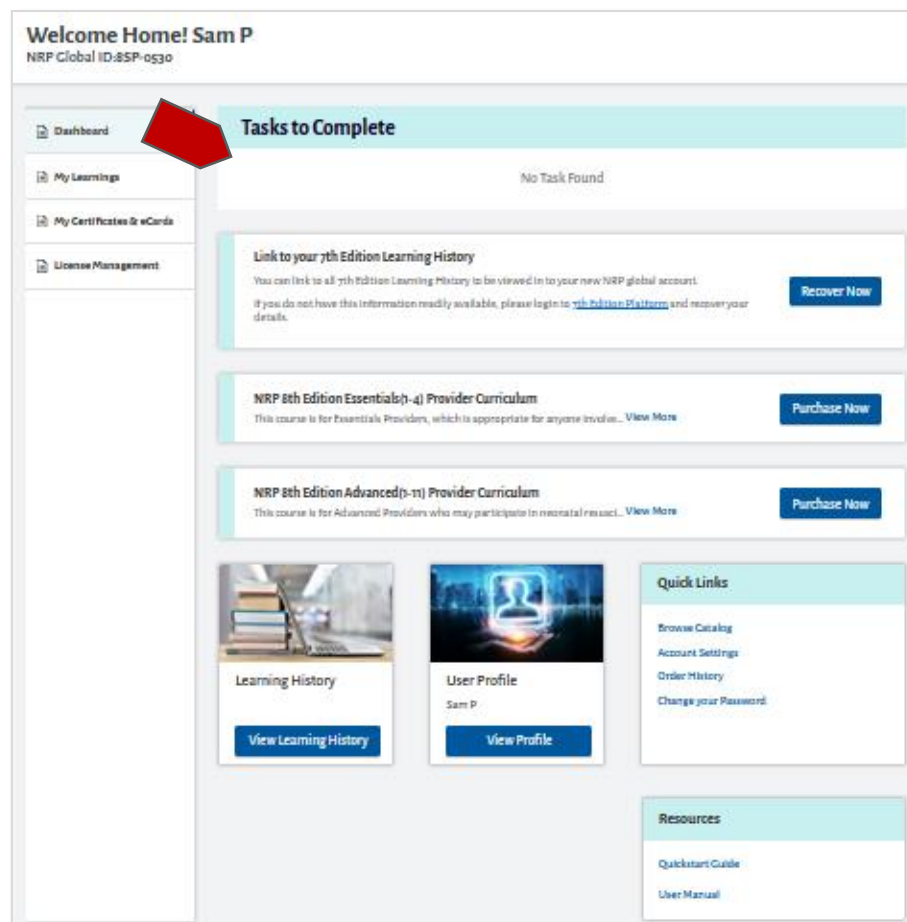- Resources

Tasks to Complete

The 'Tasks to Complete' tile show the courses/curricula that the user can start / resume the enrolled course/curriculum.

These options are available only once the user has been enrolled in a relative course based on the user's Rank (Essential Provider, Advanced Provider, Instructor, Instructor Mentor), and Status (Active/In-Active).

In case, the user has not purchased any course/curriculum, then the user is given course recommendation to enroll the course/curriculum relevant to the user's Rank.

NOTE:

- *For the very-first time, when the user logs on the NRP Learning Platform, the user's name is displayed at the right-top corner along with the label "Learner". This is not the Rank of the user; it is the identification for the logged-in user. Once the user completes the respective courses, then the 'Learner' label is updated with the user's appropriate Rank & Status.*

- If the user's Rank is Advanced Provider, then recommendation to apply an Instructor Application is provided.
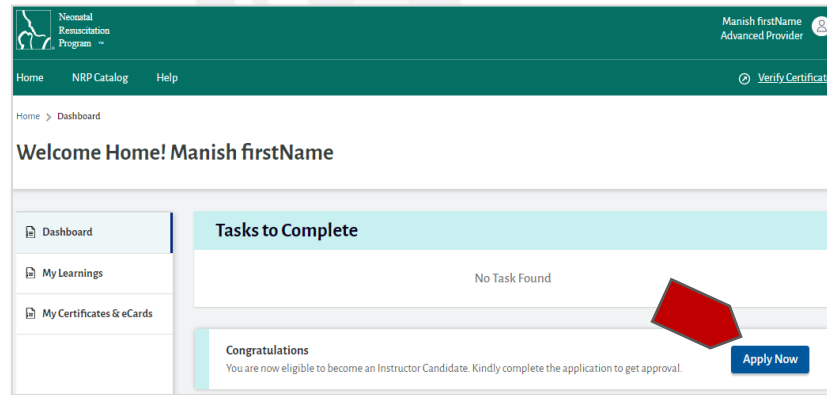
- If the user's Rank is Instructor and has been identified to become IM, then the recommendation to "Opt-In" to an Instructor Mentor Rank is provided.

- If the user's Rank is Instructor/Instructor Mentor (IM), then the recommendation of creating the event is provided.
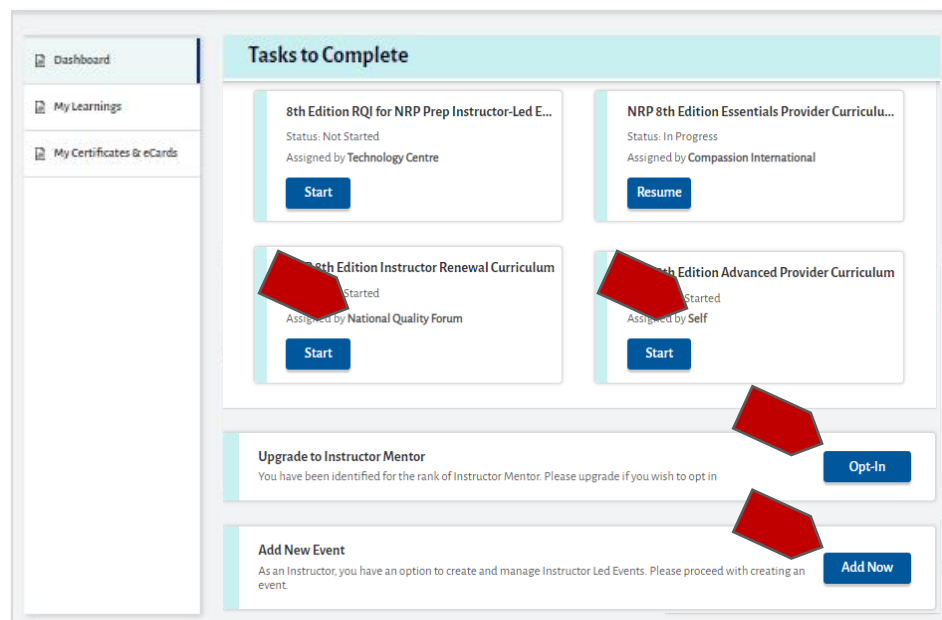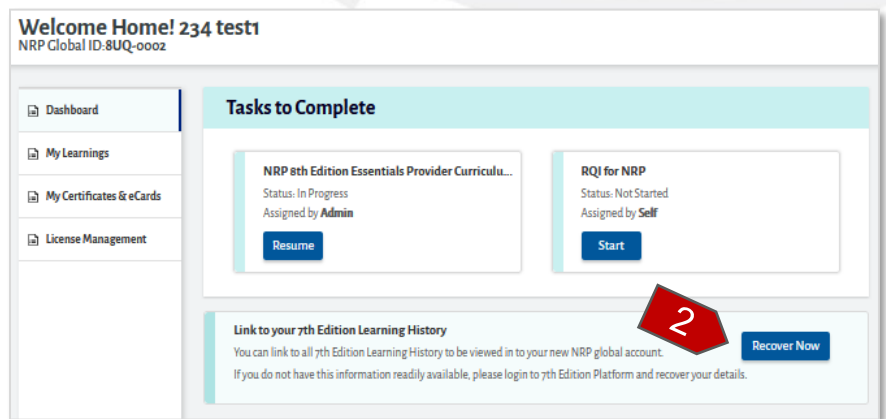

- If the user has enrolled through NRP Global Account, the respective curriculum is indicated by "Self" in the 'Assigned by' label. Similarly, if an organization has assigned the curriculum, then the respective curriculum is indicated by 'Org Name'. This is the unified look through 'Global Account'. However, if the user selects the specific organization profile, then only the curriculums assigned by the Administrator is displayed.

WI: Link to your 7th Edition Learning History – Linking the Past Learning History from the 7th Edition Platform

NOTE:

- *The "Link to your 7th Edition Learning History" is applicable for those users who have done 7th edition NRP courses and want to regain their Rank and Learning history.*

- *Upon recovering the learning history, the highest rank and rank expiry date of the learner in the history is considered as the rank of the user on the NRP learning platform.*
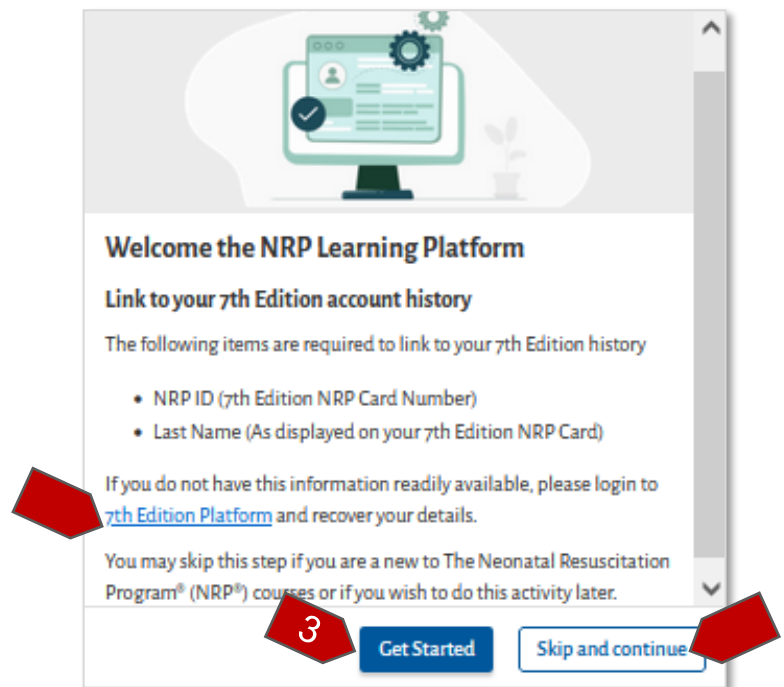
1. Login to NRP Learning Platform.

2. Click on the "Recover Now" button.

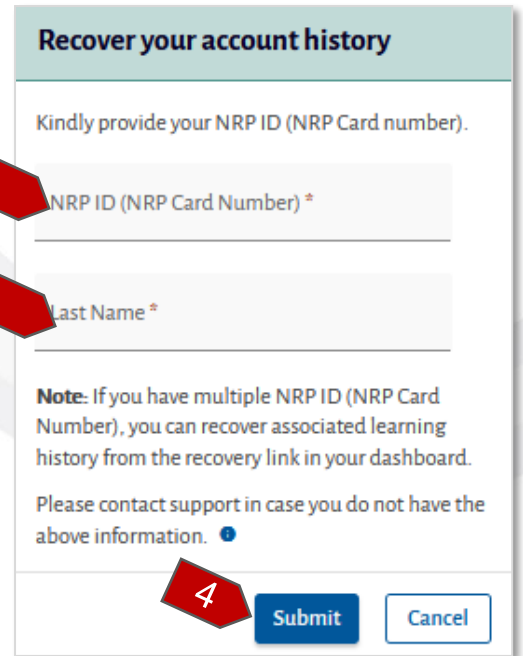3. Click on the "Get Started" button.

NOTE:

- *Click on the "Skip and continue" button if don't have the 'NRP Card Number' or want to recover learning history later.*

- *Click on the "7th Edition Platform" to recover the NRP details.*

Neonatal Resuscitation Program®

4. Enter the "NRP ID (NRP Card Number)" and "Last Name" and click on the "Submit" button.

Recover your account history

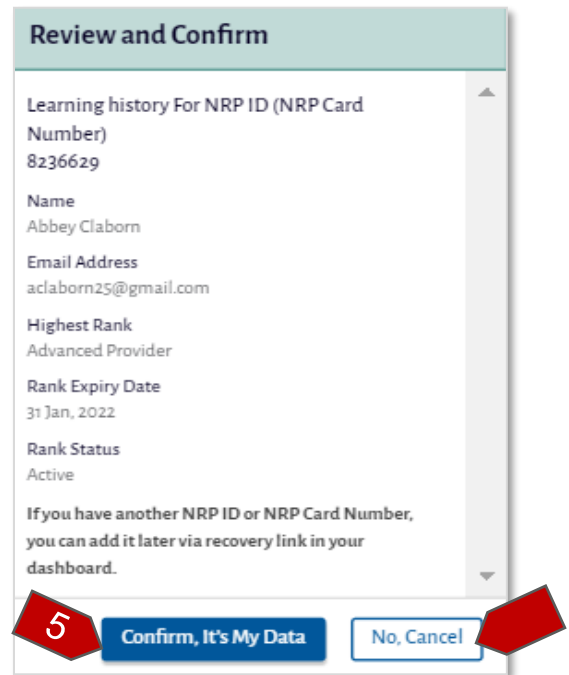Kindly provide your NRP ID (NRP Card number).

NRP ID (NRP Card Number) *

Last Name *

Note: If you have multiple NRP ID (NRP Card Number), you can recover associated learning history from the recovery link in your dashboard.

Please contact support in case you do not have the above information. ⓘ

4 | Submit | Cancel

5. Click on the "Confirm, Its My Data" button otherwise click on the "No, Its Not My Data" button.

Review and Confirm

Learning history For NRP ID (NRP Card Number)
8236629

Name
Abbey Claborn

Email Address
aclaborn25@gmail.com

Highest Rank
Advanced Provider
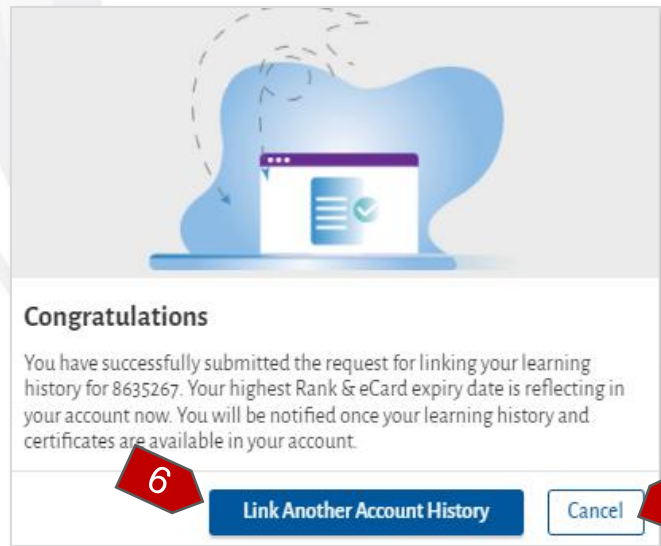
Rank Expiry Date
31 Jan, 2022

Rank Status
Active

If you have another NRP ID or NRP Card Number, you can add it later via recovery link in your dashboard.

5 | Confirm, It's My Data | No, Cancel

American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN™

RQI RESUSCITATION QUALITY IMPROVEMENT®
An American Heart Association® and Laerdal Program

The 'Congratulations' message indicates that the learning history has been recovered successfully.

6. Click on the "Link Another Account History" button for linking another account learning history or click on the "cancel" button.
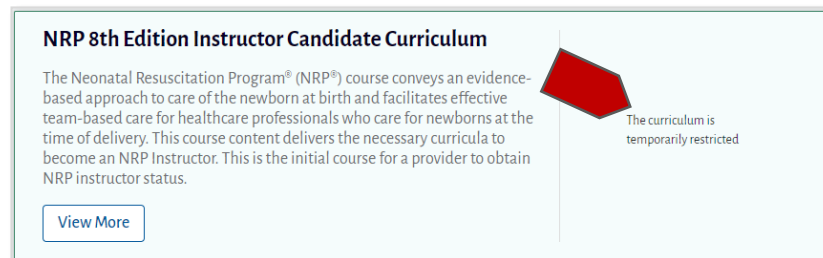
Congratulations

You have successfully submitted the request for linking your learning history for 8635267. Your highest Rank & eCard expiry date is reflecting in your account now. You will be notified once your learning history and certificates are available in your account.

6

Link Another Account History   Cancel

END OF INSTRUCTIONS

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WI: Purchase – Purchasing the Curricula from the User's Dashboard

NOTE:

- *The "Purchase Now" button option is available also in the 'NRP Catalog' & 'View More' page of any curriculum in the 'NRP Catalog' for the non-registered user. However, the user has to login for enrolling process.*

- *For IC curriculum:*
  - *The "Purchase Now" button option for an Instructor Candidate curriculum is available only for the Advanced Providers who has applied for an Instructor Application and has got it approved by AAP Admin.*
  - *The IC curriculum should be enrolled and started within 30 days of the IA being approved else it will be marked as "You will be temporarily restricted". The blocked curriculum could be available again by applying IA and getting approved. However, there is no need to purchase the curriculum again.*

  - *The user rank will change from Advanced Provider to Instructor Candidate once IC curriculum has been started.*
  - *The "Purchase Now" button option for Instructor Renewal curriculum is available only for an Active Instructor.*

1. Login to NRP Learning Platform.

2. Click on the "Purchase Now" button for a required course (Essentials/Advanced Provider, Instructor Candidate, Instructor Renewal) to be enrolled.

NOTE: Viewing more details has been covered in the "NRP Catalog" section titled "Viewing More Details for Course Details".

3. Click on "Add Billing Address" button.

   NOTE: Adding the Billing Address is the one-time activity.

**Neonatal
Resuscitation
Program®**

4. Enter the following details required to process the payment in the "Billing Address" pop up:

Add Billing Address

Name
Allen Smith

Country
United States

4

Address Line 1 *

Address Line 2

City *

State / Province *

Zip code *

Address Location
◉ Home
○ Work

5

Save **Cancel**

- Address Line1 – The address of the user

- Address Line2 (optional) – An additional address details if the user wishes to enter

- City – The city where the user resides

- State / Province – The state/province where the user resides

- Zip code – The zip code where the user resides

- Home (by default) / Work – Select Home or Work based on the address being entered

5. Click on "Save" button to save the entered address details as billing address.

   The pop up gets closed and the user is redirected to "Billing Address" page along with updated address details. The billing address details entered by the user will automatically be populated.

   NOTE:

   - *The Billing Address is auto populated next time the user tries to enroll.*

   - *The Billing Address can be modified by clicking*

Billing Address ✏ Edit

Name
Allen Smith

Address
Old Richmond villae, , Kansas, Texas, 75001

Location
Home

Billing Method
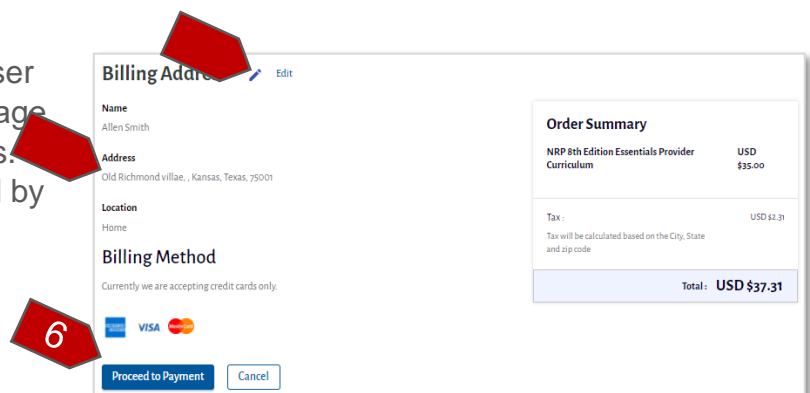Currently we are accepting credit cards only.

Order Summary

NRP 8th Edition Essentials Provider Curriculum	USD $35.00
Tax :	USD $2.31
Tax will be calculated based on the City, State and zip code	
Total :	**USD $37.31**

VISA MasterCard

6

Proceed to Payment **Cancel**

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on the "Edit" link. The address is update by clicking "Update" button.

- *The billing address can also be modified in My Accounts -> Address Book section.*

6. Click on "Procced to Payment" button.

7. Enter the following payment Card details:

   - Card Number – The unique number printed the payment card

   - Expiration Date – The date of expiry of the payment card

8. Click on the "Pay Now" button.

The "Payment Successful!" message is displayed, which indicates the user that the payment has been done successfully.

Payment Successful!
You have paid USD $2

Thank you for Enrolling in NRP 8th Edition Advanced(1-11) Provider Curriculum. Your course is available in **Dashboard**
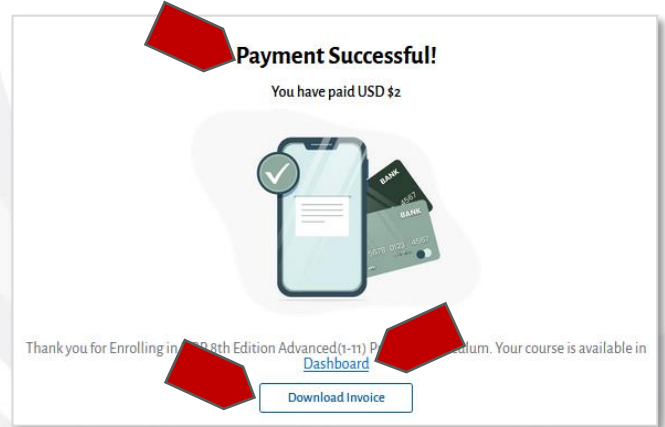
Download Invoice

NOTE:

- *The user can also navigate to Home -> Dashboard page anytime to start the course as the course being enrolled is displayed in the 'Tasks to Complete' tile.*

- *The user can Download the Invoice by clicking "Download Invoice" button that saves the Invoice PDF along with View/Download/Print options.*

- *Example Email - Order Confirmation*

Dear John Smith,

Your order for NRP 8th Edition Essentials Provider Curriculum-20-3583 has been successfully processed.

You can also view the order details on AAP NRP Learning Management System by logging into NRP.

Login

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPsupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034

END OF INSTRUCTIONS

WI: Redeem Courses – Redeeming the Course Using an Access Code

NOTE: The "Access Code" is sent to the user through an email when a course has been assigned by a bulk purchaser.

1. Login to NRP Learning Platform.

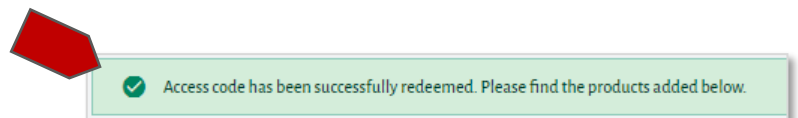2. Enter the "Access Code" provided in the email.
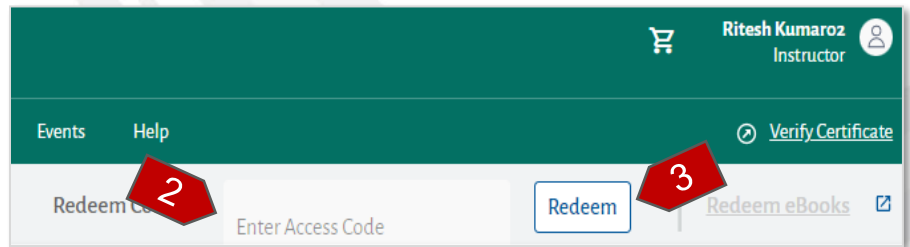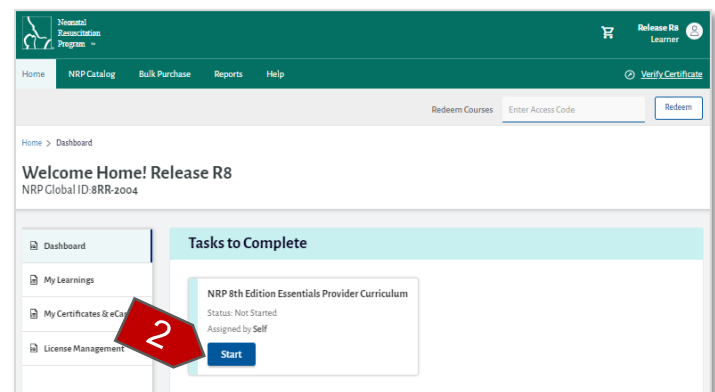
3. Click on the "Redeem" button.
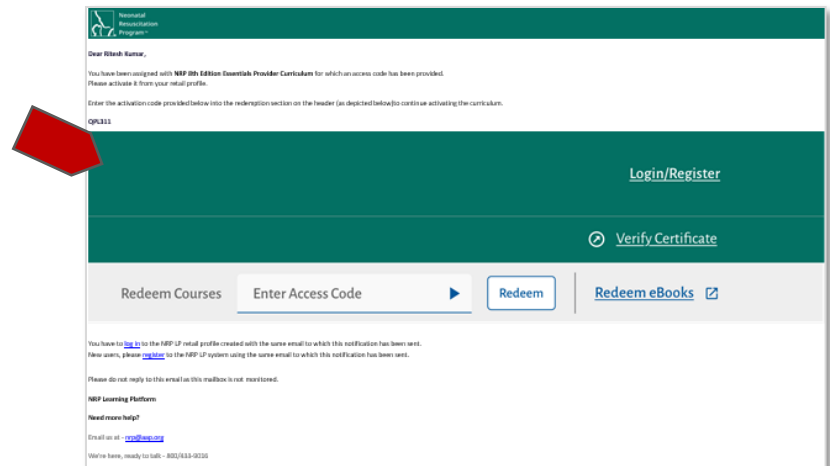
   NOTE: Example Email – Access Code

 A green bar at the top of the page indicates that the course has been assigned to the number of users successfully.

4. Click on the "Start" button from the "Tasks to Complete" tile available under Dashboard.
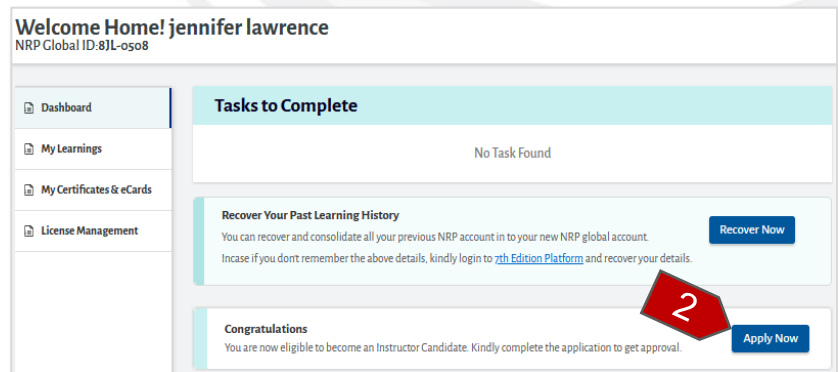
END OF INSTRUCTIONS
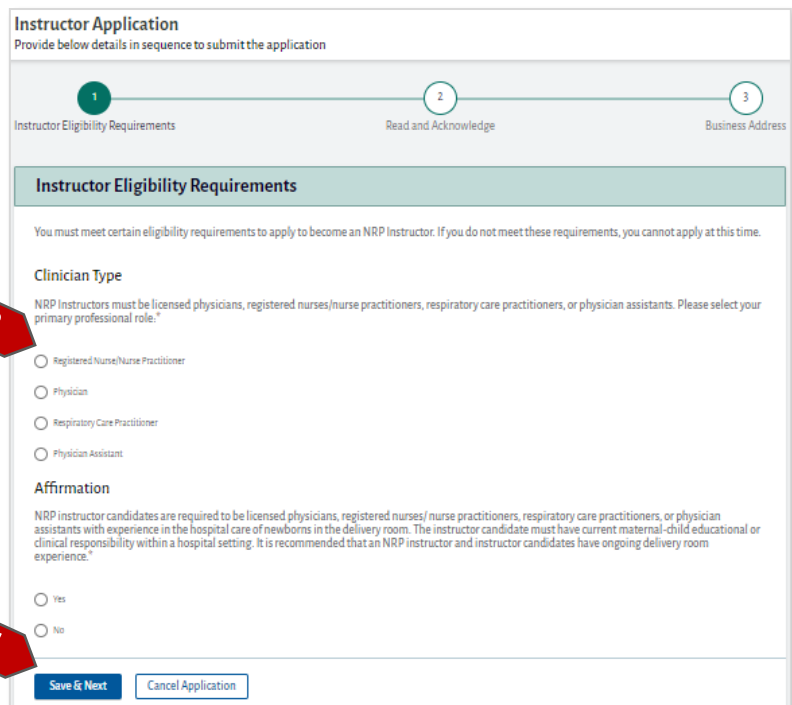
WI: IA – Applying Instructor Application

NOTE: The "Apply Now" option is available only for Advanced Provider.

1. Login to NRP Learning Platform.

2. Click on the "Apply Now" button.

3. Select the 'Clinician Type' and 'Affirmation' by clicking the radio buttons.

4. Click on the "Save & Next" button.

5. Read and Acknowledge the applications requirements and 'Terms of Use' by clicking the check boxes.

   NOTE:
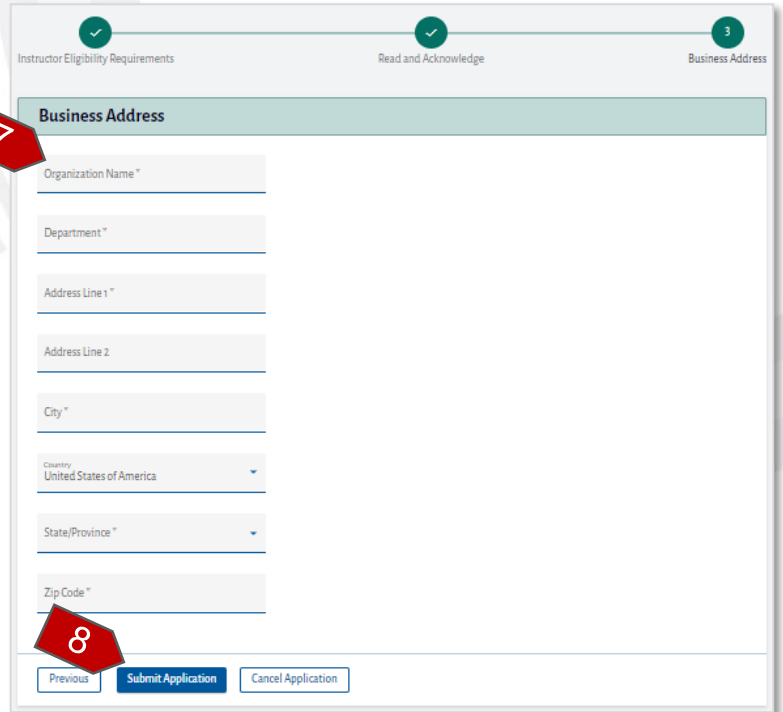
   - *Click on the 'Download the AAP's How to become an NRP Instructor PDF' link to view/download/print for reference.*

   - *The "Previous" button could be used to go back to the 'Instructor Eligibility Requirements' page.*

   - *The 'Cancel Application' button could be used to cancel the process of applying an instructor application and return to the dashboard.*

6. Click on the "Save & Next" button.

7. Enter the following details:

- Organization Name
- Department
- Address Line1
- Address Line2 (optional)
- City
- Country
- State/Province
- Zip code
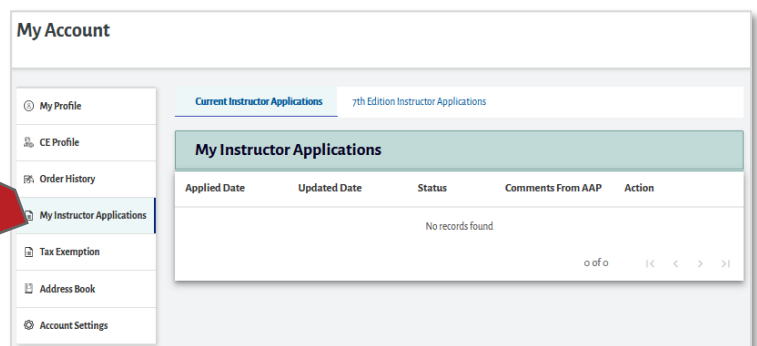
8. Click on the 'Submit Application" button.

The 'Application Submitted' confirmation popup is displayed.

NOTE:

- *The submitted instructor application details can be viewed by clicking 'My Instructor Application' from the 'Application Submitted' popup' or 'My Account' page.*
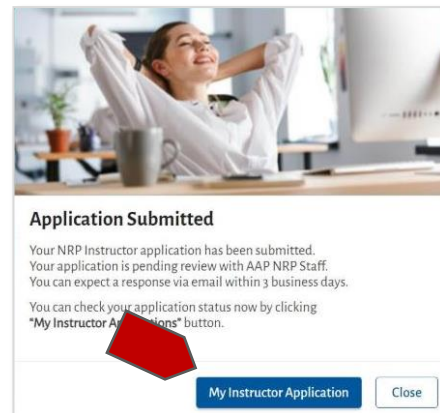
- *Once the AAP Admin approves the instructor application, the 'Congratulations' popup confirmation is displayed.*
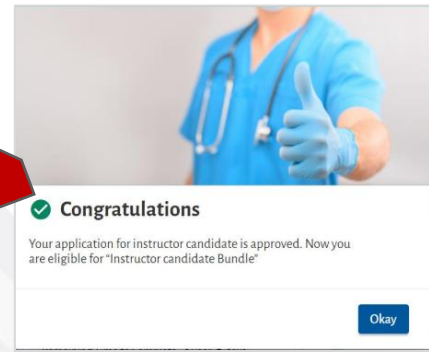
- *Email Example: Instructor Application Submitted*
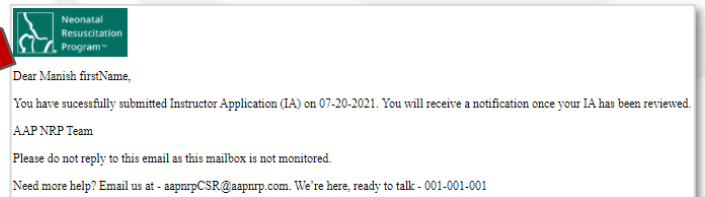
- *Email Example: Instructor Application Approved/ Rejected/ On hold, respectively*
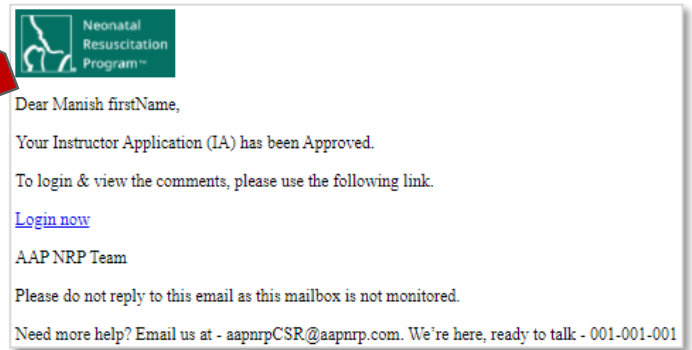
- *Email Example: IA Expired*

- *NOTE: An Instructor Application could be applied again in case it is being Rejected by an AAP Admin or Expired.*
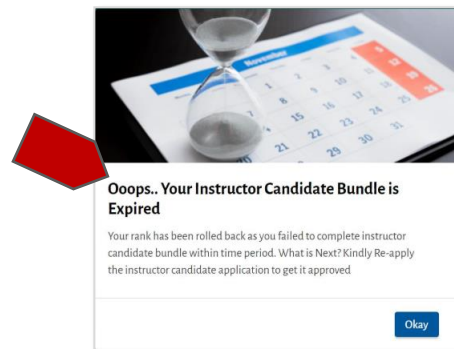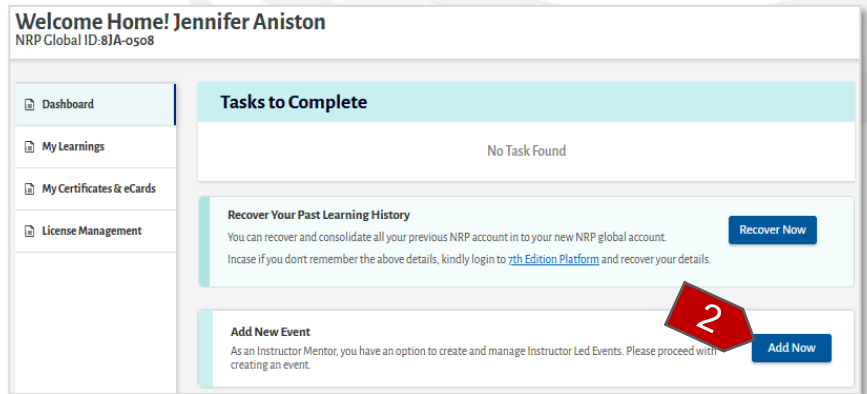
END OF INSTRUCTIONS

WI: Event – Adding the Event by Instructor/IM

NOTE: The "Add Event" option is available only to Instructor/IM.

1. Login to NRP Learning Platform.

2. Click on "Add Now" button.

NOTE: Adding an event is covered in the Events Menu section titled "Adding an Event".

> END OF INSTRUCTIONS

WI: IM – Opt-In for IM from Instructor

NOTE: The "Opt-In" option is available only to the instructors, who has at least 4 ILEs being co-teach.

1. Login to NRP Learning Platform.

2. Click on "Opt-In" button.
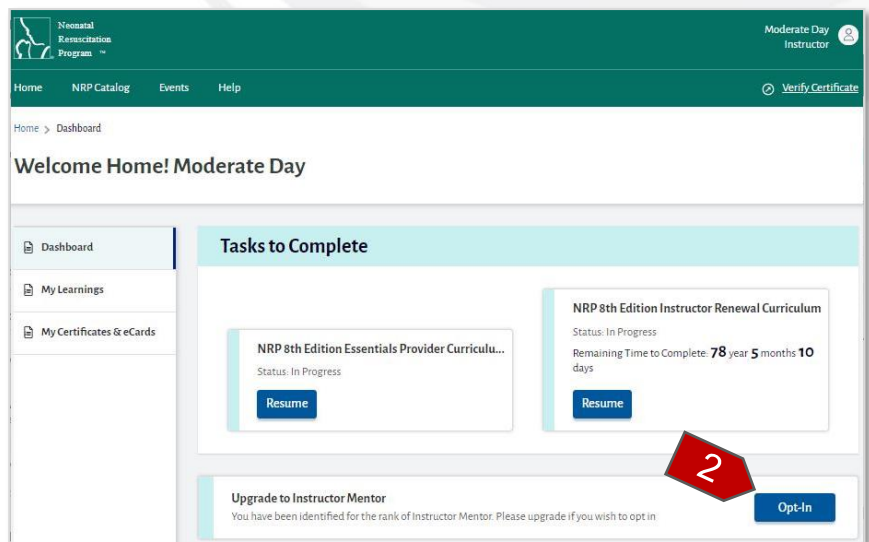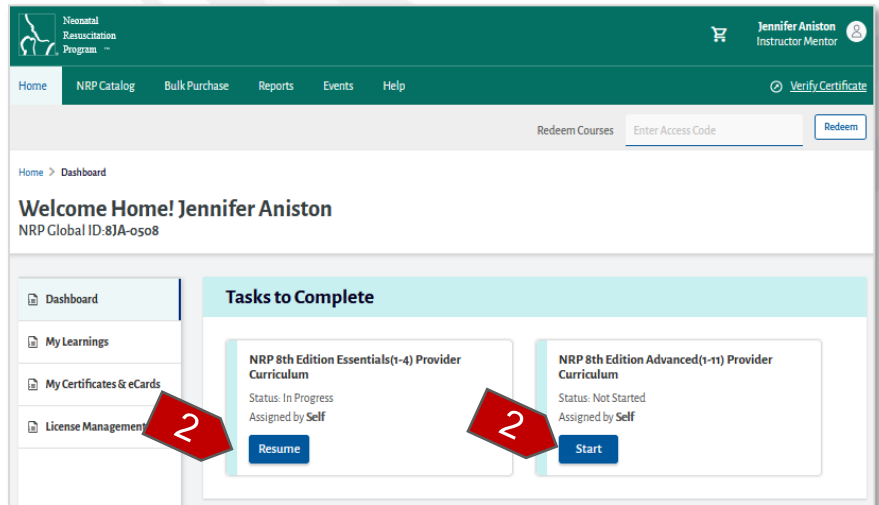
The 'Congratulations' message appears to the user along with the update in the rank from Instructor to Instructor Mentor.
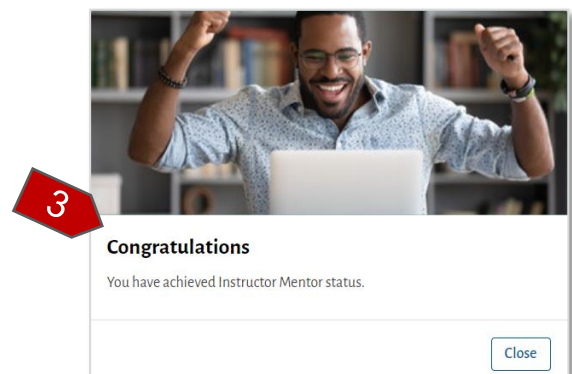
END OF INSTRUCTIONS

WI: Curriculum – Starting or Resuming the Curricula

1. Login to NRP Learning Platform.

2. Click on the "Start" or "Resume" button accordingly.

> *NOTE:*
>
> - *In case of Instructor Candidate and Instructor Renewal course, the remaining time to complete the course is displayed.*
>
> - *In case the 'CE Profile' is not updated by user on the platform, while Resuming / Starting the course the user mandatory has to fill in the 'Continuing Education Profile' details before going through course activities.*

- *Based on the 'CE Job Title' other information needs to be filled by the user which is 'CE Job Title' specific.*

- *Alternatively, the "CE Profile" page can be reached by navigating through "My Account" option and selecting "CE Profile" tab.*

END OF INSTRUCTIONS
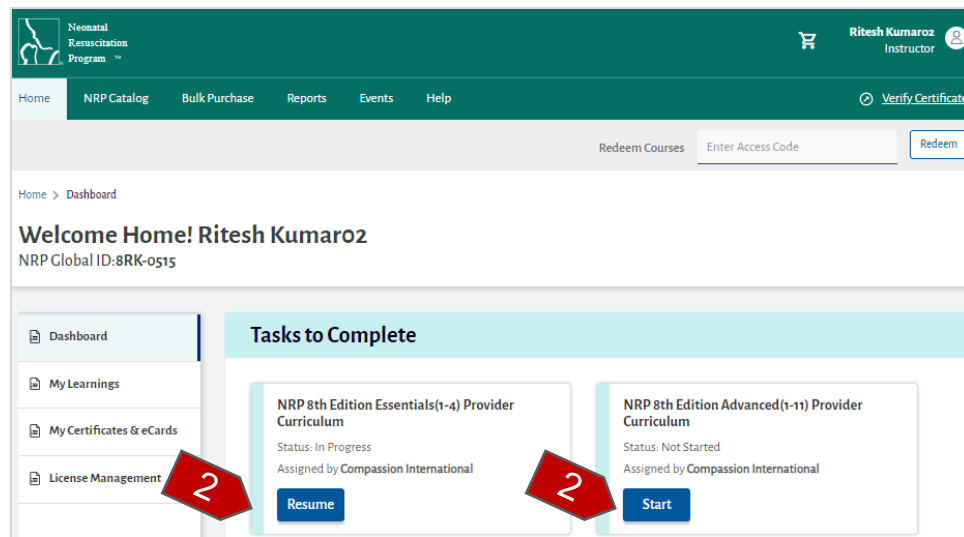
WI: RQI for NRP – Starting or Resuming 'RQI for NRP' ILEs

NOTE:

- *Both the '8th Edition RQI for NRP Prep Instructor Led Event' and '8th Edition RQI for NRP Advanced Endorsement' ILEs are available only for the institution users.*

- *Upon completion of any 'RQI for NRP' ILE, there is no Certificate/eCard generated on the NRP Learning Platform.*

1. Login to NRP Learning Platform.

2. Click on the "Start" or "Resume" button accordingly.

| END OF INSTRUCTIONS |

WI: RQI for NRP – Registering 'RQI for NRP' ILEs

NOTE:

- *Both the '8th Edition RQI for NRP Prep Instructor Led Event' and '8th Edition RQI for NRP Advanced Endorsement' ILEs are available only for the institution users.*

- *Upon completion of any 'RQI for NRP' ILE, there is no Certificate/eCard generated on the NRP Learning Platform.*

1. Login to NRP Learning Platform.

2. Click on the "Start" or "Resume" button accordingly.

3. Click on the "Register for Event" button.
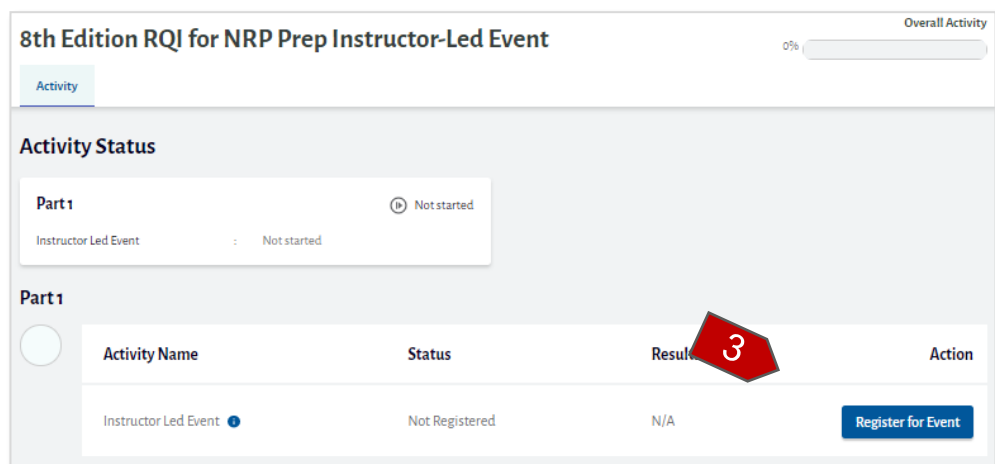
4. Click on the "Register" button available against the respective ILEs.
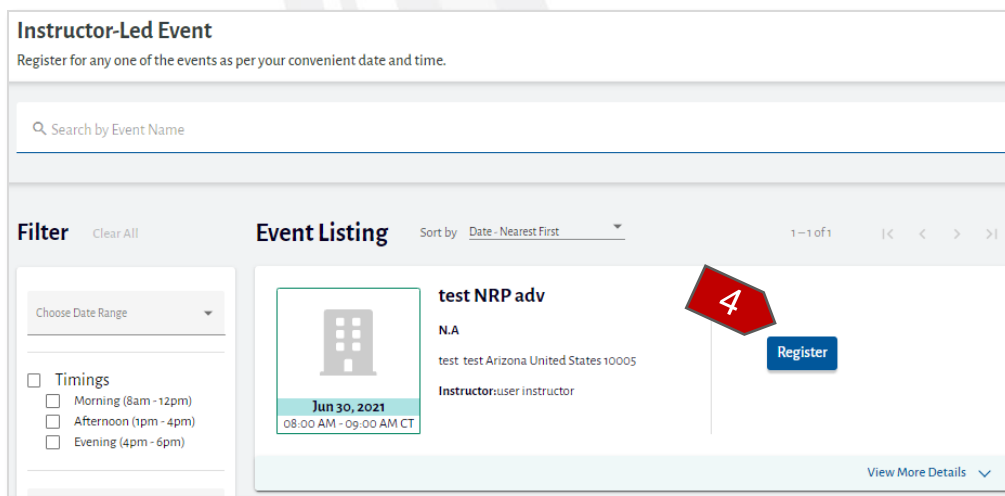
The user is redirected to the "Activity" page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has registered for an event successfully.
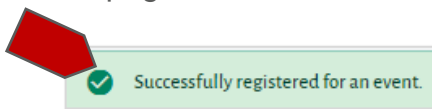
- "Completed" Status
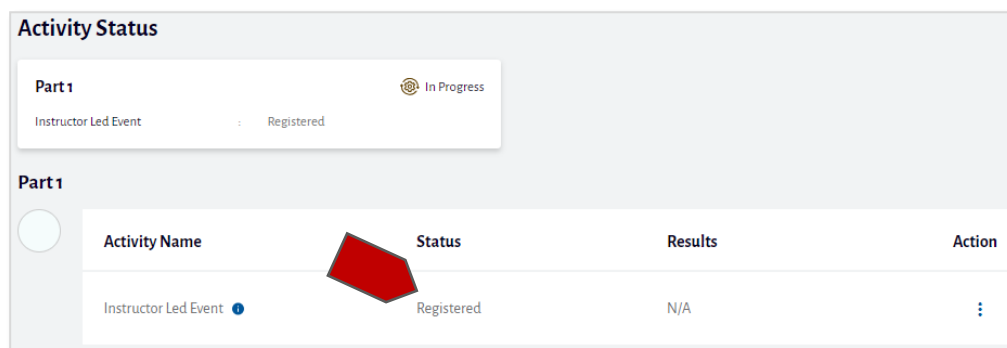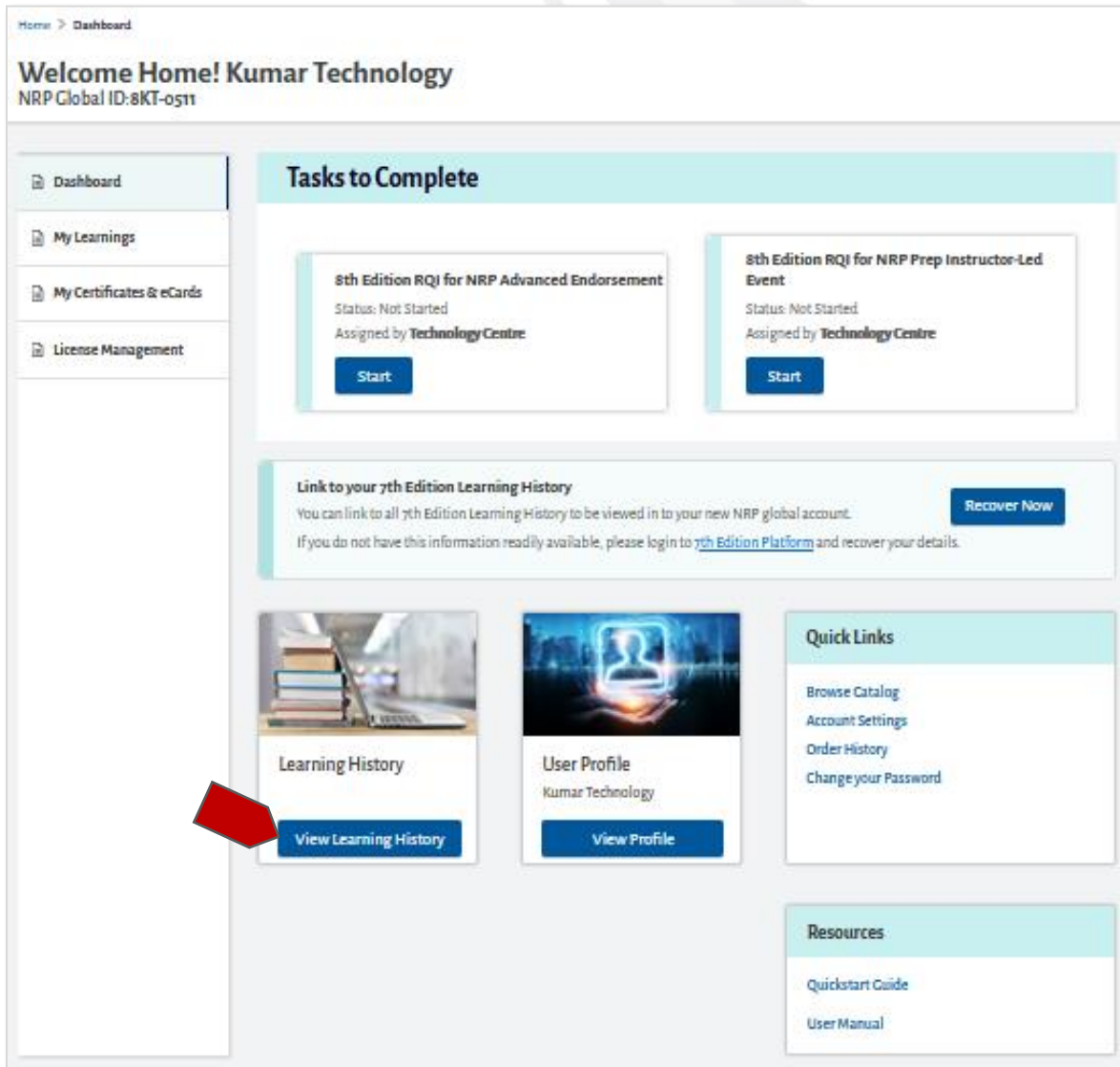
NOTE: The Action options, 'Change Event', 'Withdraw from Event', 'View Event Details' is covered in later sections titled 'ILE - Changing the Registered Event', 'ILE – Withdrawing the Registered Event' and 'ILE – Viewing Event Details' section.

END OF INSTRUCTIONS

Learning History
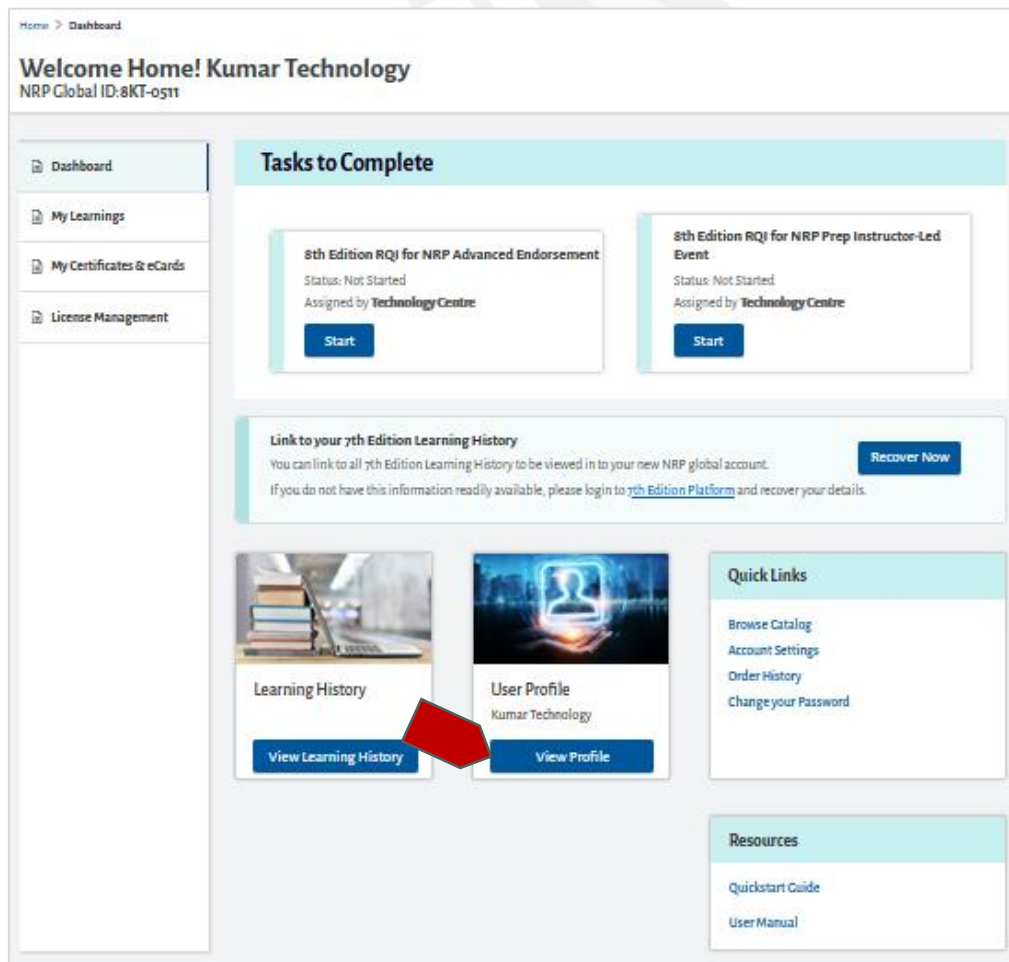
The 'Learning History' widget navigates to My Learnings page by clicking the "View Learning History" button.

User Profile

The "User Profile" widget navigates to My Accounts page by clicking the "View Profile" button.
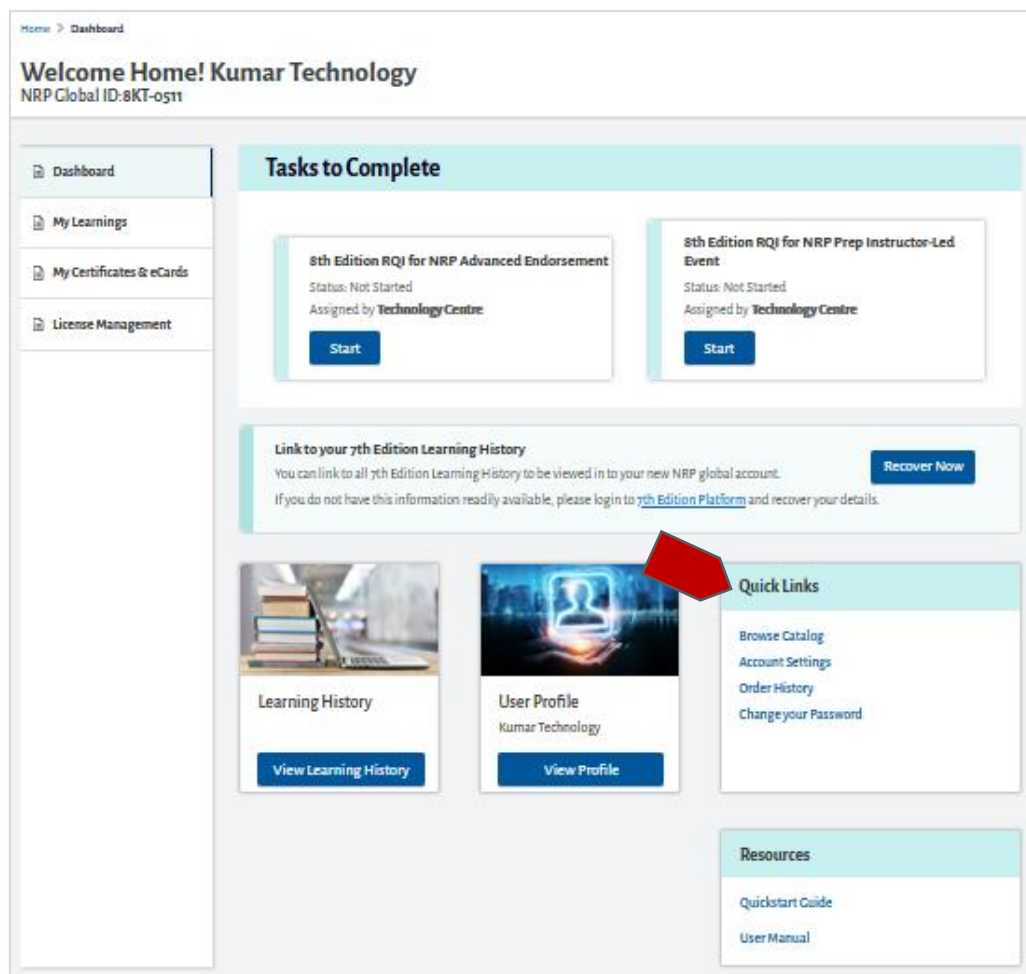
Quick Links

The "Quick Links" widget contains the quicks links for the most-commonly used navigations:

- Browse Catalog – The user is navigated to NRP Catalog menu
- Account Settings – The user is navigated to My Account -> Account Settings tab
- Order History – The user is navigated to My Account -> Order History tab
- Change your Password – The user is navigated to My Account -> Account Settings -> Change Password tile
- Instructor Toolkit – The user is navigated to ITK web resource page

  NOTE: The ITK is available to the user (who has applied for an IA & has got an approval; and enrolled to IC curriculum) in the 'Activity page' and will be marked as Completed in the platform once it has been accessed, but it can be used again by the user any number of times through dashboard (covered under the section titled 'Accessing ITK from the Dashboard') by the ICs, Instructors and IMs.

Resources

The "Resources" widget contains two PDF links:
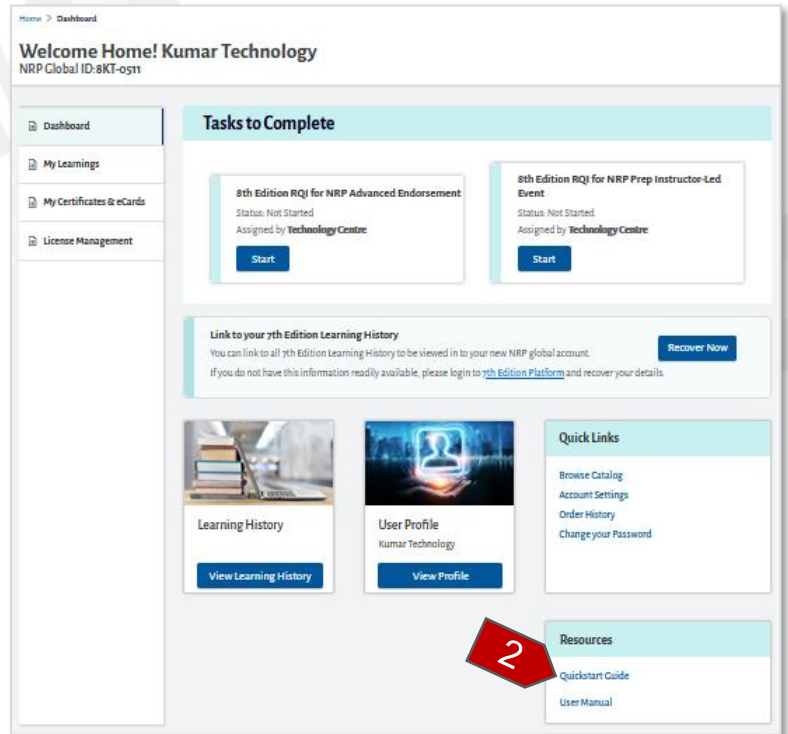
- User Manual
- QuickStart Guide

WI: QSG – Accessing PDF

1. Login to NRP Learning Platform.

2. Click on the "Quickstart Guide" link provided under 'Resources' widget.

The PDF is displayed to view along with 'Download/Print' options.

> END OF INSTRUCTIONS

WI: User Manual – Accessing PDF

1. Login to NRP Learning Platform.

2. Click on the "User Manual" link provided under the 'Resources' widget.

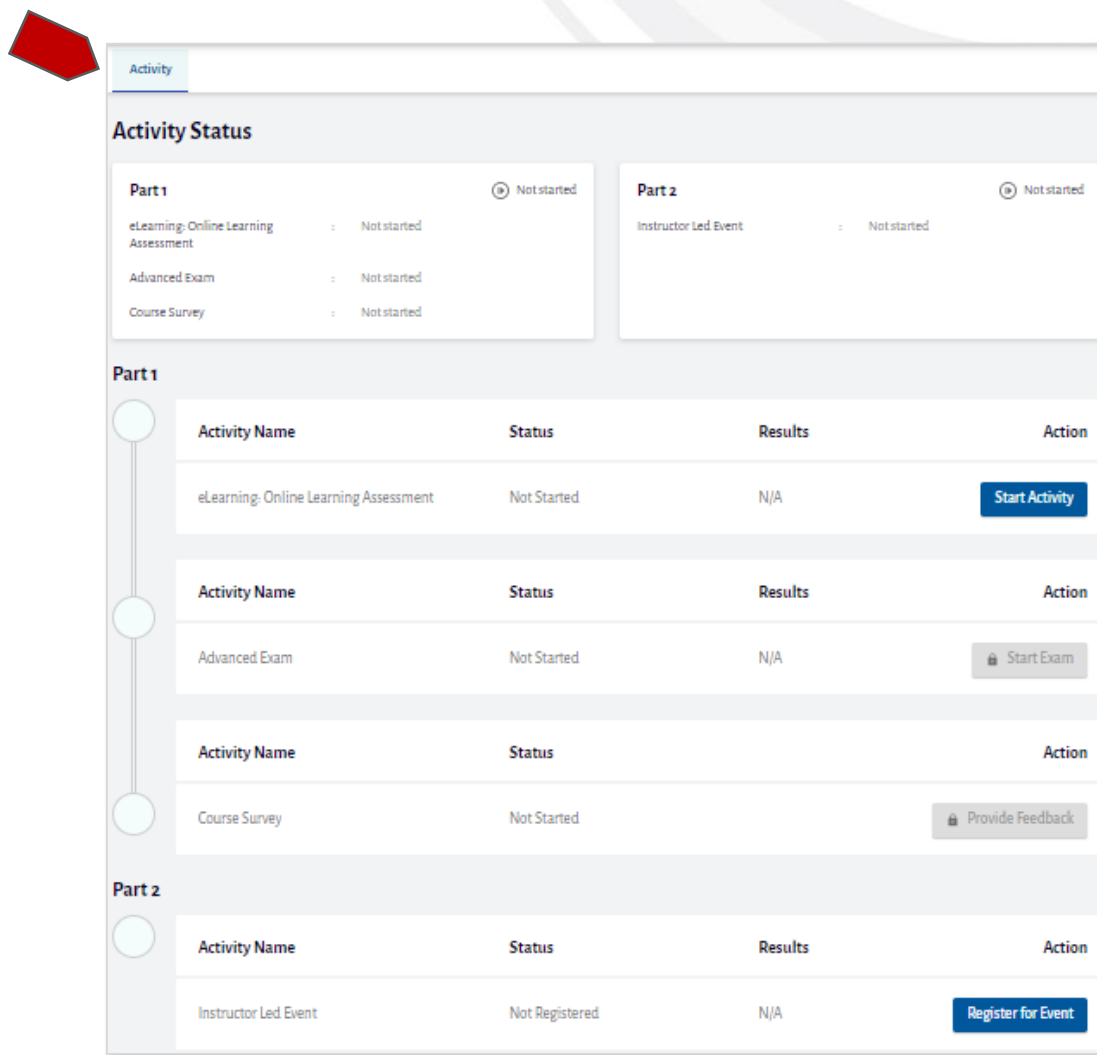The PDF is available to view along with the 'Download/Print' options.

END OF INSTRUCTIONS

Activity

The "Activity" page shows all the Part 1 and Part 2 activity details and instructions of a relative course.

The progress indicator of an activity is displayed on the screen. Upon completion of Part 1 & Part 2 learning activities, the certificate/eCard is made available to View/Download/Print.
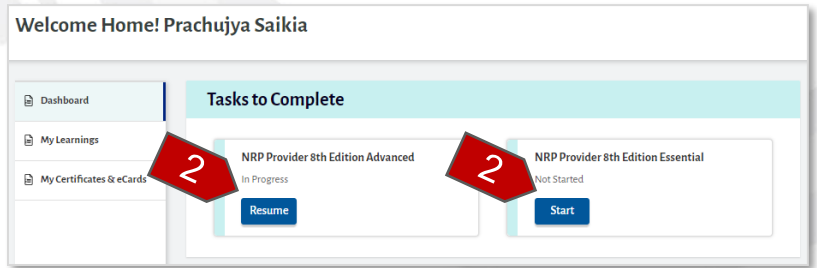
Neonatal Resuscitation Program®

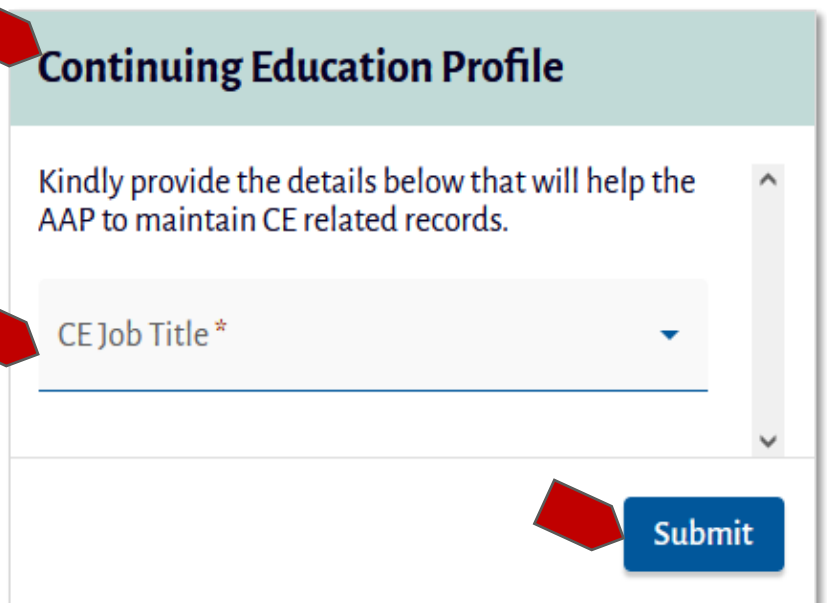## WI: Activity – Starting/Resuming/Reviewing the Activities

NOTE: The course can be started/resumed also in 'My Learnings' tab and 'NRP Catalog' menu.

1. Login to NRP Learning Platform.

2. Click on the "Start" or "Resume" button accordingly from the "Tasks to Complete" tile under Dashboard.

Welcome Home! Prachujya Saikia

- Dashboard
- My Learnings
- My Certificates & eCards

Tasks to Complete

NRP Provider 8th Edition Advanced
In Progress
Resume

NRP Provider 8th Edition Essential
Not Started
Start

NOTE:

- *Upon clicking on "Start" or "Resume" button, the "Continuing Education Profile" popup will appaer on the screen only when "Continuing Education Profile" is not updated on the 'NRP Learning Platform' through any profile of the user.*

Continuing Education Profile

Kindly provide the details below that will help the AAP to maintain CE related records.

CE Job Title *

- *The user has to mandatory fill the "CE Profile" details and click on the "Submit" button.*

Submit

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3. Click on the "Start Activity" or "Register for Event" button.
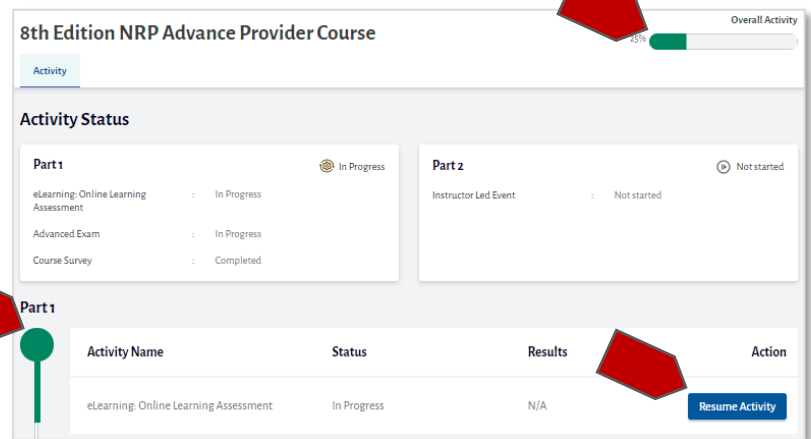
NOTE:

- *The user's activity progression in the course is indicated by the green progression flow in the left-side of the screen against each activity as well as in the "Overall Activity" progress bar capturing the percentage of activity completion.*

- *The user can pause & resume the paused activity by clicking the "Resume Activity" button.*

- *The user can review the completed activity by clicking the "Review" button.*

END OF INSTRUCTIONS

WI: Activity – Starting/Resuming eLearning: Online Learning Assessment Activity

1. Login to NRP Learning Platform.

2. Click on the "Start" or "Resume" button accordingly from the "Tasks to Complete" tile present in the Dashboard.
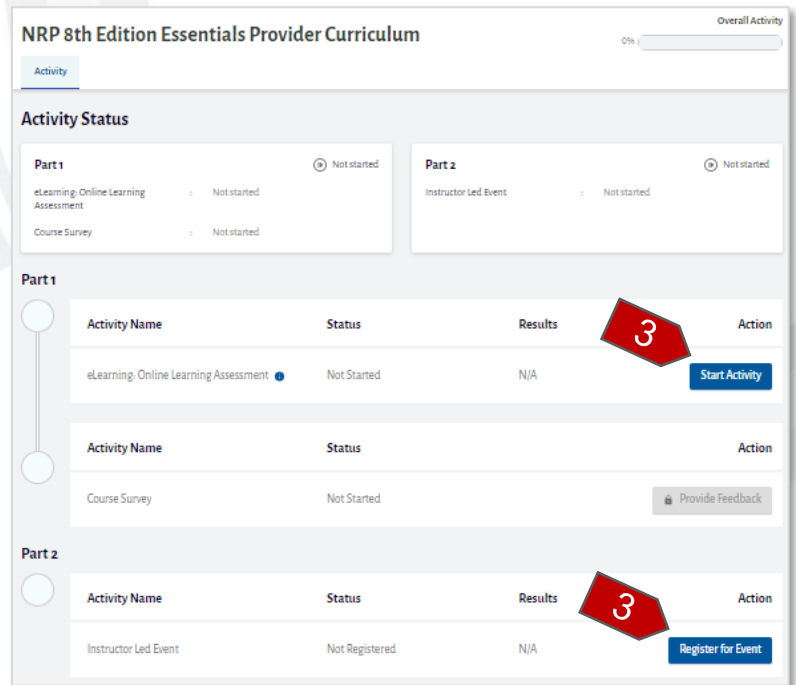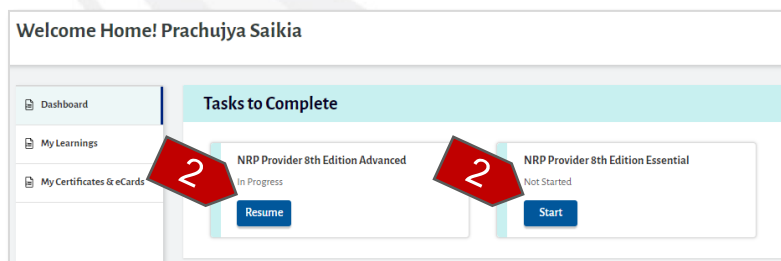

3. Click on the "Start Activity" button.

4. The "Rhapsode portfolio" screen will load.
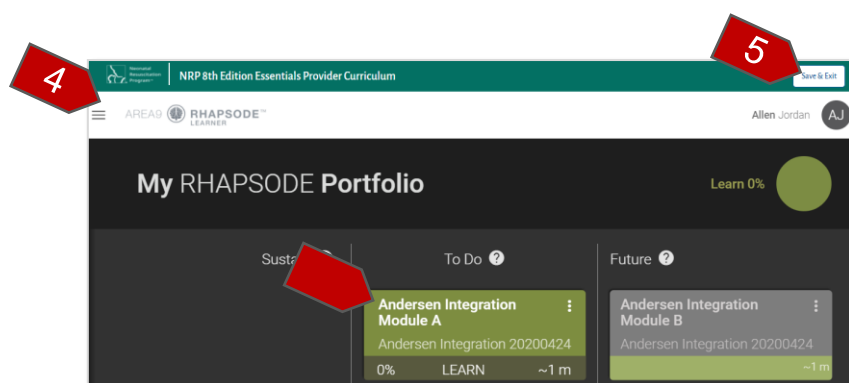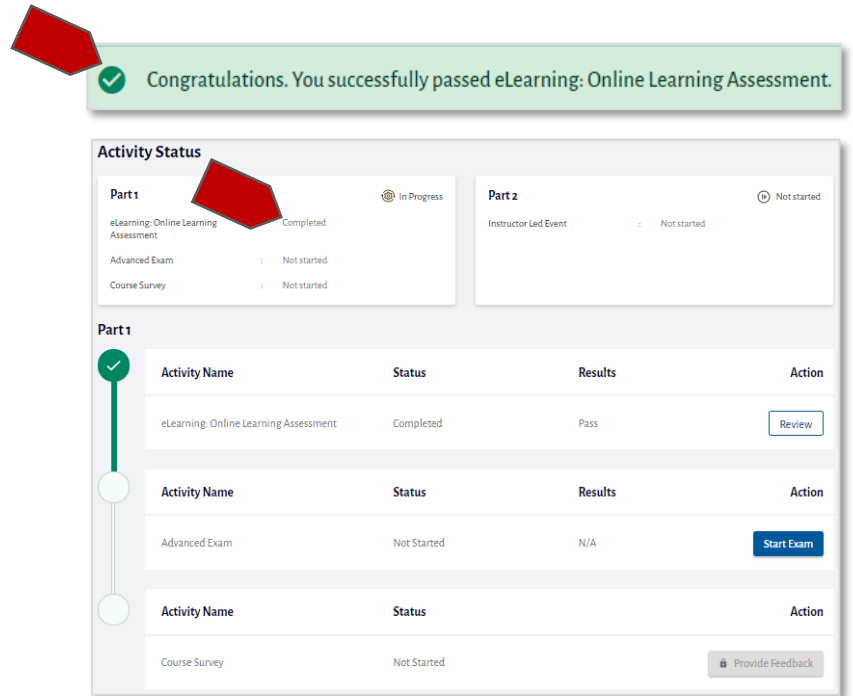
5. Follow the instructions displayed on the screen to complete the activity.

NOTE: Click on the "Save & Exit" button provided at the top-right corner of the screen to exit midway from an activity. The course progress gets automatically saved in this case. To resume the activity from the last saved progress, click on the "Resume Activity" button on the activity page.

6. Click on the "Save & Exit" button upon completion of an activity.

   The user is redirected to the "Activity" page along with the messages to the user such as:
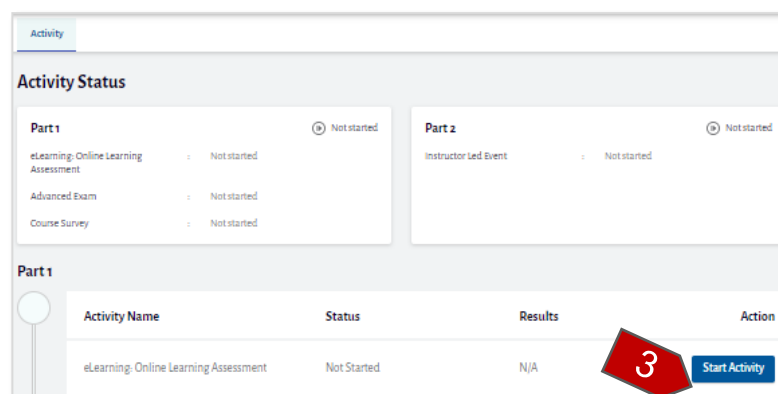
   - A green bar at the top of the page indicates that the user has passed the "eLearning: Online Learning Assessment" activity successfully.

   - "Completed" Status

   - "Pass" Status

   - The next sequential activity is made available for consumption

END OF INSTRUCTIONS

WI: Activity – Starting/Resuming Advanced Exam Activity

NOTE: The Advanced Exam activity is available only for the user who has registered for the NRP 8th Edition Advanced Provider curriculum.

1. Login to NRP Learning Platform.

2. Click on the "Start" or "Resume" button accordingly from the "Tasks to Complete" tile under Dashboard.

3. Click on the "Start Exam" / "Resume Exam" button accordingly.

   NOTE: The "Start Exam" button is enabled only when the user completes the "eLearning: Online Learning Assessment" activity.

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4. Select the answer by clicking on the respective radio buttons.

5. Then, click on the "Next" button to save the answer and continue to attend the subsequent questions in the exam.

    NOTE:
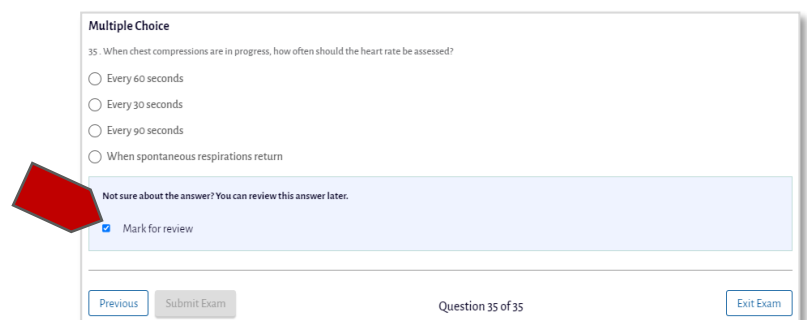
    *   *Click on "Exit" or "Save and Exit Exam" (available upon selecting answer) buttons to pause. The user is prompted for the confirmation. Click on the "Yes, Exit Exam" button to pause and go back to the "Activity" page.*

    *   *While attending the exam, any number of questions can be revisited again by selecting the "Mark for review" option.*

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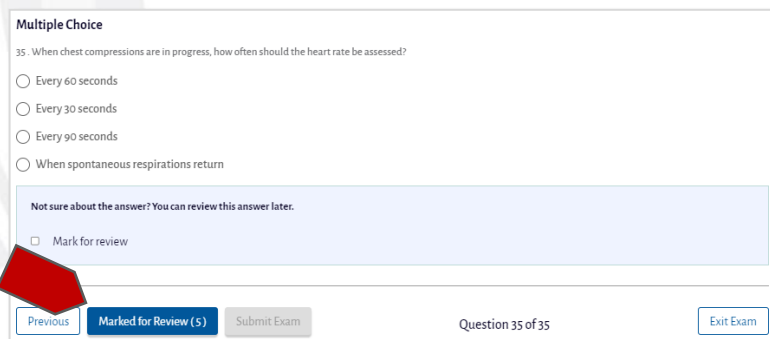
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and Laerdal Program

- *Only the questions & answer marked for review can be reviewed at the end of the exam. Upon clicking "Mark for review (#)" button, the user is navigated to specific Q&A in sequence of markings, wherein the user can modify the answer if required and click on "Confirm Review" button to confirm the answers. (# indicates the number of Q&A's marked for review by the user)*
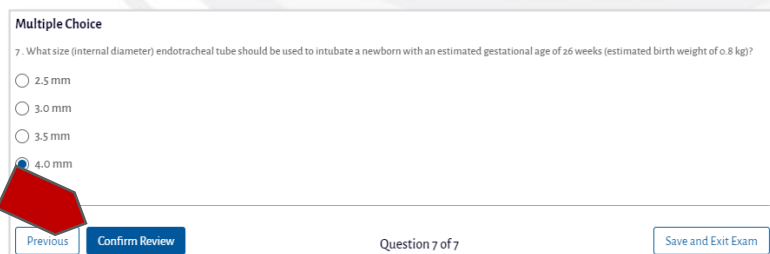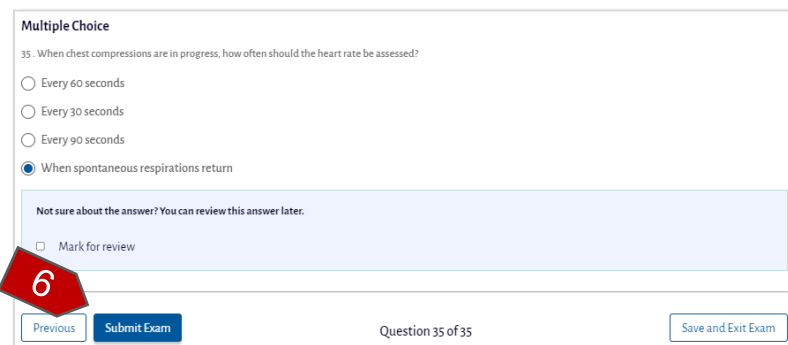
- *Click on "Previous" button to go back to the previous question page.*

6. Click on "Submit Exam" button upon completing the exam.
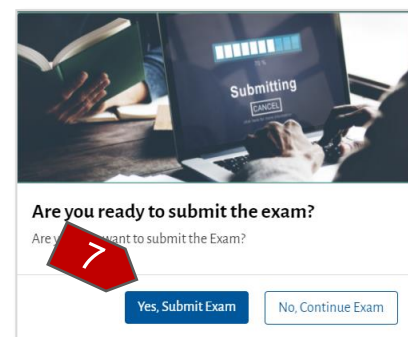
7. Click "Yes, Submit Exam" button to confirm the submission of the exam.

Neonatal Resuscitation Program®

The user is redirected to the "Activity" page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has passed the "Advanced Exam" activity successfully.
- "Completed" Status
- "Pass" Status
- The next sequential activity is made available for consumption
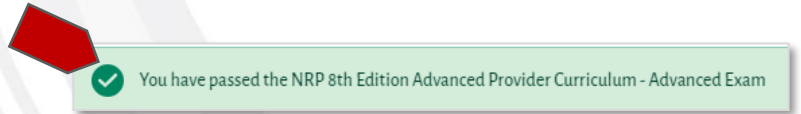
NOTE:

- *In case of IC/IR curriculum, post completion of 'Advanced Exam' activity, the next 3 activities (Instructor Course, Algorithm Activity, and Instructor Exam) are made available for consumption.*

- *The "Retake Exam" option is available only if a user has failed an exam attempt. If a user has been graded as 'Pass', a "Review" option is available.*

END OF INSTRUCTIONS

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An American Heart Association® and Laerdal Program

WI: Activity – Starting/Resuming Course Survey Activity

1. Login to NRP Learning Platform.

2. Click on "Start" or "Resume" button accordingly from the "Tasks to Complete" tile present in the Dashboard.
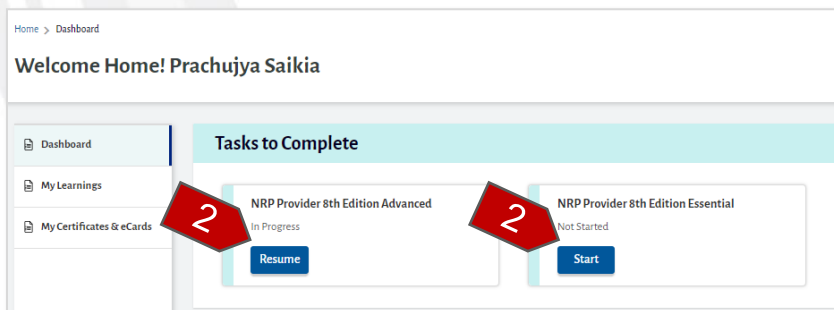
3. Click on "Provide Feedback" button against 'Course Survey' activity.
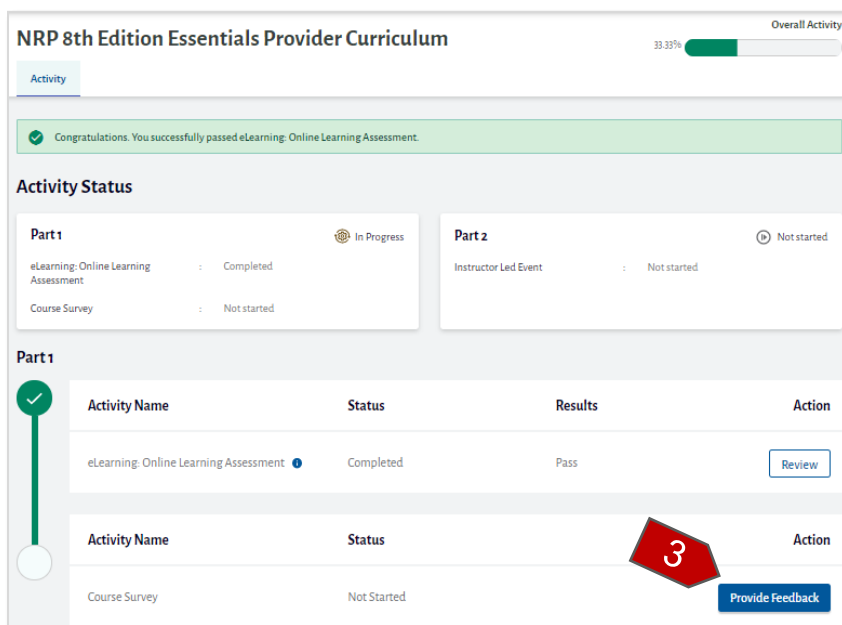
The user is navigated to "Feeback" page.
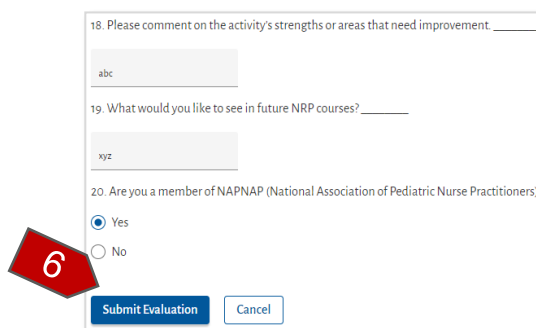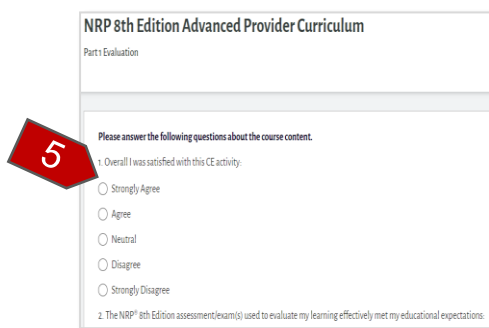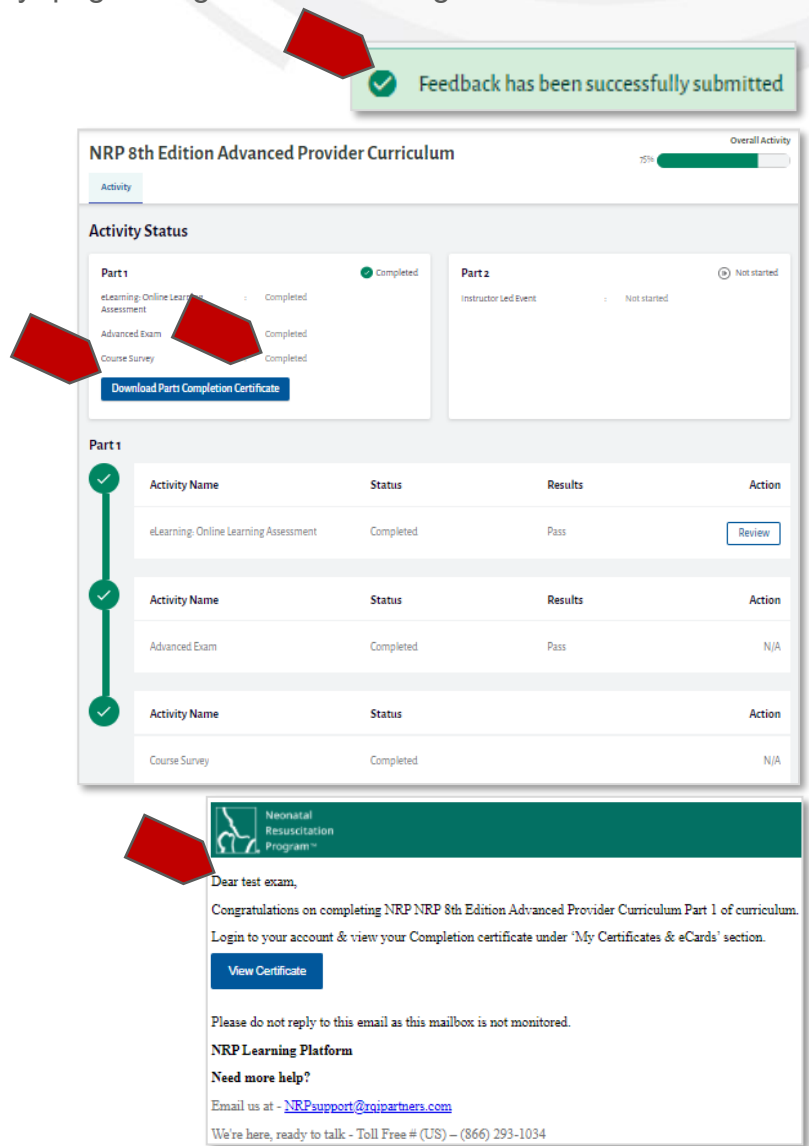
4. Select/Enter the answers by clicking on respective radio buttons.

5. Click on "Submit Evaluation" button upon completion of an activity.

The user is redirected to the "Activity" page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has submitted the feedback successfully.

- "Completed" Status

NOTE:

- *Once the user completes all the Part 1 activities, the Part 1 Completion certificate is available to View/Download/Print by clicking "Download Part1 Completion Certificate" button.*

- *Example Email: Part 1 Completion*

END OF INSTRUCTIONS

WI: Activity – Exploring Instructor Toolkit (ITK) from an 'Activity' page

NOTE:

- *The ITK is available to the user (who has applied for an IA & has got an approval; and enrolled to IC curriculum) in the 'Activity page' and will be marked as Completed in the platform once it has been accessed, but it can be used again by the user any number of times through dashboard (covered under the section titled 'Accessing ITK from the Dashboard') by the ICs, Instructors and IMs.*

- *The ITK can also be started/resumed to explore in 'My Learnings' tab and 'NRP Catalog' menu post assignment.*

- *Each time the ITK is being accessed by the user, the new tab will be opened that contain ITK information. Upon logging out from the ITK web page, the user is logged out from both the ITK web page and the user's dashboard.*

1. Login to NRP Learning Platform.

2. Click on "Start" or "Resume" button accordingly from the "Tasks to Complete" tile under Dashboard.
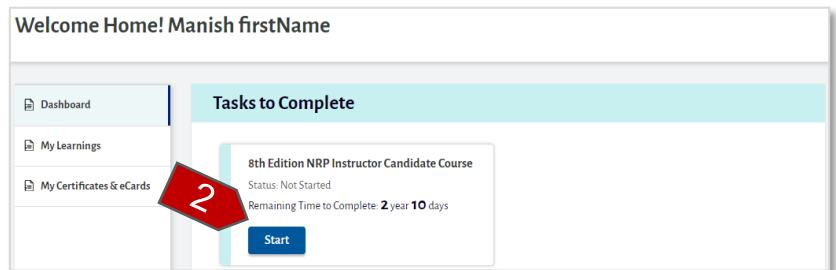
3. Click on the "Explore Now" button.

The user is navigated to "Instructor Toolkit" web resource page.

The information is structured by segregating in the Menu form as follows:

- Home

- How NRP Works

- NRP Learner Education

- Resources

- Instructor Development

- Instructor Mentor

- NRP Learning Platform

NOTE: The ITK information is further detailed out in the sub-menus that are available upon clicking Menu dropdowns.

END OF INSTRUCTIONS

WI: Activity – Starting/Resuming Instructor Course Activity

NOTE: The Instructor Course activity is available only for the users who has enrolled to Instructor Candidate or Instructor Renewal curriculum.

1. Login to NRP Learning Platform.

2. Click on "Start" or "Resume" button accordingly from the "Tasks to Complete" tile under Dashboard.
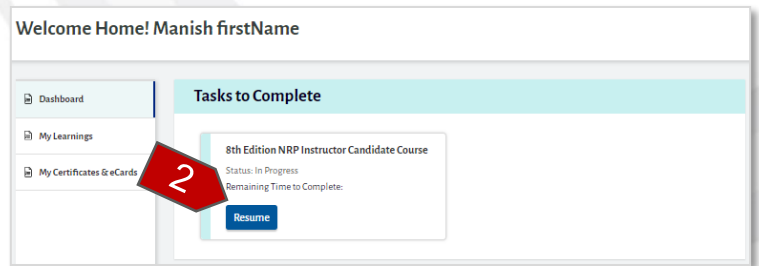
3. Click on "Start Activity" / "Resume Activity" button accordingly.

   NOTE: The "Start Activity" button is enabled only when the user completes "Advanced Exam" activity.
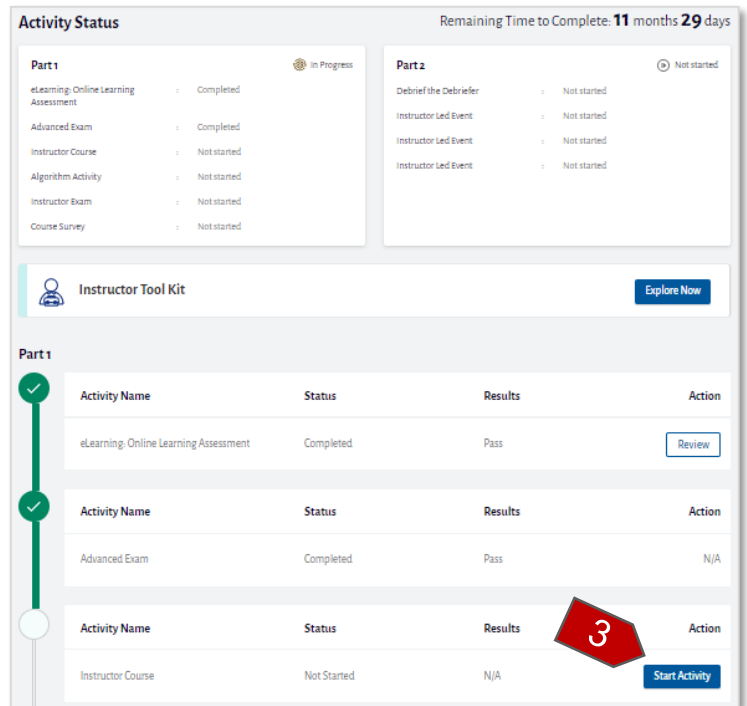
   The "Instructor course" screen will load.
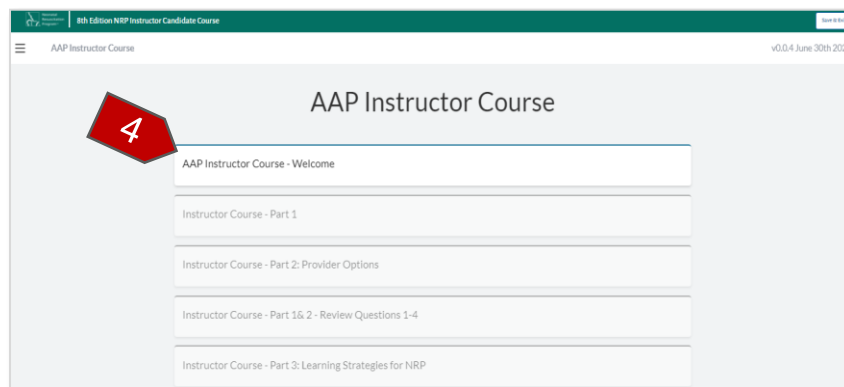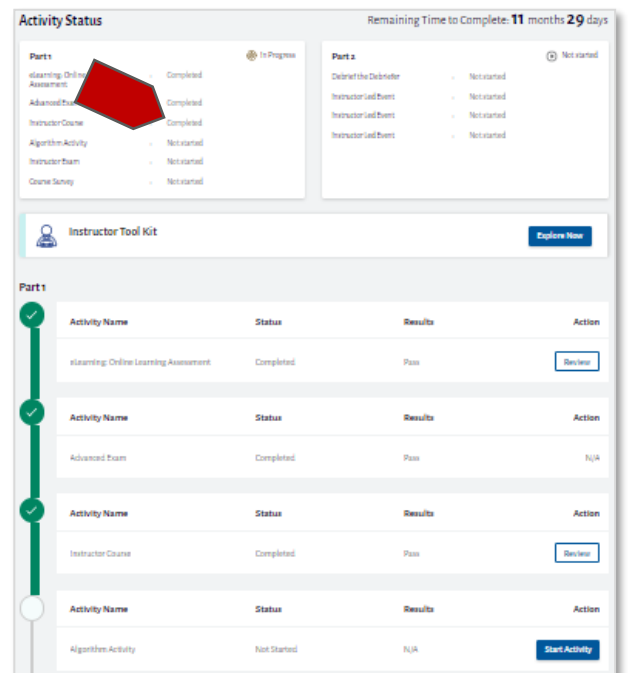
4. Follow the instructions displayed on the screen to complete the activity.

   NOTE: The "Save & Exit" button provided at the top-right corner of the screen could be clicked to exit midway from an activity. The course progress gets automatically saved in this case. To resume the activity from the last saved progress, click on "Resume Activity" button in the activity page.

5. Click on "Save & Exit" button upon completion of an activity.

   The user is redirected to the "Activity" page along with the messages to the user such as:

   - A green bar at the top of the page indicates that the user has passed the "Instructor course" activity successfully.

   - "Completed" Status

   - "Pass" Status
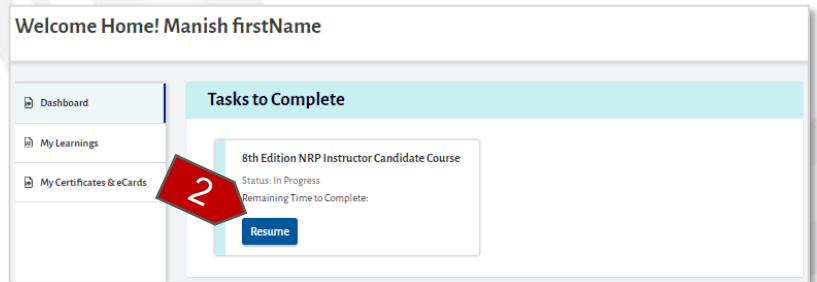
END OF INSTRUCTIONS

WI: Activity – Starting/Resuming Algorithm Activity

NOTE: The 'Algorithm Activity' is available only for the users who has enrolled to Instructor Candidate or Instructor Renewal curriculum.

1. Login to NRP Learning Platform.

2. Click on "Start" or "Resume" button accordingly from the "Tasks to Complete" tile under Dashboard.

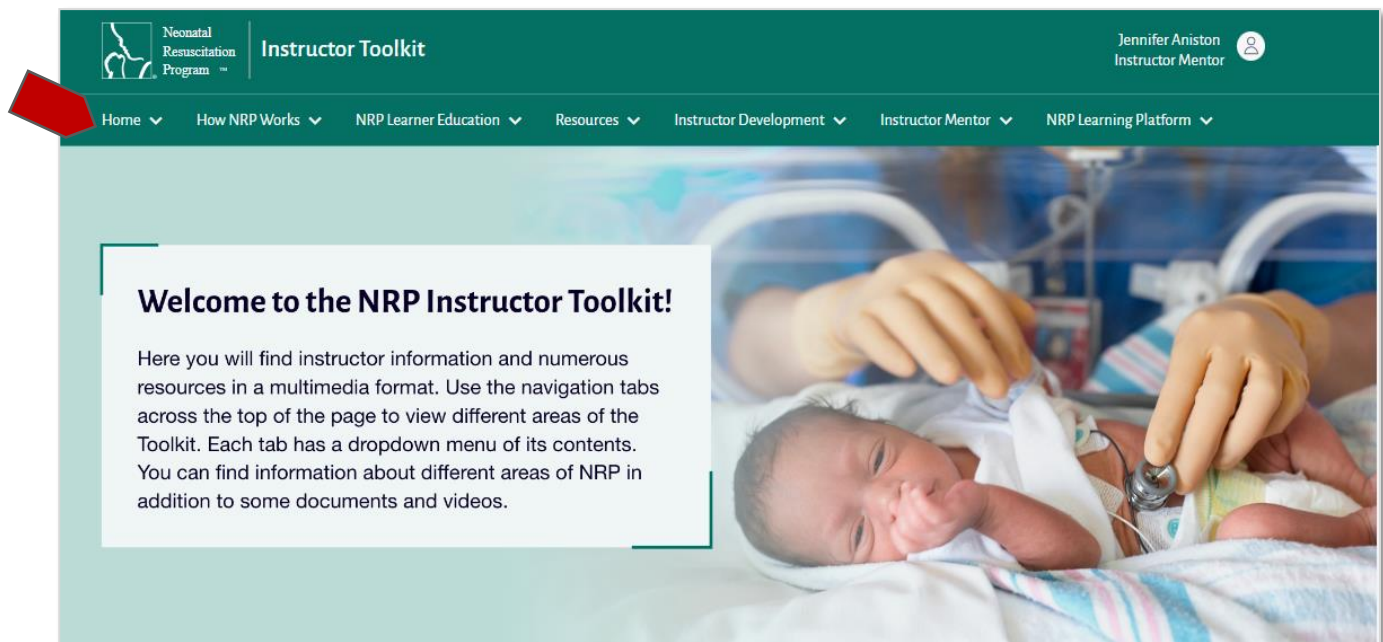3. Click on "Start Activity" / "Resume Activity" button accordingly.

   NOTE: The "Start Activity" button is enabled only when the user completes "Instructor course" activity.

   The "Algorithm Activity" screen will load.

4. Follow the instructions displayed on the screen to complete the activity.

   NOTE: The "Save & Exit" button provided at the top-right corner of the screen could be clicked to exit midway from an activity. The course progress gets automatically saved in this case. To resume the activity from the last saved progress, click on "Resume Activity" button in the activity page.

5. Click on "Save & Exit" button upon completion of an activity.

   The user is redirected to the "Activity" page along with the messages to the user such as:

   - A green bar at the top of the page indicates that the user has passed the "Algorithm Activity" successfully.

   - "Completed" Status

   - "Pass" Status

END OF INSTRUCTIONS

## WI: Activity – Starting/Resuming Instructor Exam Activity

NOTE: The 'Instructor Exam' activity is available only for the users who has enrolled to the Instructor Candidate or Instructor Renewal curriculum.

1. Login to NRP Learning Platform.

2. Click on "Start" or "Resume" button accordingly from the "Tasks to Complete" tile under Dashboard.
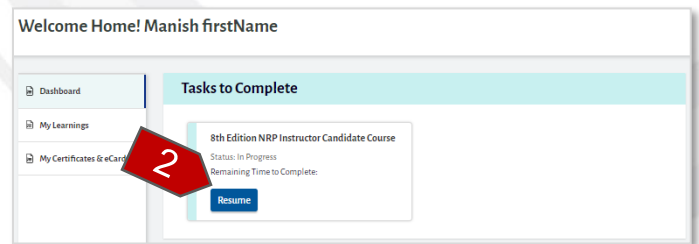
3. Click on "Start Activity" / "Resume Activity" button accordingly.

   NOTE: The "Start Exam" button is enabled only when the user completes "Instructor course" activity.
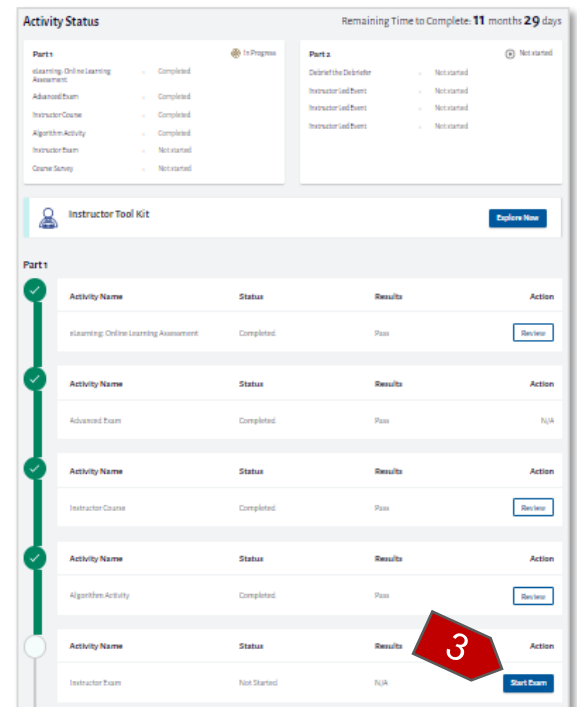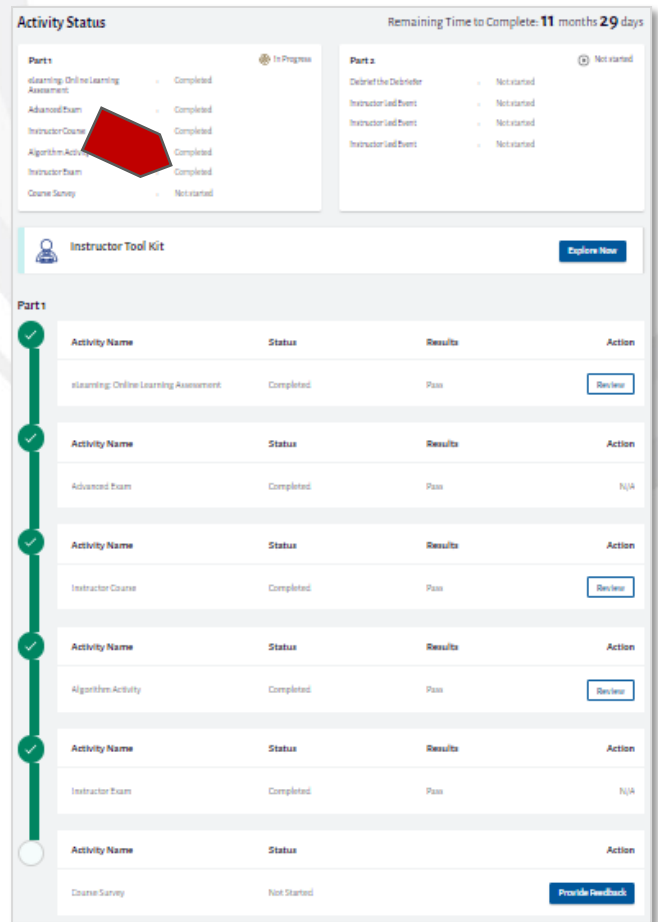
4. Further steps have been covered under the 'Starting/Resuming Advanced Exam Activity' -> 'Step 4 to 7' section. The 'Instructor exam' process is similar 'Advanced Exam' activity.

   The user is redirected to the "Activity" page along with the messages to the user such as:

   • A green bar at the top of the page indicates that the user has passed the "Algorithm Activity" successfully.

You have passed the 8th Edition NRP Instructor Candidate Course

- "Completed" Status

- "Pass" Status

- The next sequential activity is made available for consumption

NOTE:

- *The "Retake Exam" option is available only if a user has failed an exam attempt. If a user has been graded as 'Pass', a "Review" option is available.*

END OF INSTRUCTIONS

WI: Activity – Printing/Downloading Debrief the Debriefer PDF

NOTE: The 'Debrief the Debriefer' PDF is available only to the user who has enrolled to Instructor Candidate curriculum. This is an optional activity.

1. Login to NRP Learning Platform.

2. Click on "Start" or "Resume" button accordingly from the "Tasks to Complete" tile under Dashboard.

3. Click on the "Print/Download" button.
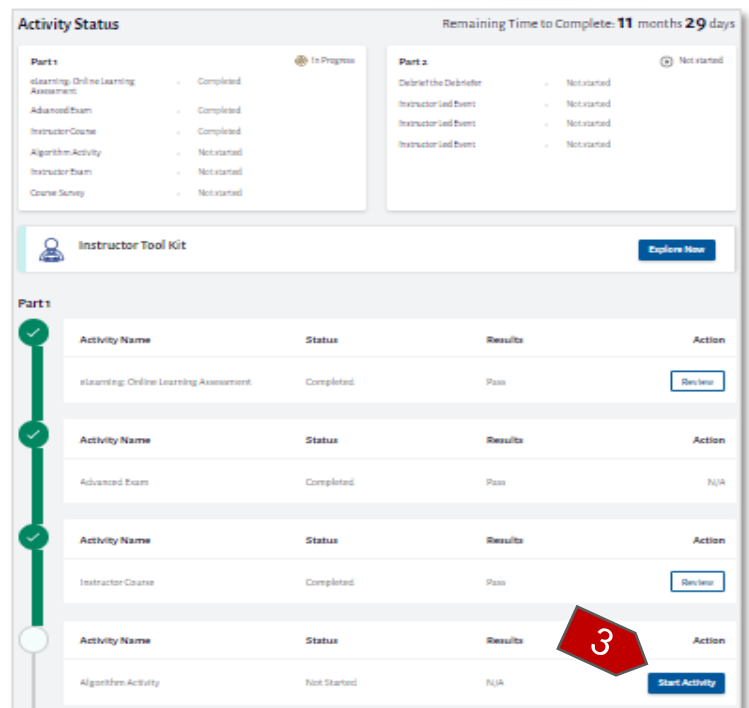
The 'Debrief the Debriefer' pdf will load.

<div style="border:1px solid #000; display:inline-block; padding:4px 16px;">END OF INSTRUCTIONS</div>

WI: Activity – Viewing More Details for the Events registration

1. Login to NRP Learning Platform.

2. Click on the "View More Details" link.

The details of the Event are displayed in the drop-down menu.
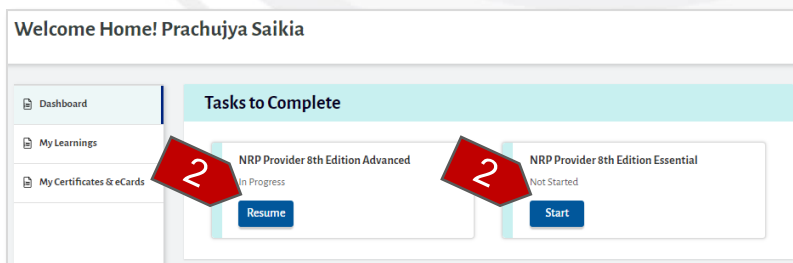
END OF INSTRUCTIONS

WI: Activity – Registering for an Instructor-Led Event (ILE)

NOTE: For IC / IR curriculum, only the Events wherein Instructor Mentor is available would be listed in 'Register for Event' page.

1. Login to NRP Learning Platform.

2. Click on "Start" or "Resume" button accordingly from the "Tasks to Complete" tile under Dashboard.

3. Click on "Register for Event" button.

The Event screen will load.

NOTE:

- *By default, the latest created events are listed at the top of the list.*

- *The list could be narrowed down by using the following filter options:*

    o *Choose Date Range*
    o *Country*
    o *Timings*
    o *State / Province*
    o *City*
    o *Zip code*
    o *Instructor Name*

4. Enter a part of search term (Event Name).

    The result is the list of all the events that match the search value.

5. Click on the "Register" button.

    NOTE: The event details such as Date, Timings, Address of the event to be held, along with the instructor's name are displayed on the tile.

    The user is redirected to the "Activity" page along with the messages to the user such as:

    - A green bar at the top of the page indicates that the user has
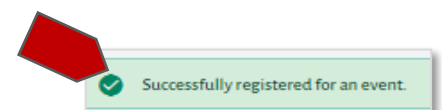
registered for the event successfully.

- "Registered" Status

NOTE:

- *Once the user attends & passes the event, the eCard is available to View/Download/Print by clicking "View eCard" button.*

- *If the user has already conducted an ILE in 7th edition and credit for the same will give to complete IR in 8th edition platform.*

- *In case of IR curriculum, the "View eCard" button is enabled only when 60 days ahead the eCard is about to expire.*

- *Example Email – Part 2 Completion*

- *The EP/AP/Instructor eCard/rank is valid for 2 years (an eCard expiry of AP is extended for another year in case the user has started IC curriculum) and IC rank is valid for 1 year.*
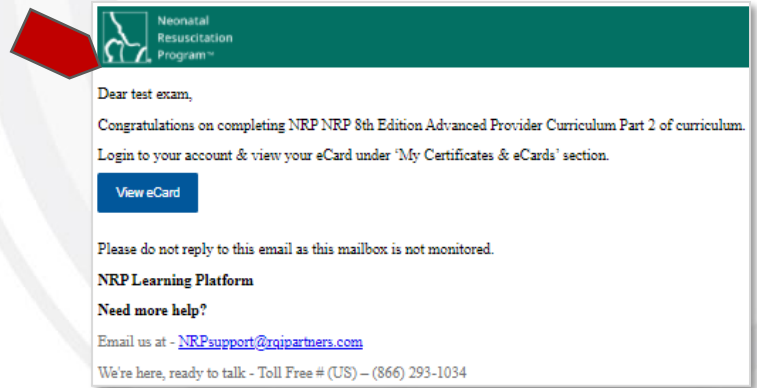
- *Example Email - Event Registered*
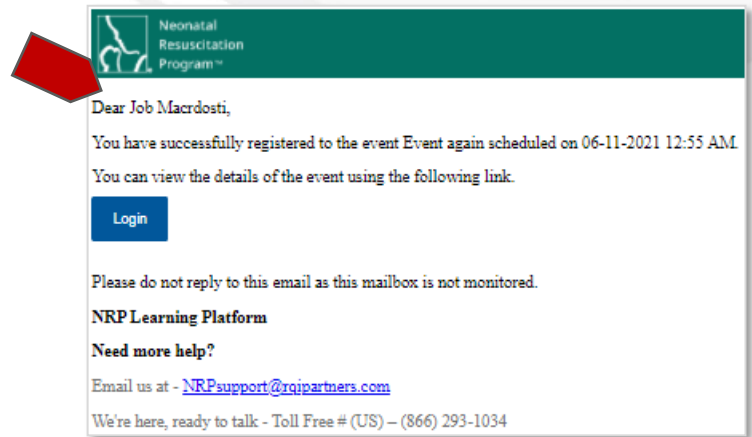
- *Example Email – Event Updated*
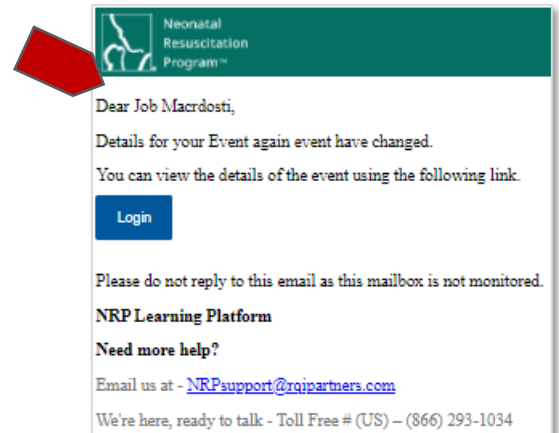
> END OF INSTRUCTIONS

ILE – Action on registered ILE

The Action button (the three dots under the Actions column) opens a menu to perform actions on the registered event, including:

- Change Event – Allows the user to change the registered event to the new event
- Withdraw from Event – Allows the user to withdraw from a registered event
- View Event Details – Allows the user to view additional details of a registered event

WI: ILE – Changing the Registered Event

1. Login to NRP Learning Platform.

2. Click on "Start" or "Resume" button accordingly from the "Tasks to Complete" tile under Dashboard.
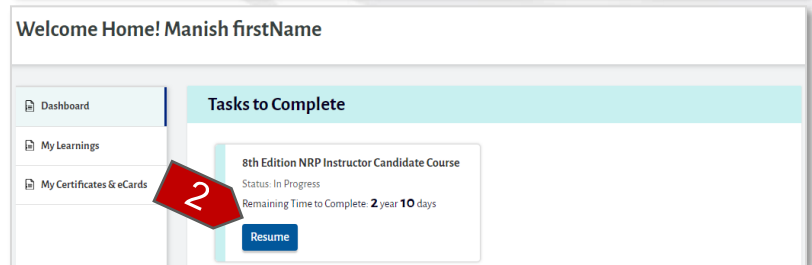
   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on "Register for Event" button.
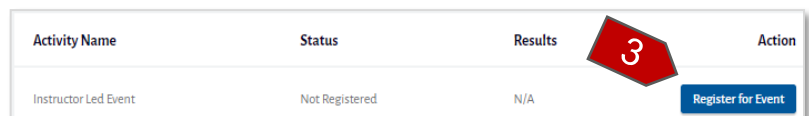
   The user is navigated to the 'Event listing' page.

   NOTE:

   - *By default, the latest created events are listed at the top of the list.*

   - *The list could be narrowed down by using the following filter options:*
     - *Choose Date Range*
     - *Timings*
     - *Country*
     - *State / Province*
     - *City*
     - *Zip code*
     - *Instructor Name*
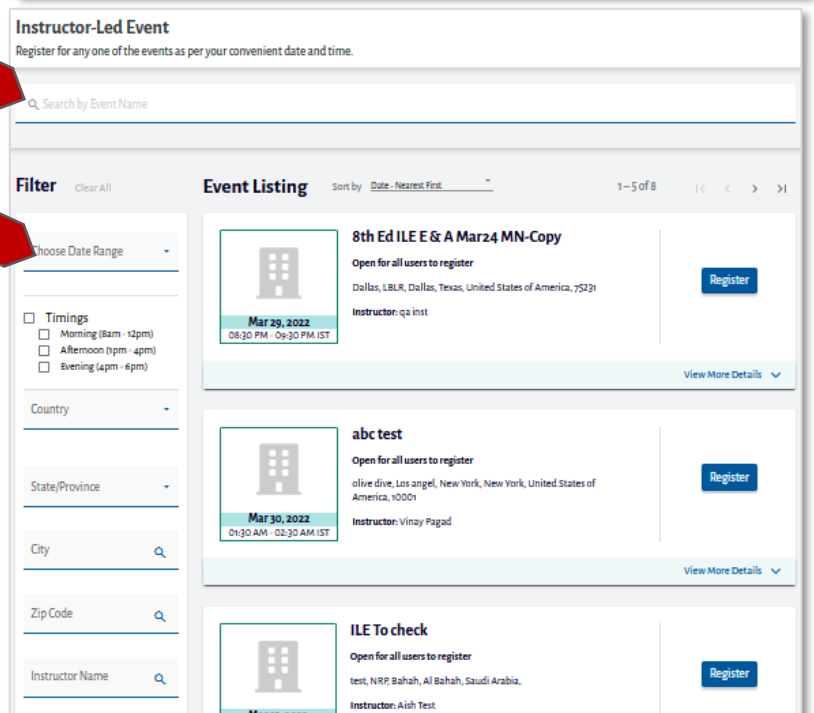
4. Enter a part of search term (Event Name).

   The result is the list of all the events that match the search value.

   NOTE: The registered event in the list will be indicated by "Registered" label.
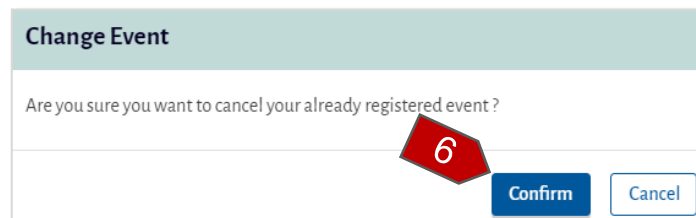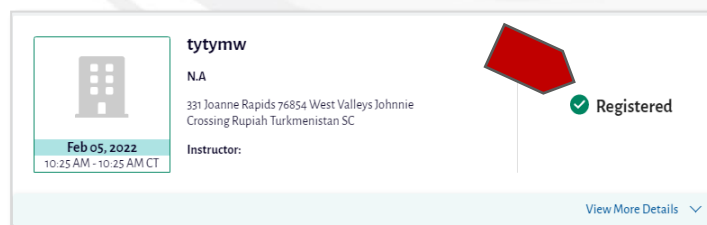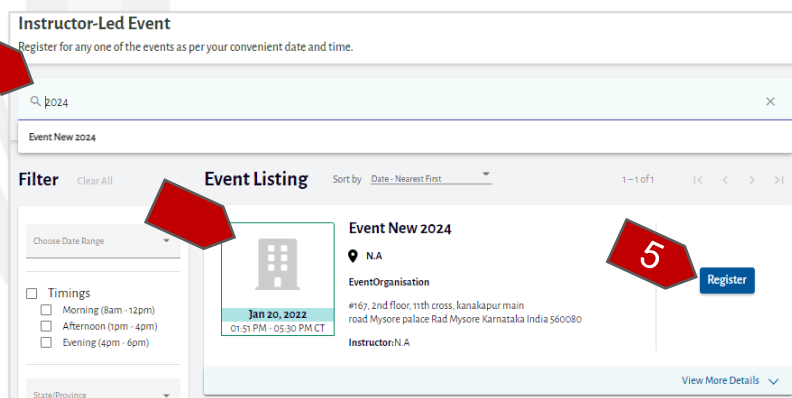
5. Click on the "Register" button.

   NOTE: The event details such as Date, Timings, Address of the event to be held, along with the instructor name are displayed on the tile.

6. Click on "Confirm" button provided in the "Change Event" confirmation pop up.

   The user is redirected to the "Activity" page along with the registered status being updated.

   ┌─────────────────────────────┐
   │ END OF INSTRUCTIONS   │
   └─────────────────────────────┘

WI: ILE – Withdrawing the Registered Event

1. Login to NRP Learning Platform.

2. Click on "Start" or "Resume" button accordingly from the "Tasks to Complete" tile under Dashboard tab.
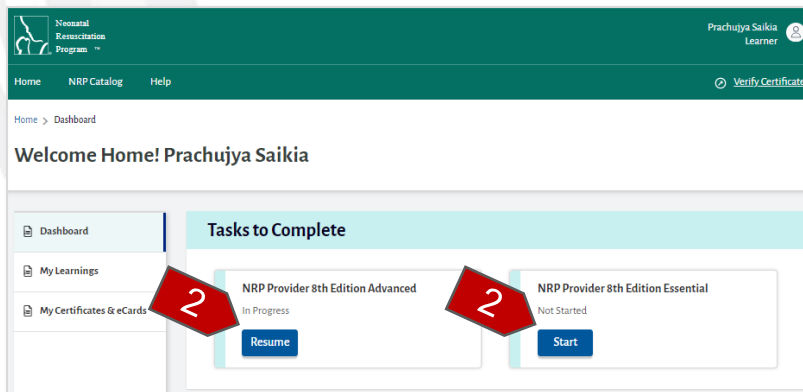
   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on "Withdraw from Event" option available for a registered event in the list under Action column.
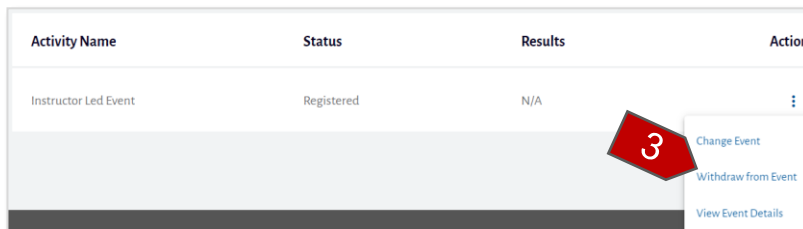
   The user is redirected to the "Activity" page along with the messages to the user such as:

   - A green bar at the top of the page indicates that the user has registered for an event successfully.

   - "Not Registered" Status

   - The "Register for Event" button is available to register for a new event.
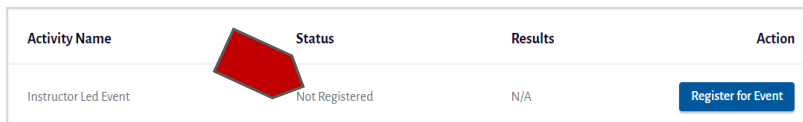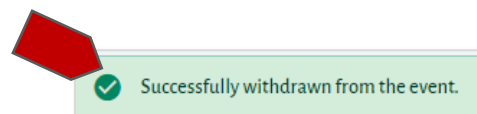
NOTE: Example Email - Withdraw Event

Dear qa inst,

You have successfully withdrawn from the test ADV scheduled on 06-17-2021 02:05 AM.

If you are a student/ Instructor candidate, please use the following link to find more events.

Login

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPsupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034

END OF INSTRUCTIONS

WI: ILE – Viewing Event Details

1. Login to NRP Learning Platform.

2. Click on the "Start" or "Resume" button accordingly from the "Tasks to Complete" tile under Dashboard tab.
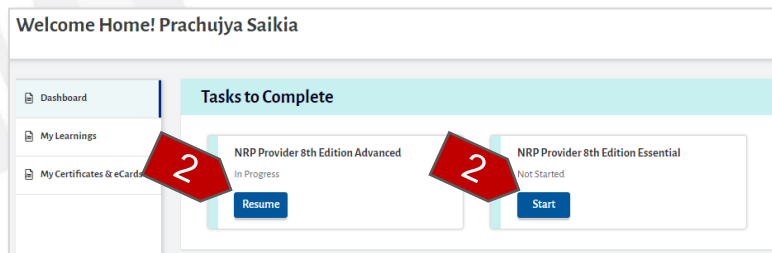
   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on "View Event Details" option available for a registered event in the list under Action column.
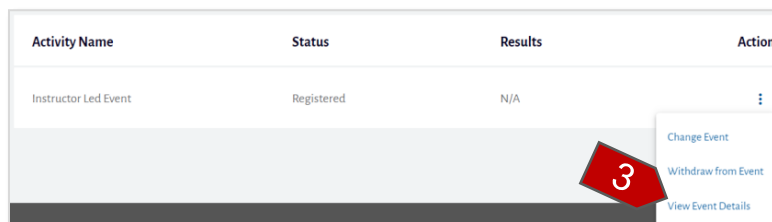
4. The user is navigated to the "Event Details" page with the following details:

   - Event Name – The name of the event registered
   - Event Status – Registered
   - Instructor Details – Instructor Name, Email Address, Rank
   - Location & Schedule Details –Date, Timings, Address
   - Note for Students – The notes to the student(s) by Instructor/IM
   - Change Event – The user is navigated to "Change Event" page
   - Withdraw from Event – The user is navigated to "Withdraw from Event" page
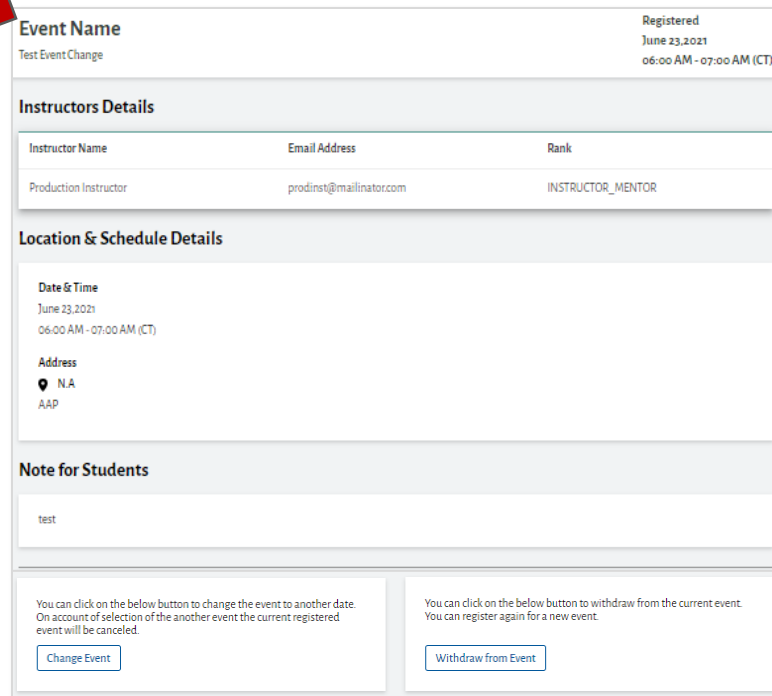
   END OF INSTRUCTIONS

Instructor Toolkit (ITK) in the Dashboard

NOTE:

- *The Instructor Toolkit (ITK) is available only for Instructor Candidates, Instructors, and Instructor Mentors.*

- *Each time the ITK is accessed by the user, the new tab will be opened that contain ITK information. Upon logging out from the ITK web page, the user is logged out from both the ITK web page and the user's dashboard. To access ITK web page, the user needs to login on the NRP Learning Platform and click on the "Instructor Toolkit" link provided in 'Quick Links' section.*

The "Instructor Toolkit" web resource page contains all the information required to assist ICs, Instructors, and IMs in teaching the NRP instructor-led events.

WI: ITK – Accessing ITK from the Dashboard (only from NRP Global Account)

NOTE: The Instructor Toolkit (ITK) is available only for Instructor Candidates, Instructors, and Instructor Mentors.

1. Login to NRP Learning Platform.

2. Click on the "Instructor Toolkit" link provided in the 'Quick Links' section.

    The user is navigated to "Instructor Toolkit" web resource page.

    The information is structured by segregating in the Menu form as follows:

    - Home
    - How NRP Works
    - NRP Learner Education
    - Resources
    - Instructor Development
    - Instructor Mentor
    - NRP Learning Platform

    NOTE: The ITK information is further detailed out in the sub-menus that are available upon clicking Menu dropdowns.
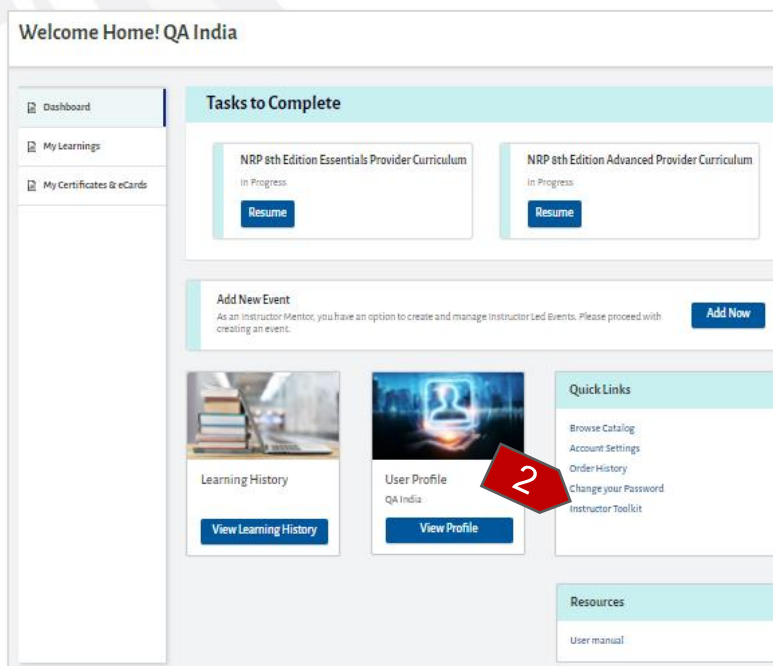
    ┌──────────────────────────┐
    │   END OF INSTRUCTIONS   │
    └──────────────────────────┘
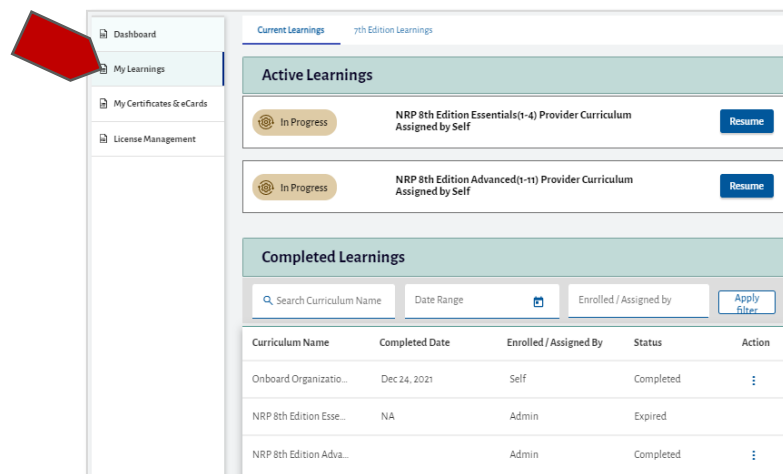
My Learnings

My Learnings tab shows two subtabs:
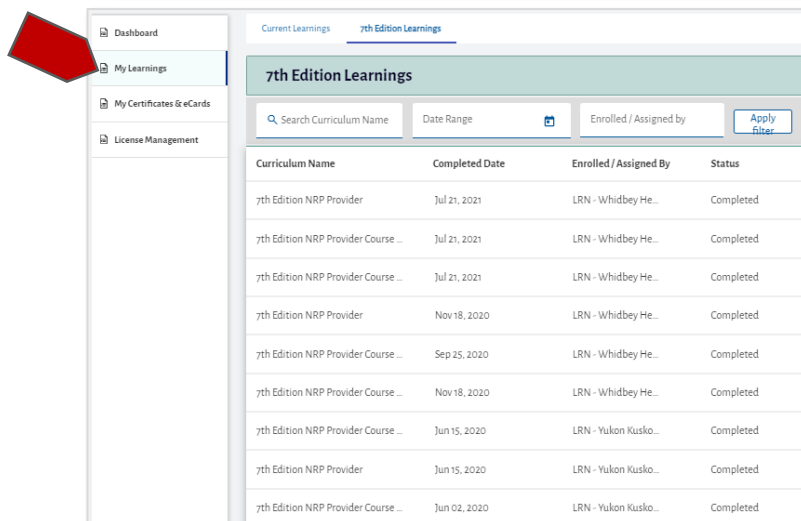
- Current Learnings
- 7th Edition Learnings

The 'Current Learnings' sub-tab shows two tiles:

- **Active Learnings** – Shows the courses that the user can start or resume along with the "Yet to start" & "In-progress" statuses, respectively.

- **Completed Learnings** – shows the list of all the Certificates/eCards of the courses being completed by the user. Actions can be performed on the single certificate or eCard. Certificates or eCards can be searched/filtered, and the resulting columns can be sorted.

WI: My Learnings – Viewing Details of 7th Edition Learnings

1. Login to NRP Learning Platform.

2. Click the "My Learnings" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on "7th Edition Learnings" sub-tabs.

   NOTE: By default, Current Learning tab appears.

   END OF INSTRUCTIONS

WI: Active Learnings – Starting/Resuming the Activity of a Course

NOTE: The course can be started or resumed also through "Task to Complete" tile provided in the "Home->Dashboard" tab and NRP Catalog menu.

1. Select the "Home" tab from the menu.
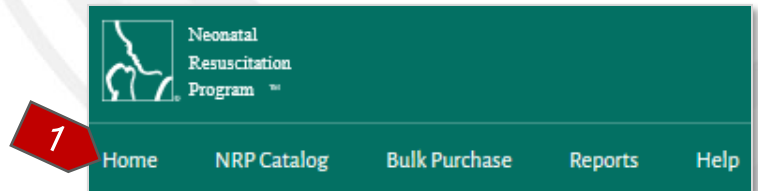
2. Click the "My Learnings" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.
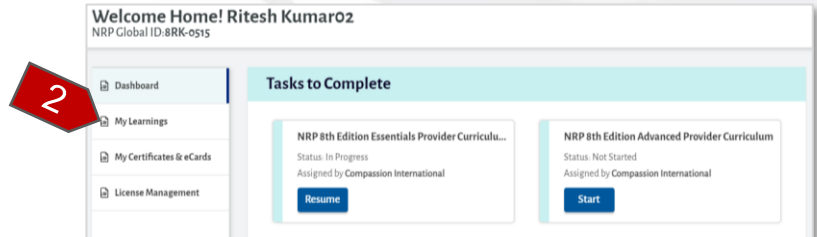
3. Click on "Start" or "Resume" button accordingly.

   NOTE: The Resume option is available only when the user pauses any activity in a course & return to Dashboard tab.
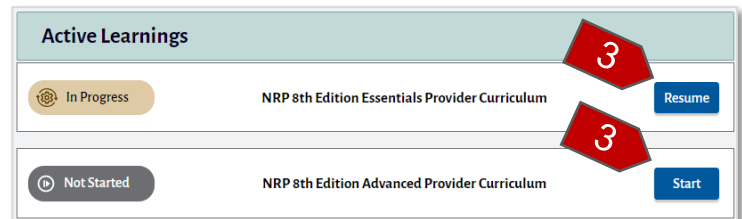
4. In either case, "Start" or "Resume", the user navigates to the "Activity" page along with the appropriate options.
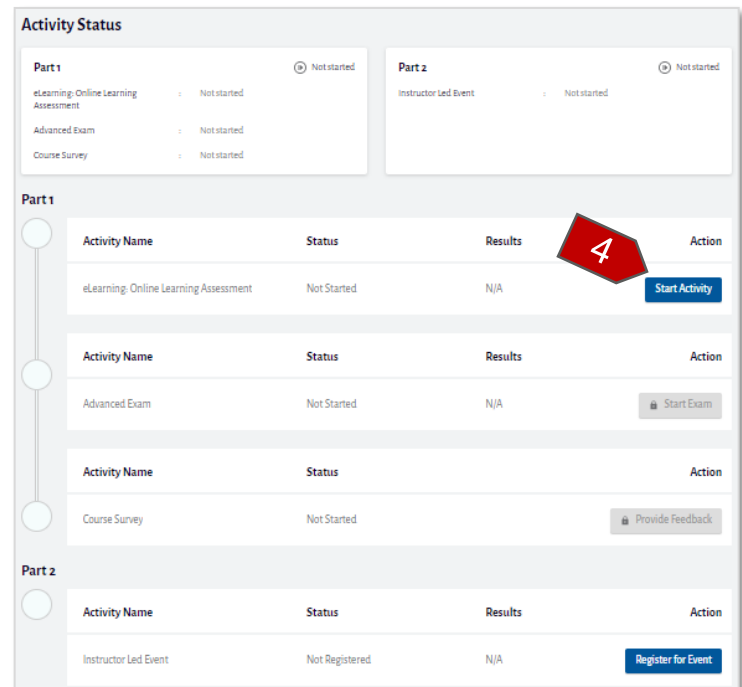
END OF INSTRUCTIONS

Completed Learnings – Action on Completed Learnings (Certificates/eCards)

The Action button (the three dots under the Actions column) opens a menu to perform actions on the course/curriculum, including:

- View eCard – Allows the user to pre-view the generated eCard
- View Certificate – Allows the user to pre-view the generated Certificate
- View Details – Allows the user to view details of the course activities by navigating to the "Activity" page

Completed Learnings

Curriculum Name	Completed Date	Enrolled / Assigned By	Status	Action
Onboard Organizatio...	Dec 24, 2021	Self	Completed	⋮
NRP 8th Edition Esse...	NA	Admin	Expired	
NRP 8th Edition Adva...		Admin	Completed	⋮

1 – 3 of 3 |< < > >|

WI: Completed Learnings – Searching/Filtering the Certificates/eCards
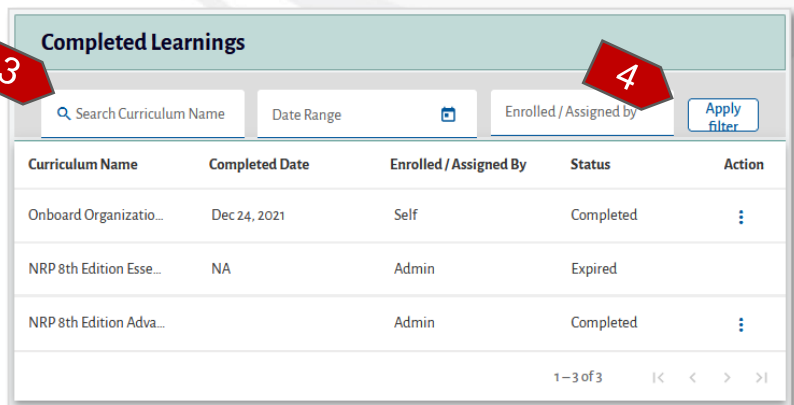
1. Login to NRP Learning Platform.

2. Click the "My Learnings" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Enter a part of search term (Curriculum Name) and/or select Date Range.

   The result is the list of all the curricula that match the search value.

4. Click the "Apply Filter" button to apply the search and/or filter criteria.

   The list of all the certificates/eCards will update based on search criteria. Click the "Clear Filter" button to return to the default view.

   NOTE: The "Clear Filter" button appears only after clicking the "Apply Filter" button.

   END OF INSTRUCTIONS

WI: Completed Learnings – Sorting Certificates/eCards

1. Login to NRP Learning Platform.

2. Click the "My Learnings" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

The user is navigated to "My Learnings" page, wherein "Complete Learnings" section is available.

The Curriculum details list can be sorted alphabetically by clicking the column headings.

END OF INSTRUCTIONS

WI: Completed Learnings – Viewing Certificate/eCard

NOTE: The Certificates/eCards are also available to view/download/print in the "My Certificates & eCards" tab and also in "Activity" page, after completing Part 1 & Part 2 activities, respectively.

1. Login to NRP Learning Platform.

2. Click the "My Learnings" tab.

    NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on "View Certificate/eCard" option available for a curriculum in the list under Action column.

    The Certificate/eCard screen will load along with the "Email" and "View/Download/Print" options.
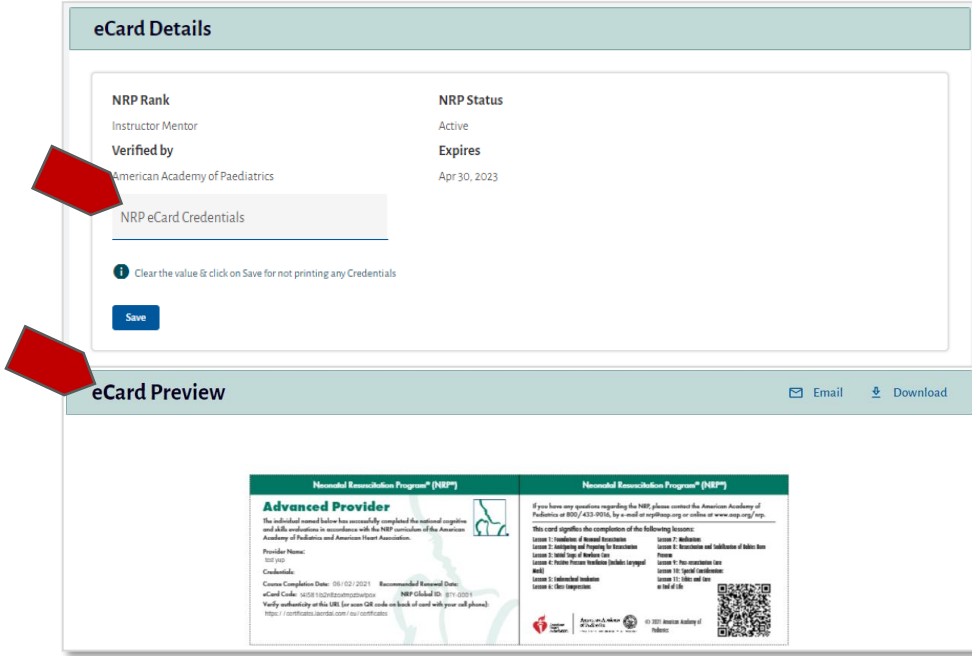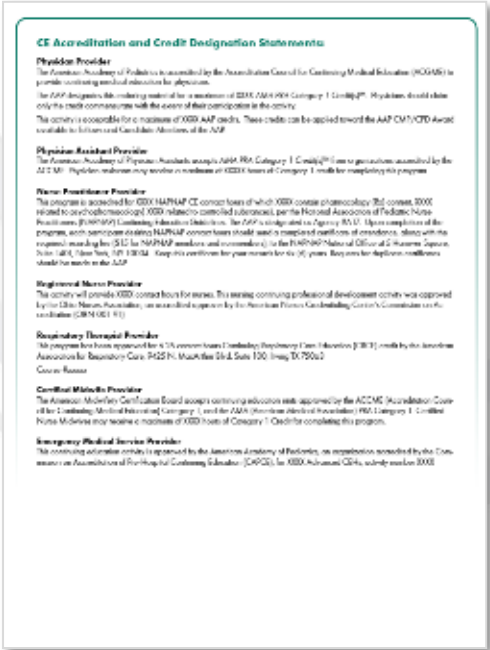
NOTE: The NRP eCard Credentials can be entered & saved by the user that is printed on the eCard Name field appending the name of the user.
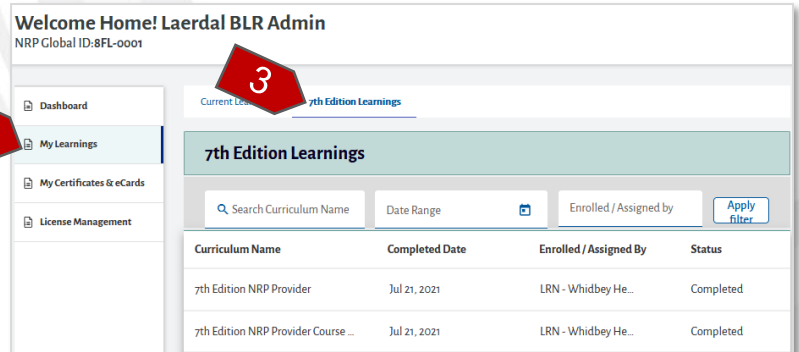
END OF INSTRUCTIONS

WI: Completed Learnings – Viewing Details

1. Login to NRP Learning Platform.

2. Click the "My Learnings" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on "View Details" option available for a curriculum in the list under Action column.

   The user is navigated to the "Activity" page to view the details of the course.

END OF INSTRUCTIONS

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My Certificates & eCards

The 'My Certificates & eCards' tab shows overall list of certificates & ecards earned by the user. Actions can be performed on the single certificate or eCard. Certificates or eCards can be searched/filtered, and the resulting columns can be sorted.

My Certificates & eCards tab shows two subtabs:

- Current Certificates & eCards
- 7th Edition Certificates & eCards

My Certificates & eCards – Action on Current Certificates/eCards

The Action button (the three dots under the Actions column) opens a menu to perform actions on the certificate/eCard, including:

- View Certificate/eCard – Allows the user to pre-view the generated certificate/eCard

- Email Certificate/eCard – Allows the user to share the certificate/eCard to any other person

- View Email History – Allows the user to view the email addresses to whom the user has emailed

- Download Certificate/eCard – Allows the user to navigate to the standard Download browser along with view/download/print options
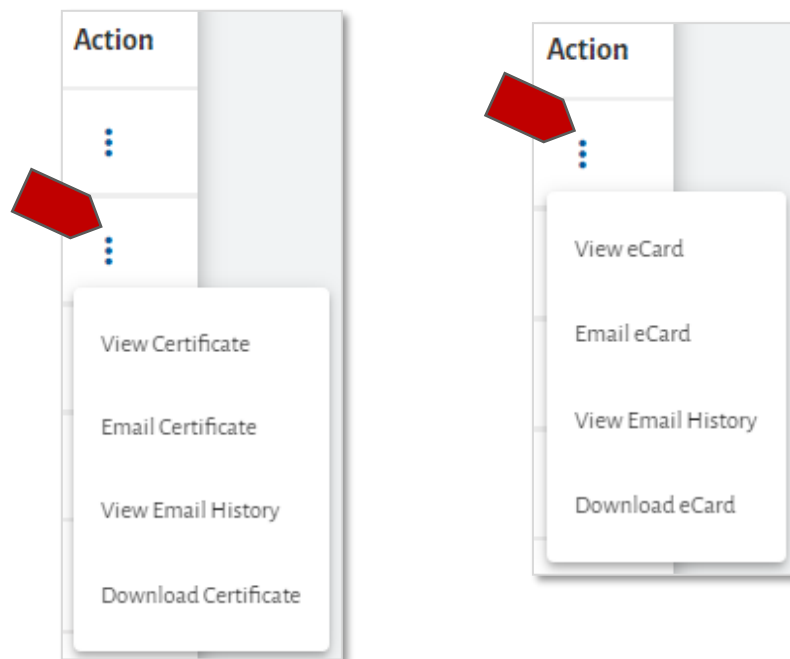
NOTE: The "View Certificate" is available in the action when the user has completed only part 1 of the course and the "View eCard" is available when the user has completed both part 1 and part 2 of the course.

My Certificates & eCards – Action on 7ᵗʰ Edition Certificates/eCards

The Action button (the three dots under the Actions column) opens a menu to perform actions on the certificate/eCard, including:
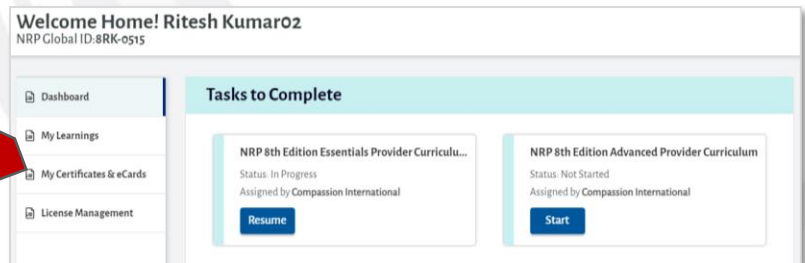
- View Certificate/eCard – Allows the user to pre-view the generated certificate/eCard

- Email Certificate/eCard – Allows the user to share the certificate/eCard to any other person

- View Email History (Certificate/eCard) – Allows the user to view the email addresses to whom the user has emailed

- Download Certificate/eCard – Allows the user to navigate to the standard Download browser along with view/download/print options

WI: My Certificate & eCards – Searching/Filtering the Certificates/eCards

1. Login to NRP Learning Platform.

2. Click the "My Certificates & eCards" tab.
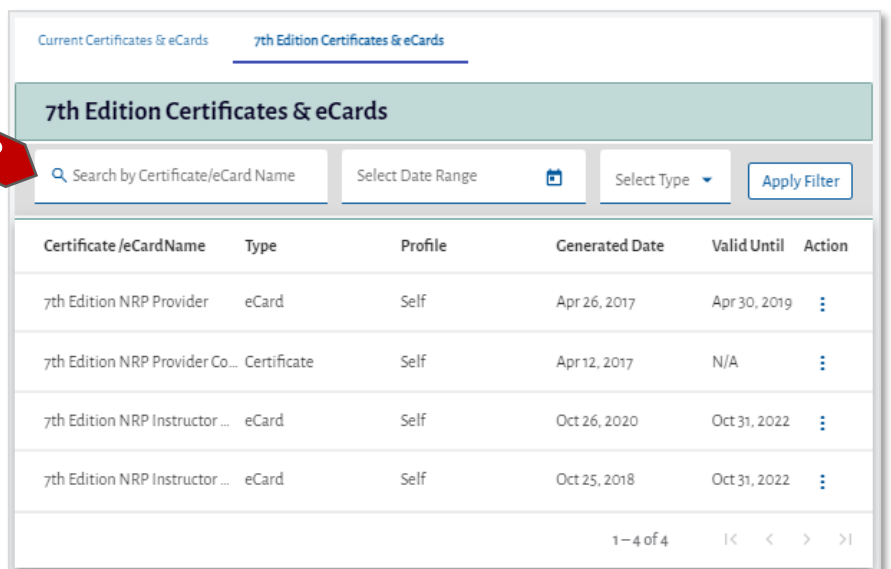
> NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

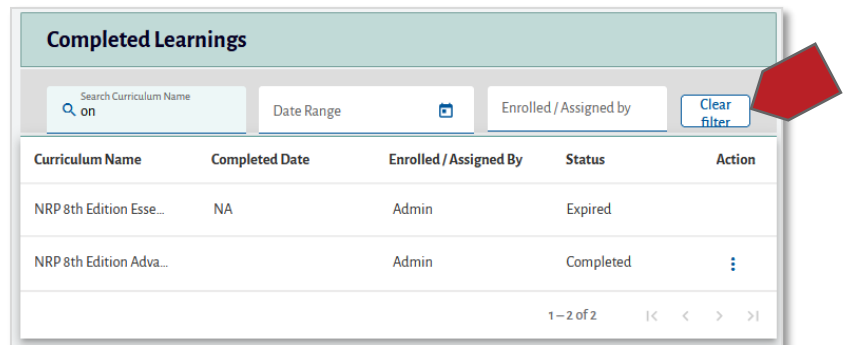3. Enter the part of a search term (Certificate/eCard Name) and/or select Date Range and/or Type (Certificate or eCard).

4. Click the "Apply Filter" button to apply the search and/or filter criteria.

    The list of certificates/eCards will update based on search criteria. Click the "Clear Filter" button to return to the default view.

My Certificates & eCards

| Search by Certificate/eCard Name | Select Date Range | Select Type ▾ | Clear Filter |

NOTE: The "Clear Filter" button appears only after clicking the "Apply Filter" button.

END OF INSTRUCTIONS

Neonatal Resuscitation Program®

WI: My Certificate & eCards – Sorting Certificates/eCards

1. Login to NRP Learning Platform.

2. Click the "My Certificates & eCards" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

   Welcome Home! Ritesh Kumar02
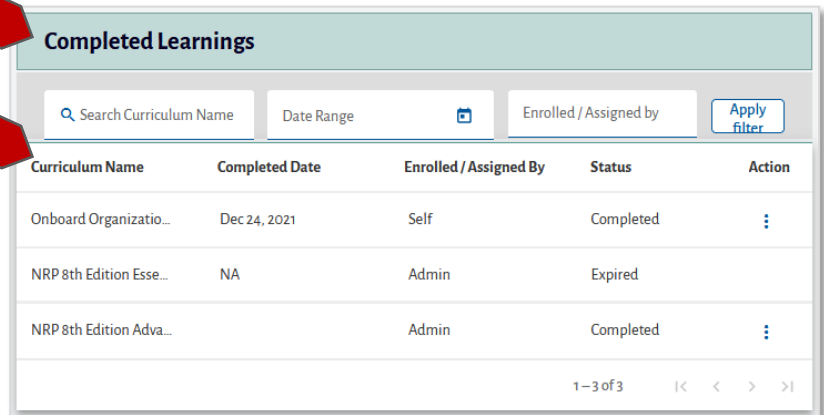   NRP Global ID: 8RK-0515

   - Dashboard
   - My Learnings
   - My Certificates & eCards
   - License Management

   Tasks to Complete

NRP 8th Edition Essentials Provider Curriculu...	NRP 8th Edition Advanced Provider Curriculum
Status: In Progress	Status: Not Started
Assigned by Compassion International	Assigned by Compassion International
Resume	**Start**

3. Enter the part of a search term (Certificate/eCard Name) and/or select Date Range and/or Type (Certificate or eCard).

   Current Certificates & eCards   7th Edition Certificates & eCards

   Current Certificates & eCards

   Search by Certificate/eCard Name | Select Date Range | Select Type ▾ | **Apply Filter**

Certificate /eCardName	Type	Profile	Generated Date	Valid Until	Action
NRP 8th Edition Essentials ...	Certificate	Self	Aug 04, 2021	N/A	⋮

   1−1 of 1 |< < > >|

   Current Certificates & eCards   **7th Edition Certificates & eCards**

   7th Edition Certificates & eCards

   Search by Certificate/eCard Name | Select Date Range | Select Type ▾ | **Apply Filter**

Certificate /eCardName	Type	Profile	Generated Date	Valid Until	Action
7th Edition NRP Provider	eCard	Self	Apr 26, 2017	Apr 30, 2019	⋮
7th Edition NRP Provider Co...	Certificate	Self	Apr 12, 2017	N/A	⋮
7th Edition NRP Instructor ...	eCard	Self	Oct 26, 2020	Oct 31, 2022	⋮
7th Edition NRP Instructor ...	eCard	Self	Oct 25, 2018	Oct 31, 2022	⋮

   1−4 of 4 |< < > >|

   The Certificates/eCards list can be sorted alphabetically by clicking the column headings.

   [END OF INSTRUCTIONS]

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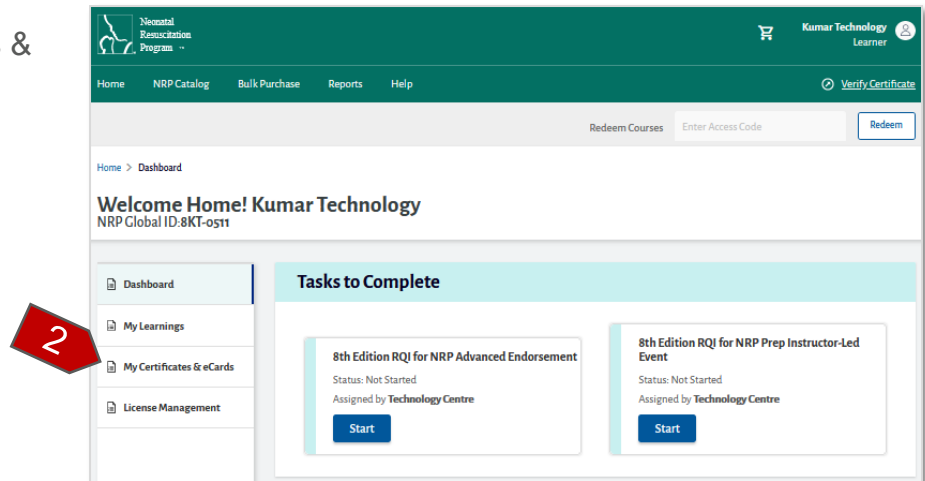
WI: My Certificate & eCards – Viewing Certificate/eCard

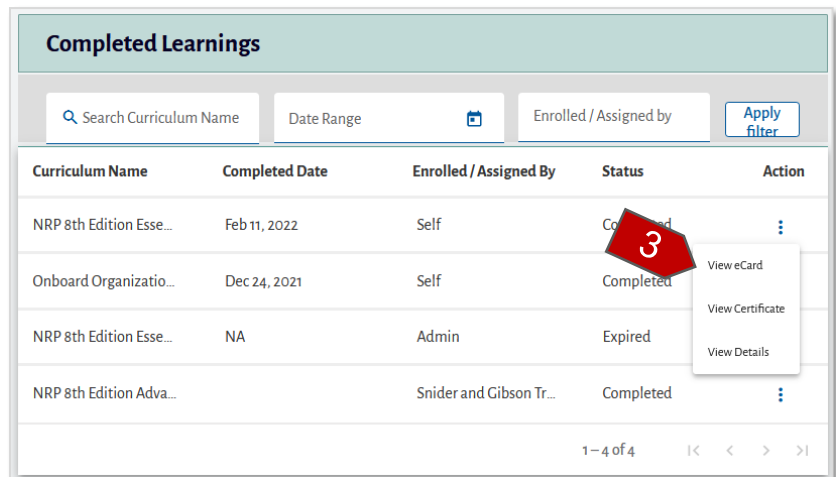*NOTE:*

- *The Certificates/eCards are also available to view/download/print in the "My Learnings" tab and also in "Activity" page, after completing Part 1 & Part 2 activities, respectively.*

- *An eCard is generated only to AP/EP curricula, IC/IR curricula does not have an eCard (only rank will be maintained/updated as Instructor once the user completes the curriculum. However, IC/IR does have Part 1 completion certificates.*

1. Login to NRP Learning Platform.

2. Click the "My Certificates & eCards" tab.

NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on "View Certificate/eCard" option respectively provided in the list under Action column.

4. The user is navigated to 'View Certificate/eCard' page along with the "Email" and "View/Download/Print" options.

NOTE: The NRP eCard Credentials can be entered & saved by the user that is printed on the eCard Name field appending the name of the user.

END OF INSTRUCTIONS

WI: My Certificate & eCards – Emailing Certificate/eCard

NOTE: The Email Certificates/eCards option is also available in "View Certificate/eCard" page.
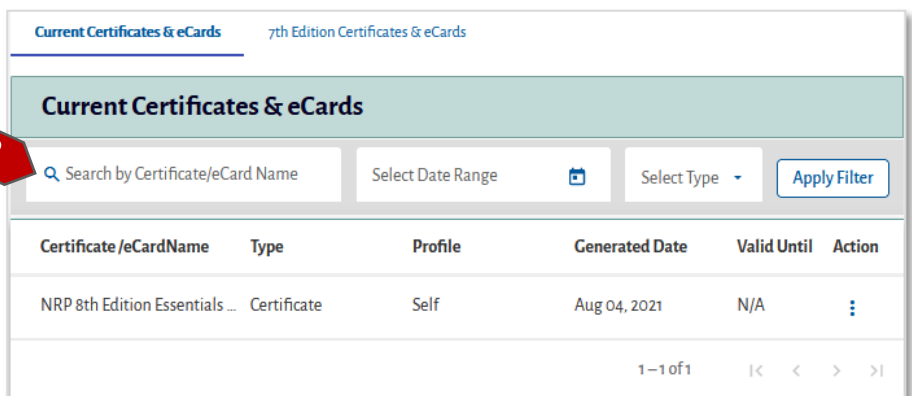
1. Login to NRP Learning Platform.

2. Click the "My Certificates & eCards" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on the "Email Certificate/eCard" option respectively provided in the list under Action column.

4. The "Email Certificate/eCard" pop up (pre-defined email template) appears, respectively.

5. Enter the email address of the user(s).

6. Click on "Send Email" button.

Email eCard

From
noreply@nrplearningplatform.com

Read only

Subject
Laerdalsss Medical_ 8th Edition NRP Advance Provider Course

Read only

To

Hello,

Herewith enclosing my 8th Edition NRP Advance Provider Course eCard for RQI ERC curriculum for your reference.

Please do not reply to this email as this mailbox is not monitored.

Laerdalsss Medical
Sent via NRP Learning Platform.

Need More help?

📄 NRP 8th Edition Essentials Provider Curriculum Certificate.pdf

Send Email   Close
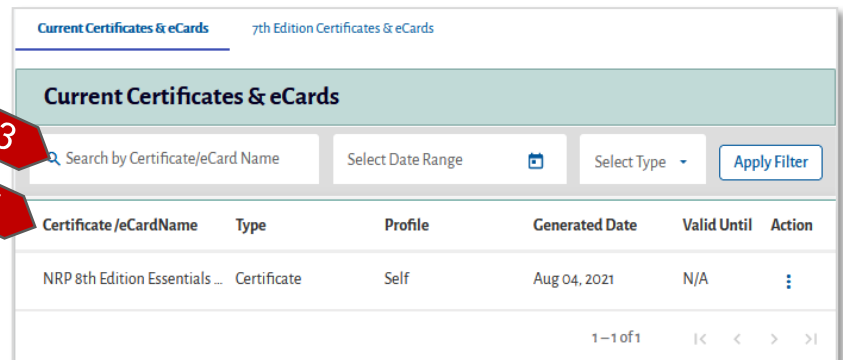
A green bar at the top of the page indicates that the email was sent successfully.

✅ Email sent successfully
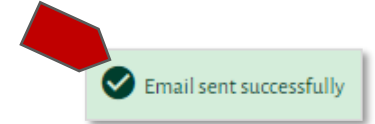
NOTE: Example Email - View eCard PDF

pdf Advanced Provider eCar...
155 KB

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Resuscitation
Program™

Hello,

Herewith enclosing my NRP 8th Edition Advanced Provider Curriculum eCard_1 eCard for NRP 8th Edition curriculum for your reference.

Please do not reply to this email as this mailbox is not monitored.

test yup

Sent via NRP Learning Platform

Need More help?

Email us at - nrp@aap.org

We're here, ready to talk - 800/433-9016

END OF INSTRUCTIONS

Neonatal Resuscitation Program®

WI: My Certificate & eCards – Viewing Email History of a Certificate/eCard

1. Login to NRP Learning Platform.

   Welcome Home! Ritesh Kumar02
   NRP Global ID: 8RK-0515

   - Dashboard
   - My Learnings
   - My Certificates & eCards
   - License Management

   Tasks to Complete

NRP 8th Edition Essentials Provider Curriculu...	NRP 8th Edition Advanced Provider Curriculum
Status: In Progress	Status: Not Started
Assigned by Compassion International	Assigned by Compassion International
Resume	**Start**

2. Click the "My Certificates & eCards" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.
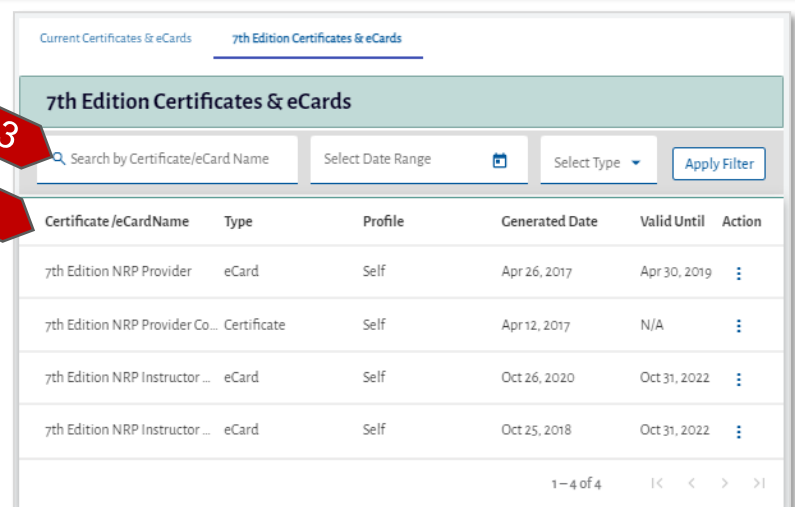
   Current Certificates & eCards   7th Edition Certificates & eCards

   Current Certificates & eCards

   Search by Certificate/eCard Name   Select Date Range   Select Type ▾   **Apply Filter**

Certificate /eCardName	Type	Profile	Generated Date	Valid Until	Action
NRP 8th Edition Advanced ...	Certificate	Self	Dec 09, 2021	N/A	⋮
NRP 8th Edition Advanced ...	eCard	Self	Dec 09, 2021	Dec 31, 2023	

   1 – 2 of 2

   View Certificate
   Email Certificate
   View Email History
   Download Certificate

3. Click on "View Email History" option provided in the list under Action column.

   The "Certificate Email History" or "eCard Email History" pop up appears respectively updated with all the email addresses being sent.

   Certificate Email History

Email Address	Sent Date & Time
johnsmith01@mailinator.com	Jun 07, 2021, 12:23 AM
onetwo@mailinator.com	Jun 03, 2021, 8:07 AM
rekha.b@gmail.com	Jun 01, 2021, 9:52 AM
rekha.b@gmail.com	Jun 01, 2021, 9:52 AM
testuser0@mailinator.com	May 22, 2021, 6:00 AM

   1 – 5 of 10 |< < > >|

   Close

   eCard Email History

Email Address	Sent Date & Time
johnsmith01@mailinator.com	Jun 07, 2021, 12:29 AM
afa@gmail.com	Jun 03, 2021, 10:47 AM
sda@gla.com	Jun 03, 2021, 10:44 AM
sdsd@glsds.com	Jun 03, 2021, 10:43 AM
slkjasdf.com@rlda.com	Jun 03, 2021, 10:40 AM

   1 – 5 of 90 |< < > >|

   Close

   END OF INSTRUCTIONS

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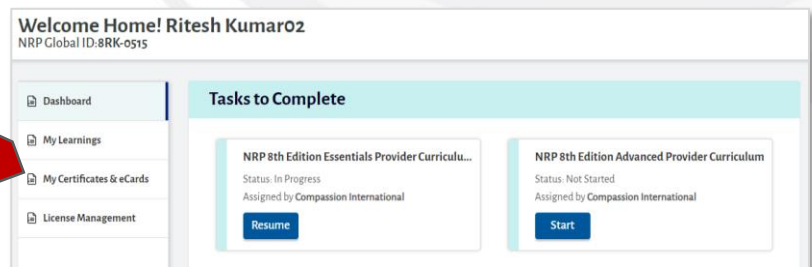## WI: My Certificate & eCards – Downloading Certificate/eCard

NOTE: The Download Certificates/eCards is also available in "View Certificate/eCard" page and also in "Activity" page, after completing Part 1 & Part 2 activities, respectively.

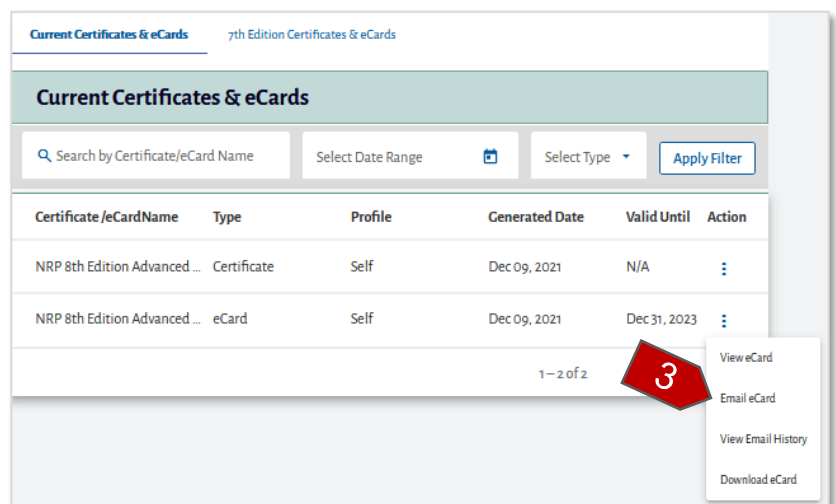1. Login to NRP Learning Platform.

2. Click the "My Certificates & eCards" tab.
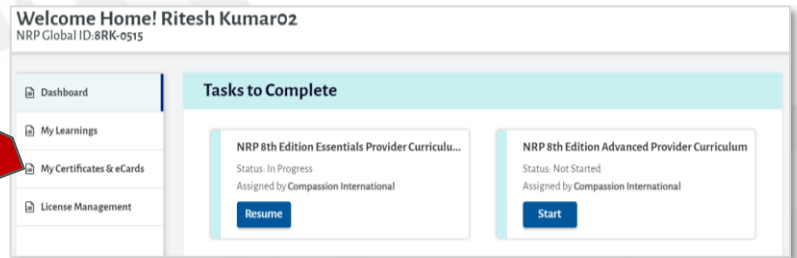
   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on "Download Certificate/eCard" option provided in the list under Action column.
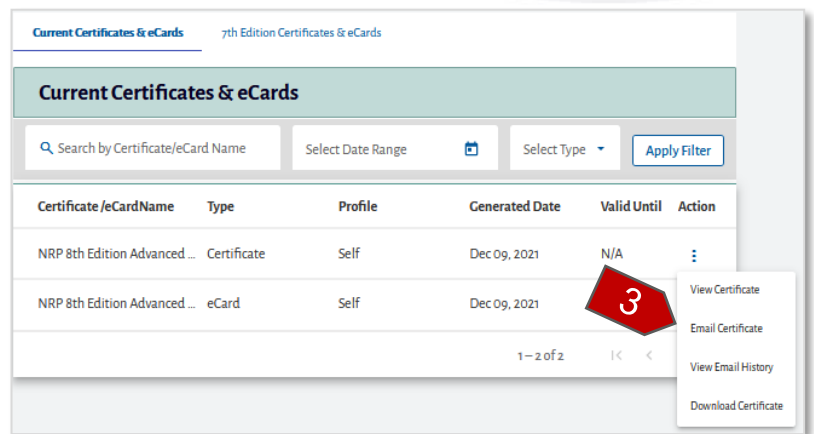
The standard Download browser appears along with View/Download/Print options for a Certificate & eCard, respectively.
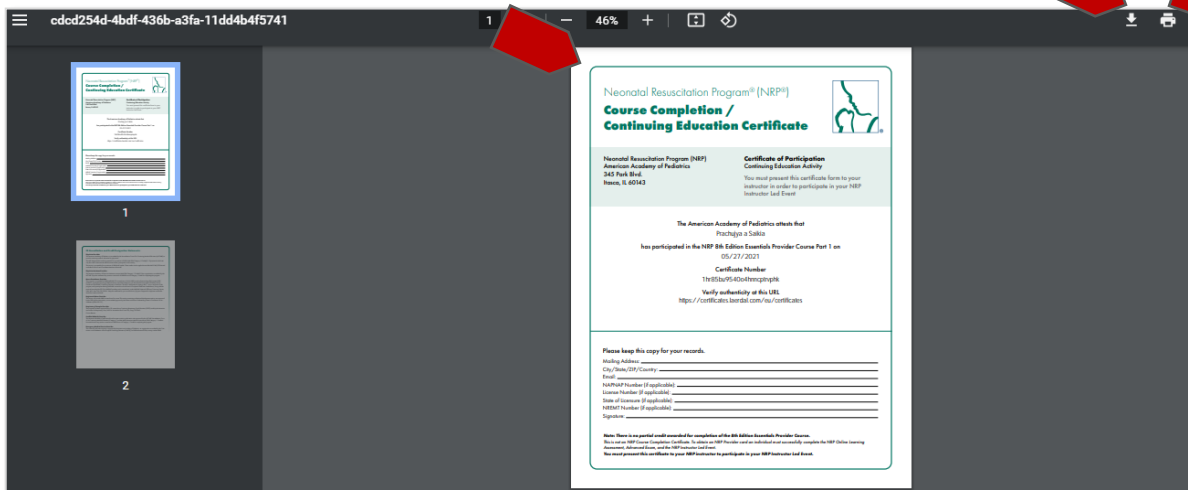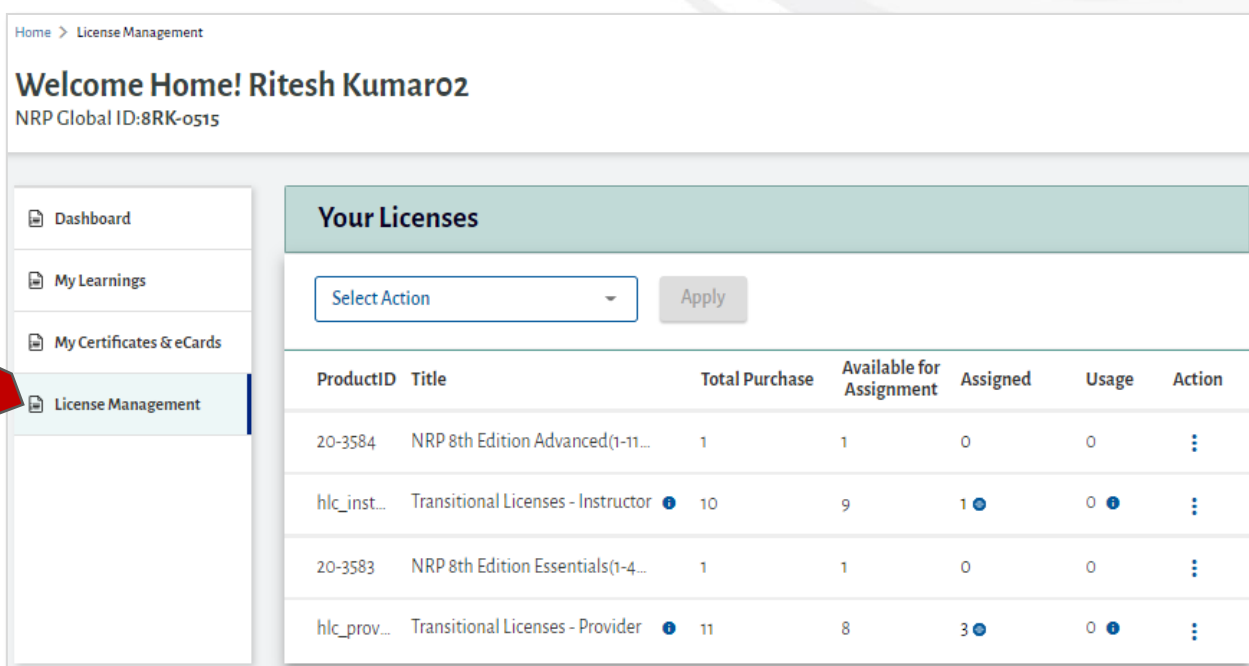
NOTE: The Download & Print options are available in the top-right corner of the browser.

END OF INSTRUCTIONS

License Management

NOTE: The 'License Management' tab is available for all the retail users for bulk purchases.

The 'License Management' tab shows a list of licenses purchased by the user. Actions can be performed on a product. The license can be searched/filtered, and the resulting columns can be sorted.

License Management – Action on License

The Action button (the three dots under the Actions column) opens a menu to perform actions on the license, including:

- Assign License – Allows the user to assign the license(s) to the user(s)
- View Assignments – Allows the user to view the assignments created for the product
- Buy License – Allows the user to buy the licenses for further distribution
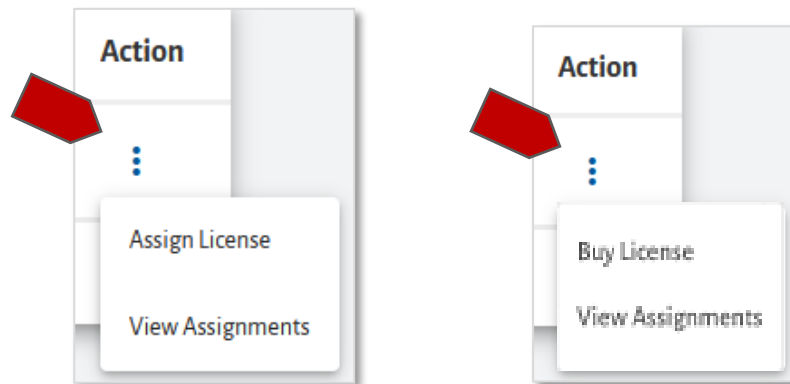
WI: License Management – Assigning a License

1. Login to NRP Learning Platform.

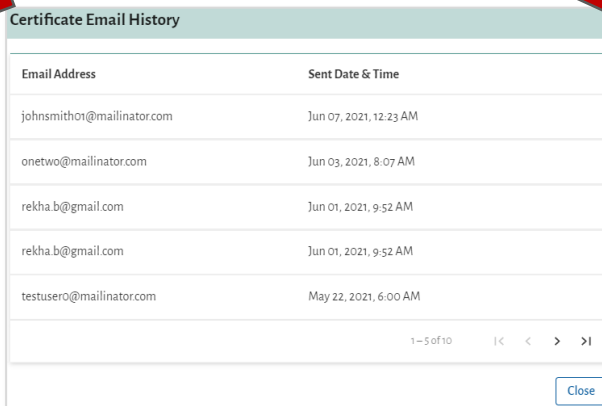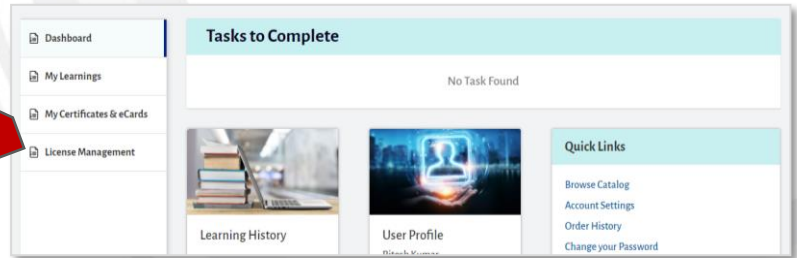2. Click the "License Management" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on the "Assign License" option provided in the list under the Action column.

4. Enter the 'Email Address' of the users.
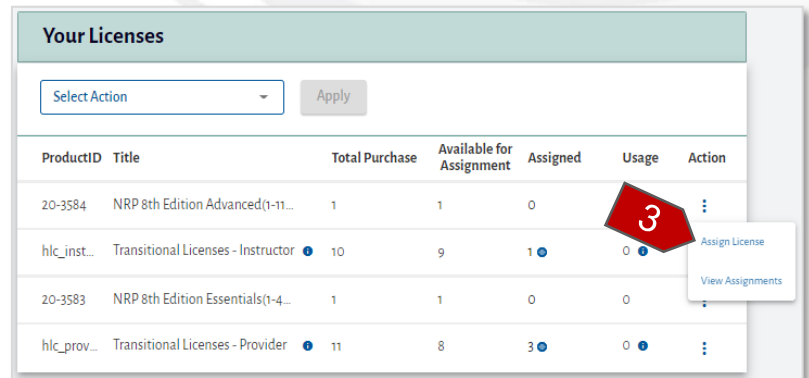
   NOTE:

   - *More than one 'Email address' can be entered in the field.*
   - *Users can also upload a list of email addresses in bulk by clicking on 'Browse Template'.*

5. Click on the "Assign" button.

   A green bar at the top of the page indicates that the course has been assigned to the number of users successfully.

   END OF INSTRUCTIONS

WI: License Management – Assigning a License (Only Transitional Licenses are Available)

1. Login to NRP Learning Platform.

2. Click the "License Management" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on the "Assign License" option provided in the list under the Action column.
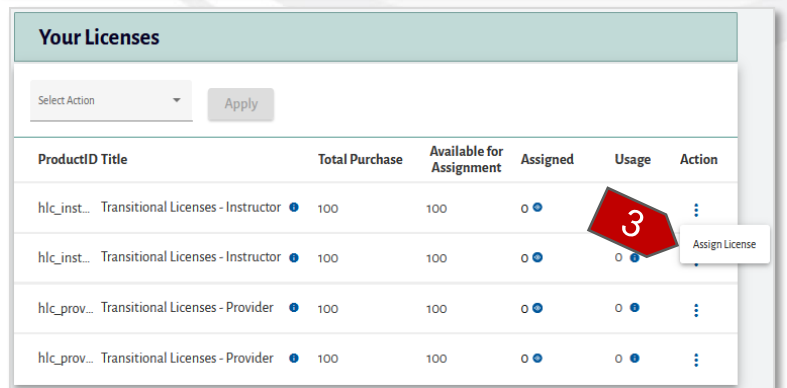
4. Select the "Curriculum" and click on the "Continue" button.

   NOTE:
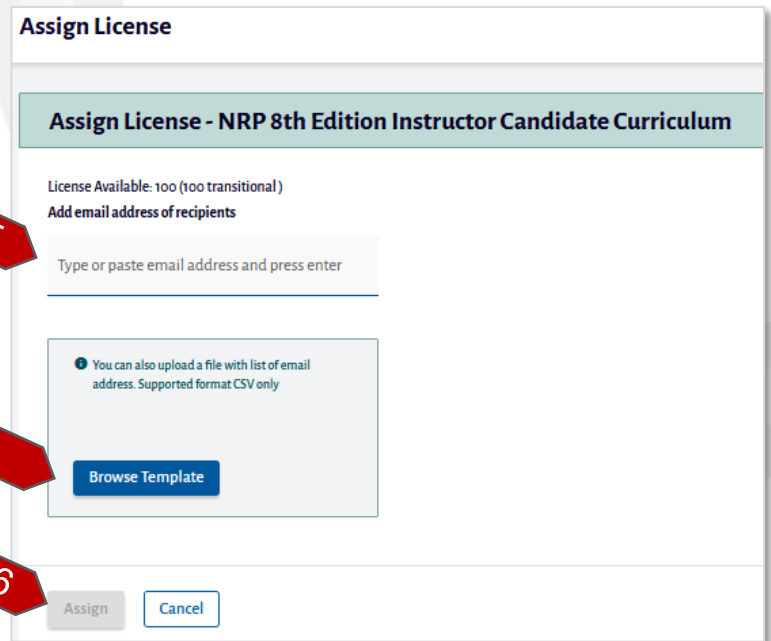
   - *The 'Transitional License – Provider' will be used for assigning Essential Provider Curriculum and Advanced Provider Curriculum.*

   - *The 'Transitional License – Instructor' will be used for assigning for Instructor Curriculum and Instructor Renewal Curriculum.*

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5. Enter the 'Email Address' of the users.

   NOTE:

   - *More than one 'Email address' can be entered in the field*

   - *Users can also upload a list of email addresses in bulk by clicking on 'Browse Template'.*

6. Click on the "Assign" button.

   A green bar at the top of the page indicates that the course has been assigned to the number of users successfully.

Assign License

Assign License - NRP 8th Edition Instructor Candidate Curriculum

License Available: 100 (100 transitional)
Add email address of recipients

Type or paste email address and press enter

ℹ You can also upload a file with list of email address. Supported format CSV only

Browse Template

Assign   Cancel

✓ Successfully 2 users added.

END OF INSTRUCTIONS

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WI: License Management – Assigning a License (Both Transitional Licenses and Standard Licenses are Available)

1. Login to NRP Learning Platform.

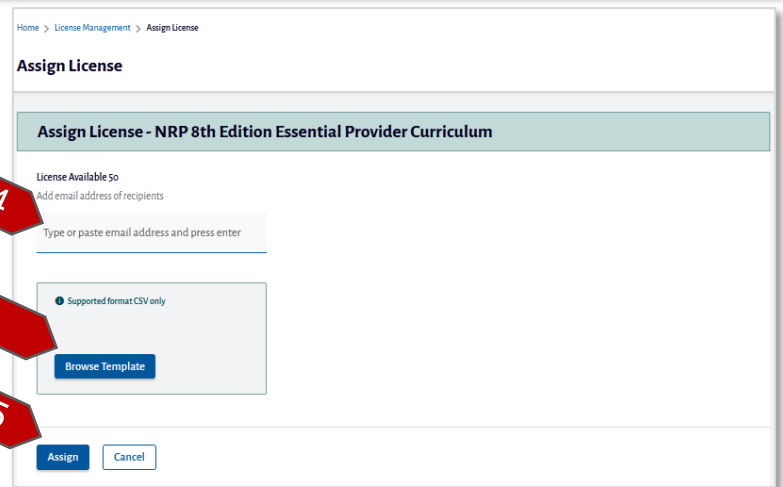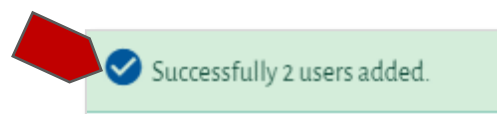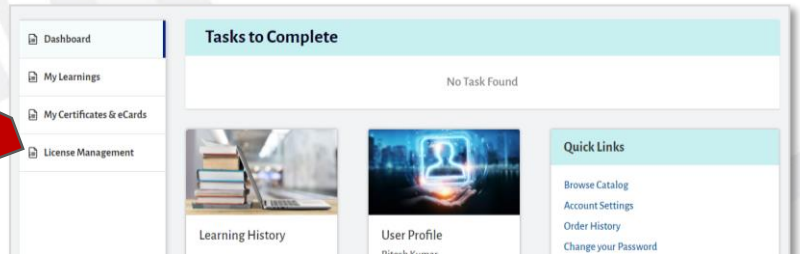2. Click the "License Management" tab.

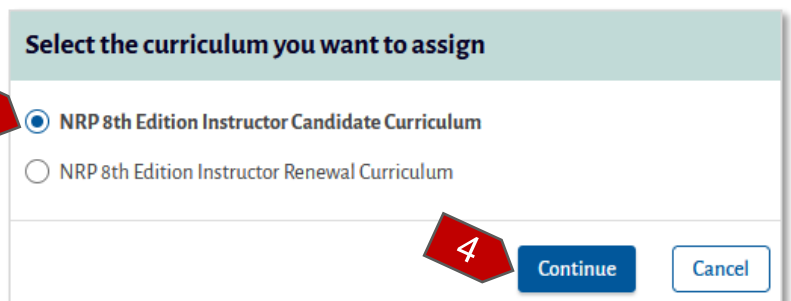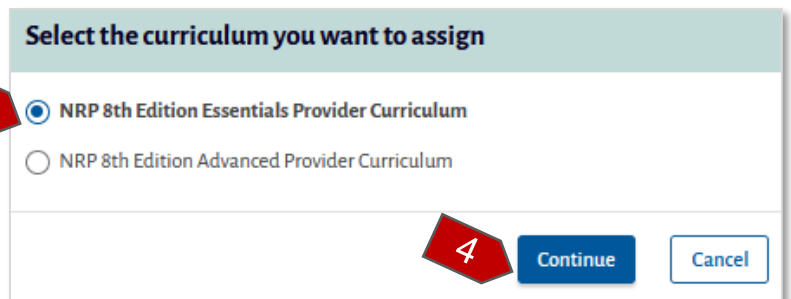   *NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.*

3. Click on the "Assign License" option provided in the list under the Action column.

4. A popup stating that the transitional licenses will be used first for the assignment will appear. Click on the "Continue" button.
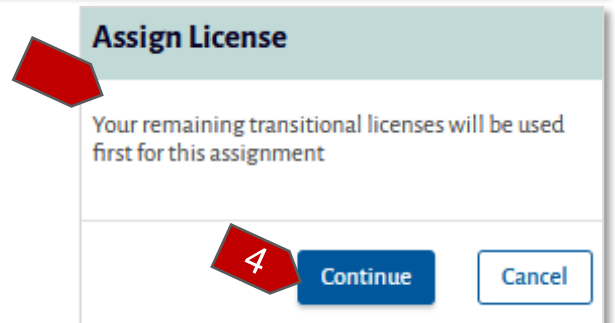
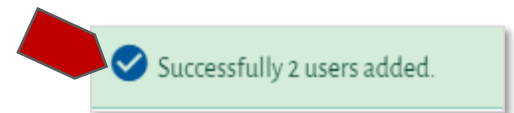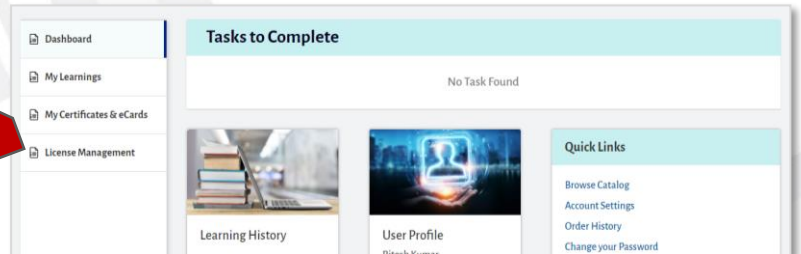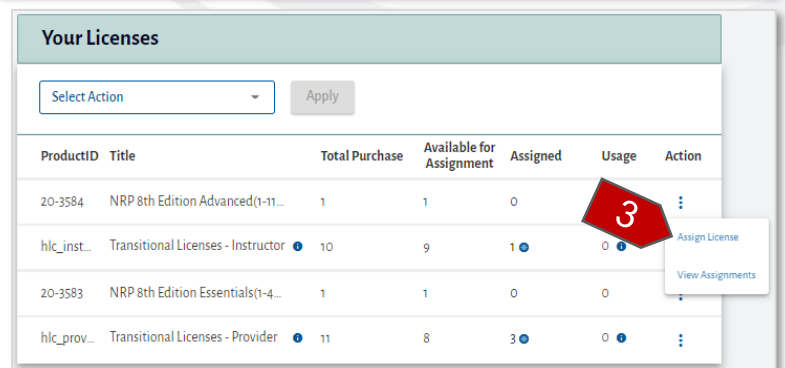5. Enter the 'Email Address' of the users.

   NOTE:

   - *More than one 'Email address' can be entered in the field.*

   - *Users can also upload a list of email addresses in bulk by clicking on 'Browse Template'.*

6. Click on the "Assign" button.

Successfully 2 users added.
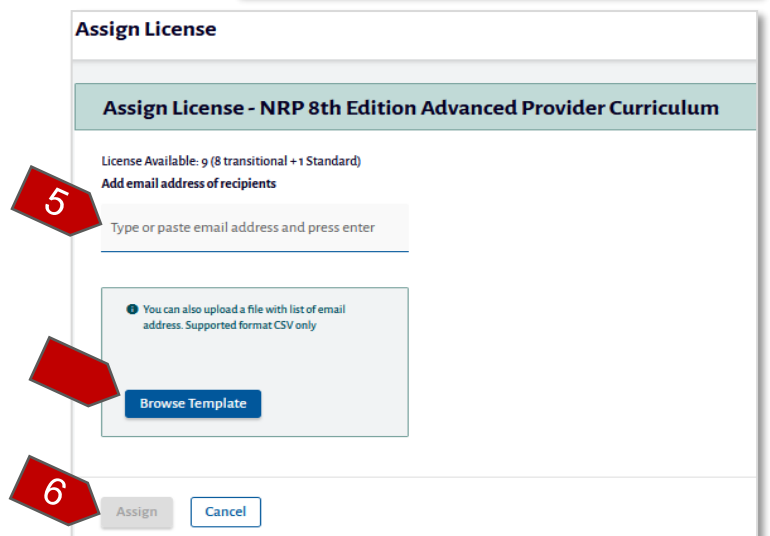
A green bar at the top of the page indicates that the course has been assigned to the number of users successfully.
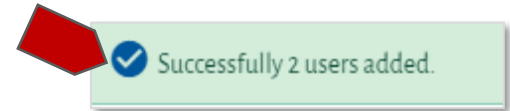
NOTE:

- *The number of assigned licenses is more than the number of 'Transitional Licenses' then first Transitional Licenses are consumed and then rest of the standard licenses are consumed.*

- *The Revoked licenses are added back to Standard Licenses first and then to the Transitional Licenses.*

- *In case of increase in Transitional Licenses, the consumed Standard Licenses are credited back, and Transitional Licenses are consumed based on a logic set for consumption of different courses.*

Transitional License Allocation

The transitional license(s) once added would revert the consumed standard license(s) back into the standard license pool for later use, thereby reducing the transitional license count.

The transitional license(s) (Transitional License Provider - EP & AP; Transitional License Instructor -IC & IR) would be assigned to a product based on the highest consumption. However, if the product consumptions are equal the following precedence rule would apply :
a. For Transitional License Provider, Essential Provider Curriculum would take precedence
b. For Transitional License Instructor, Instructor Candidate Curriculum would take precedence.

Note: For CPS users, the allocation of Transitional License Provider would be of the order Essential Provider Curriculum - English, Essential Provider Curriculum - French, Advanced Provider Curriculum - English, and Advanced Provider Curriculum- French.

END OF INSTRUCTIONS

WI: License Management – Viewing Assignments

1. Login to NRP Learning Platform.

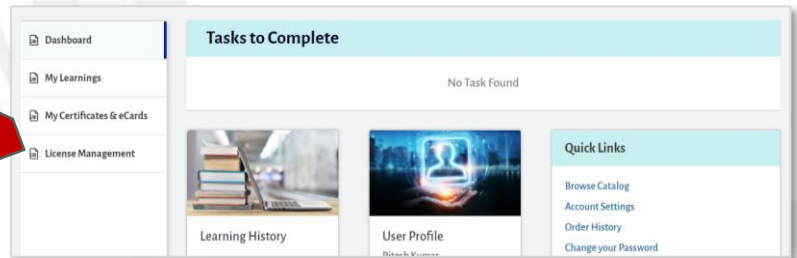2. Click the "License Management" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on the "View Assignments" option provided in the list under the Action column.

   The user is navigated to the "View Assignment" page with the list of the users along with the following details:

   - NRP Global ID
   - Email Address
   - Assign Date
   - Activation Date
   - Completion Date
   - Assignment Status
   - Action

NOTE:

- *The user can view the assignment created for the license by clicking on the link of the 'Assigned' column and clicking on the "View" button.*

- *The view Assignment page lists all the users assigned to the curriculum.*

END OF INSTRUCTIONS

WI: License Management – Buying License

1. Login to NRP Learning Platform.

2. Click the "License Management" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on the "Buy License" option provided in the list under the Action column.

   *NOTE: The 'Buy License' option is only available when the license available quantity is '0'.*

   The user is navigated to the "Purchase License" page with the list of the courses for bulk purchase.

	END OF INSTRUCTIONS

License Management – Action on Learners

The Action button (the three dots under the Actions column) opens a menu to perform actions on the learners, including:

- Re-assign License – Allows the user to re-assign the license to another learner
- Revoke License – Allows the user to revoke the assigned license to the learner
- View eCard - Allows the user to view eCard of the learner
- View Completion Certificate – Allows the user to view the Completion certificate of the learner
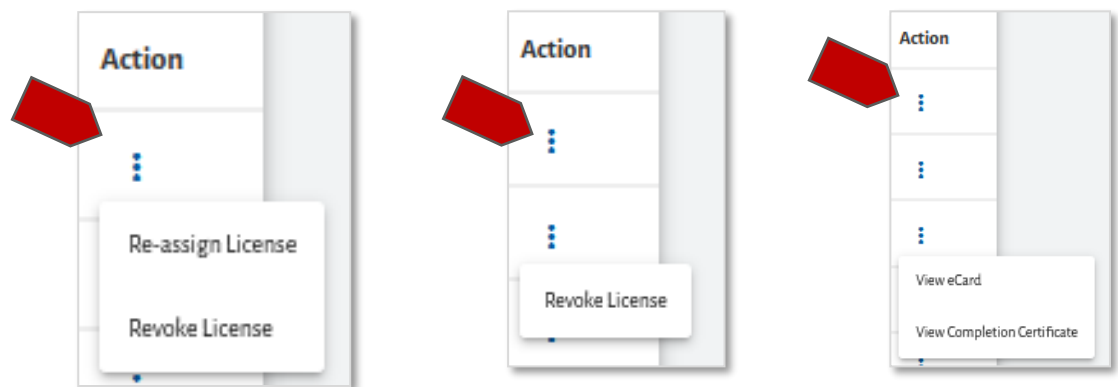
NOTE:

- *In case of a license is not redeemed, the revoked license can be used to reassign*
- *In the case, the 'Assignment Status' is "In Progress", the license can be revoked but cannot be reassigned*
- *In case, the 'Assignment Status' is 'Completed', the license cannot be revoked*
- *In case, the user has completed the course the "View eCard" and the "View Completion Certificate" is displayed under the action button.*

WI: License Management – Re-assigning License to a Learner

1. Login to NRP Learning Platform.

2. Click the "License Management" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on the "View Assignments" option provided in the list under the Action column.

4. Click on the "Re-assign License" option provided in the list under the Action column.
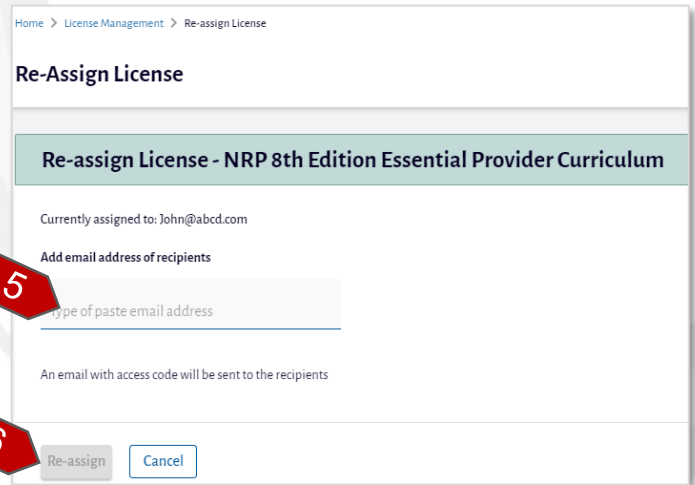
5. Enter the "email address" of the learner.

6. Click on the "Re-assign" button.

A green bar at the top of the page indicates that the license has been re-assigned successfully.

NOTE:

- *Example Email – Unrolled from the course*
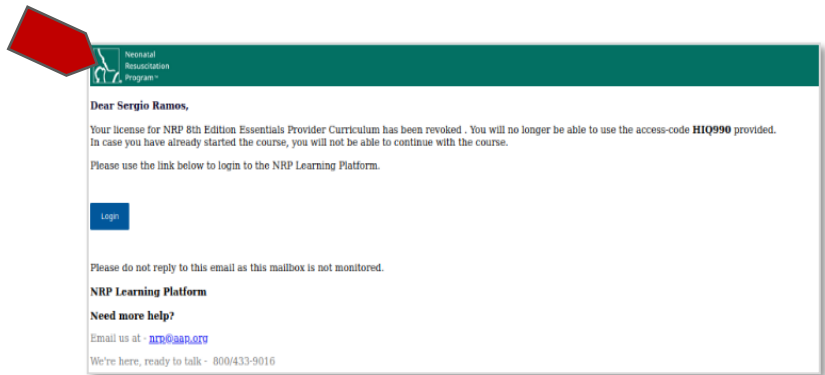
- *Example Email – Assigned Course*
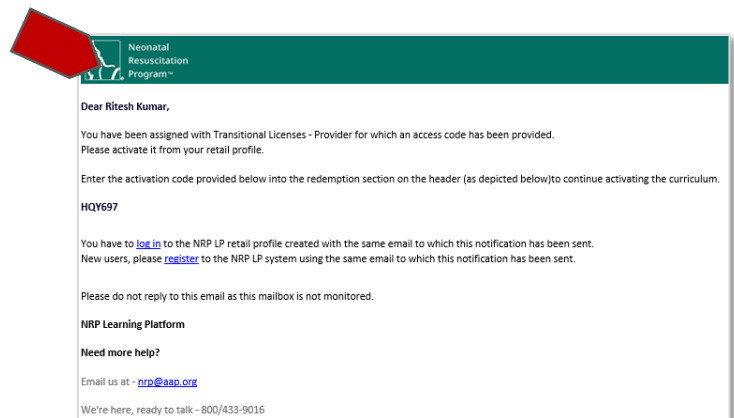
END OF INSTRUCTIONS

WI: License Management – Revoking License of a Learner

1. Login to NRP Learning Platform.

2. Click the "License Management" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on the "View Assignments" option provided in the list under the Action column.

4. Click on the "Revoke License" option provided in the list under the Action column.

5. Click on the "Revoke" button.

Revoke License

Revoke license assigned to "ritesh.kumar99@yopmail.com" ?

This license will be credited back to your **transitional License account.**

5   Revoke   Cancel

A green bar at the top of the page indicates that the license has been revoked successfully.

✓ The license for **eturingan@yopmail.com** has been successfully revoked.

NOTE:

- *In case of a license is not redeemed, the revoked license can be used to reassign*

- *In the case, the 'Assignment Status' is "In Progress", the license can be revoked but cannot be reassigned*

- *In case, the 'Assignment Status' is 'Completed', the license cannot be revoked*

END OF INSTRUCTIONS

WI: License Management – Downloading the records of all the Users through 'Select Action'

1. Login to NRP Learning Platform.

2. Click the "License Management" tab.

   NOTE: By default, Dashboard -> "Tasks to Complete" tile appears.

3. Click on the "View Assignments" option provided in the list under the Action column.

4. Click on the "Select Action" drop-down menu.
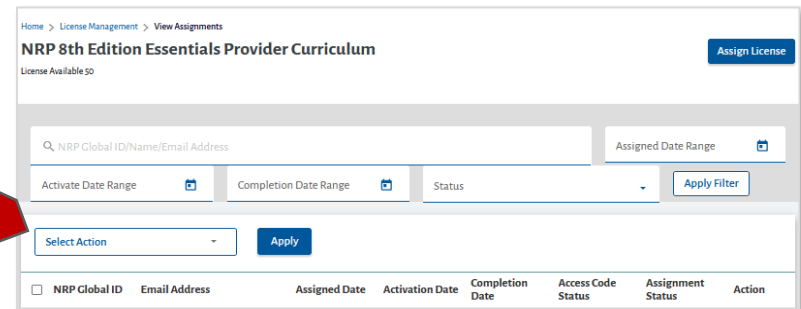
5. Select the "Download Records" option.

6. Click on the "Apply" button for exporting the user(s) details to a CSV file.
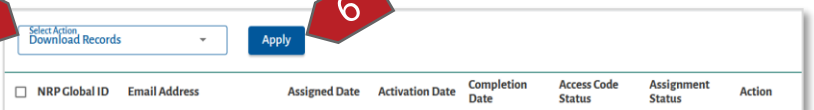
   NOTE: The 'Download Records' option exports the search results.

A CSV file with the user(s) details is downloaded.

A	B	C	D	E	F	G	H
NRP Global Id	Name	Email Address	Organisation/Retail	Rank	Rank Expiry	Job Title	Status

END OF INSTRUCTIONS

Events (Only for Instructors & IMs)

The "Events" menu shows the list of all the events on the NRP Learning Platform. A new event can be added. Actions can be performed on a single event. The events can be searched/filtered, and the resulting columns can be sorted.

The "Events" menu has two submenu – "Current Events" and "7th Edition Events".

The 'Events' menu columns:

- Event Name – The name of the event created by the user
- Seat Availability – The number of seats available in the event
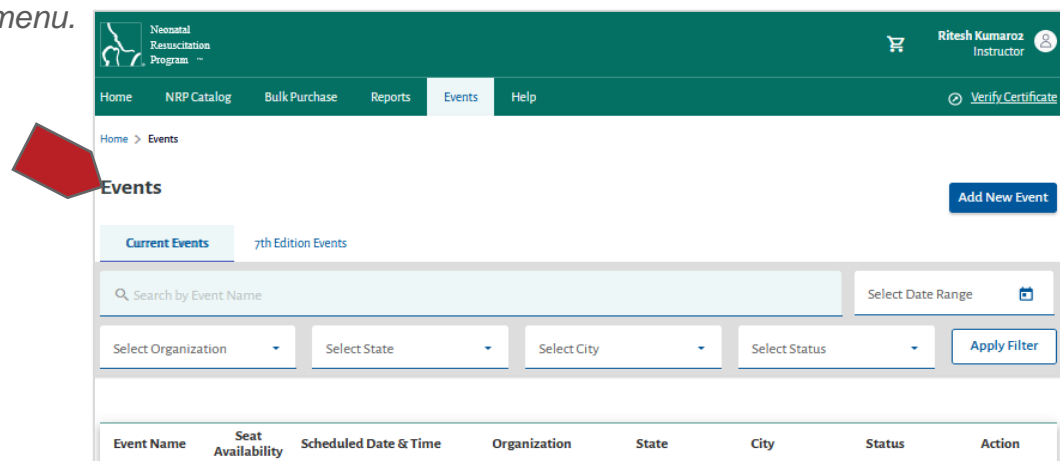- Scheduled Date & Time – The date & Time of the event being scheduled
- Organization – The name of the organization
- State – The state name of the event being scheduled
- City – The city name of the event being scheduled
- Status – The status of the event, either Active, Scheduled, Draft, Cancelled or Completed
- Action – An action button to perform actions on the user

Following indications are used to display the status of the events:

- Scheduled – An event status is displayed as 'Scheduled' once it has been published by the NRP LP Implementer/ Instructor / Instructor Mentor
- Draft – An event will be marked as 'Draft' state if the user has saved it without publishing
- Active – An event is marked as 'Active' when the 'Scheduled' event commences
- Completed – An event is marked as 'Completed' when the user completes grading of all the students
  Cancelled – An event is marked as 'Cancelled' when the user cancels it post scheduling

  NOTE: Only 7th Edition Events with Completed status have been migrated to "7th Edition Events" sub-menu.
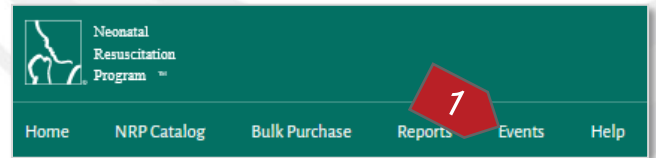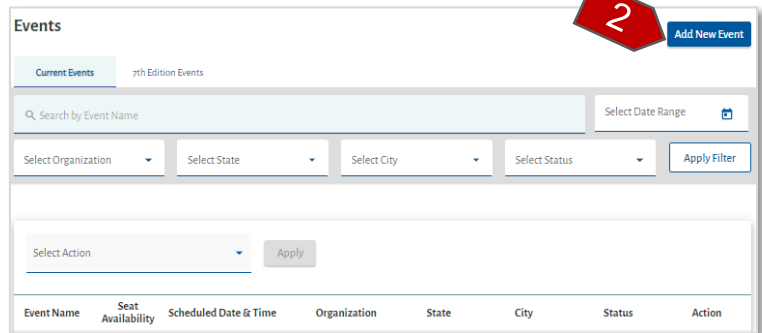
WI: Events – Adding New Event

NOTE:

- *The user having the NRP LP Implementer role; and Instructor & Instructor Mentor (IM) rank can add an event.*

- *The 'Add Event' activity is also the part of IR Curriculum wherein only the events with Instructor Mentor will be listed.*

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.

2. Click on the "Add New Event" button.

3. Enter the following details in Basic Details section of "Add New Events" page and click on the "Save & Next" button:

   - Event Name – The name of an event

   - Organization Name (optional) – The name of the Organization the user belongs

   - Type – Either Essentials / Advanced / Essentials & Advanced

   - Event Visibility – Either My Organization / Across Organizations

   - Select Organization(s) – The name of the
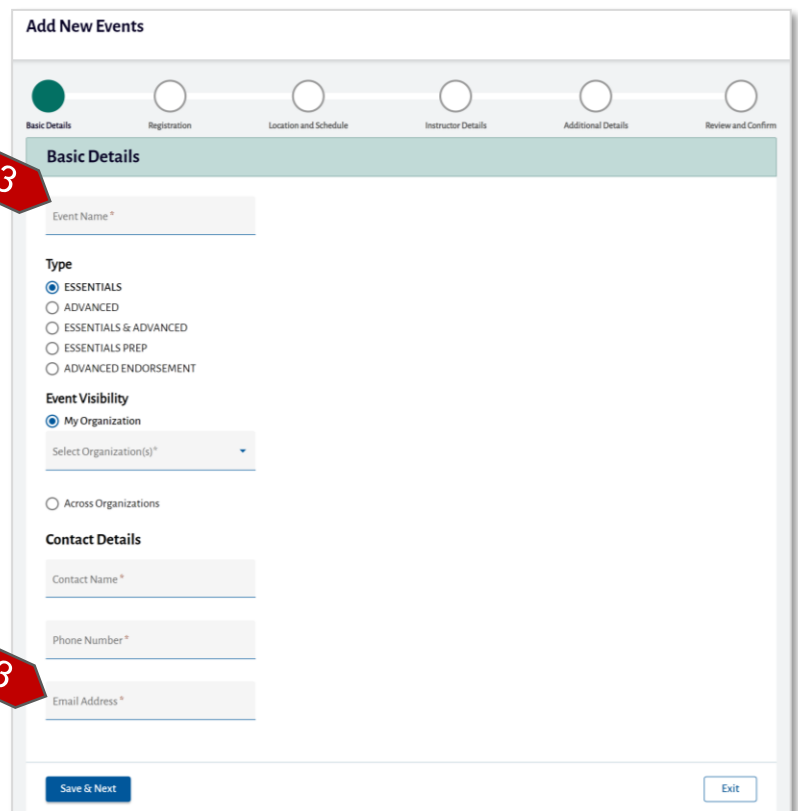
Organization the user belongs

NOTE: The "Select Organization(s)" option is displayed only when "My Organization" option is selected from 'Event Visibility' field.

- Select Organization(s) – The name of the Organization the user belongs

  NOTE: The "Select Organization(s)" option is displayed only when "My Organization" option is selected from 'Event Visibility' field.

- Contact Name – The name of the contact person who can assist with event details

- Phone Number – The phone number of the contact person who can assist with event details

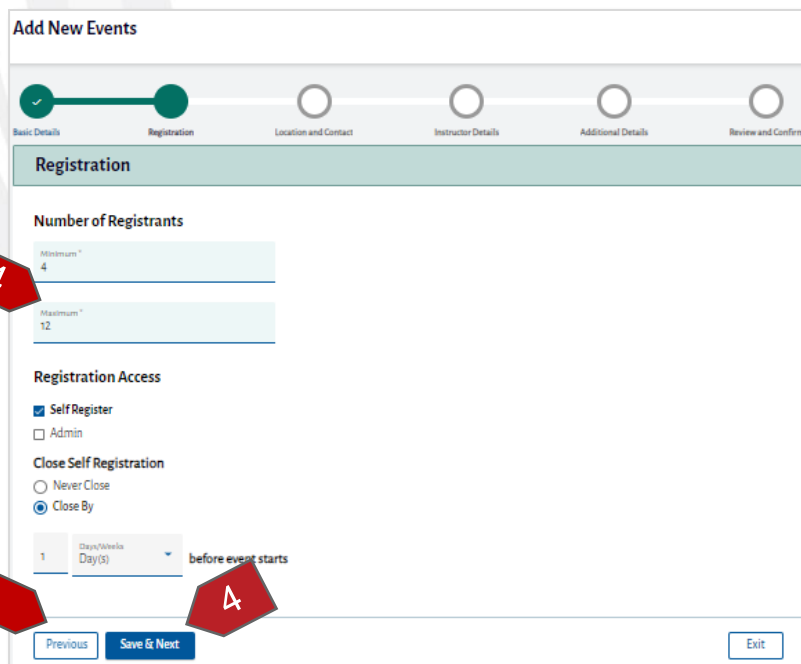- Email Address – The email address of the contact person who can assist with event details

NOTE:

- *The Events (once published) are visible only to the students associated with the specific organization(s) chosen in the "My Organization" field.*

- *The Events (once published) are visible to all the students on the platform when "Across Organization" field is chosen.*

- *The event details are saved & the user is navigated to Event listing page along with the event in Draft status, by clicking on the "Exit" button.*

4. Enter the following details in 'Registration' section of "Add New Events" page and click on the "Save & Next" button:

- Number of Registrants – Minimum & Maximum number of registrants allowed in an event

- Registration Access – Either Self Register or Admin

- Close Self Registration (appears only when the user has selected 'Self Register' in Registration Access option) – Either 'Never Close' (default) or 'Close By days'

- Days/Weeks before event starts (appears only when the user selects "Close By" in Close Self Registration option – The number of days or weeks the self-registration needs to be closed before an event start

NOTE: The user can use the "Previous" button to navigate back to an Event creation wizard.

5. Enter the following details in Location Details & Schedule section of "Add New Events" page and click on the "Save & Next" button:

   - Location Name – The name of the location where an event is going to be held

   - Address Line 1 – The address of an event going to be held

   - Address Line2 (optional) – An additional address details if the user wishes to enter

   - City – The city where an event is going to be held

   - State / Province – The state/province where an event is going to be held

   - Zip code – The zip code where an event is going to be held

   - Schedule – Event Date, Start Time & End Time

6. Click on "Add Instructor" button Instructors/IMs (at least one is mandatory).

   NOTE:

   - *The "Add Instructor / Mentor" popup is displayed, wherein the user can search for*
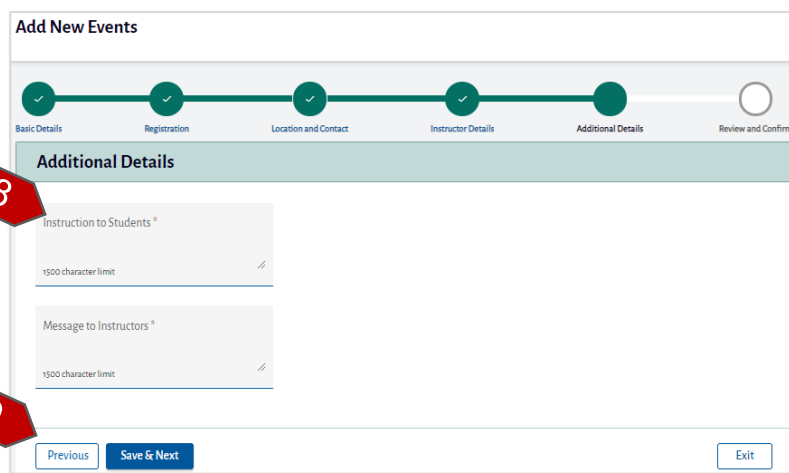
other Instructors / IMs who have registered on the NRP Learning Platform. Select the user and click on "Add" button in the popup.

- *The AAP recommended ratios for Instructor to Student is 1:4 and Instructor Mentor to Instructor Candidate is 1:1.*

7. Click on the "Save & Next" button.

8. Enter the following details in Additional Details section of "Add New Events" page:

    - Instruction to Students – The detailed instructions of an event to the students

    - Message to Instructors – The message to Instructors/IM who have been added to an event

9. Click on the "Save & Next" button.

10. Review all the details entered while creating an event and click on the "Publish Event" button.

The 'Successfully Published' popup message is displayed.

END OF INSTRUCTIONS
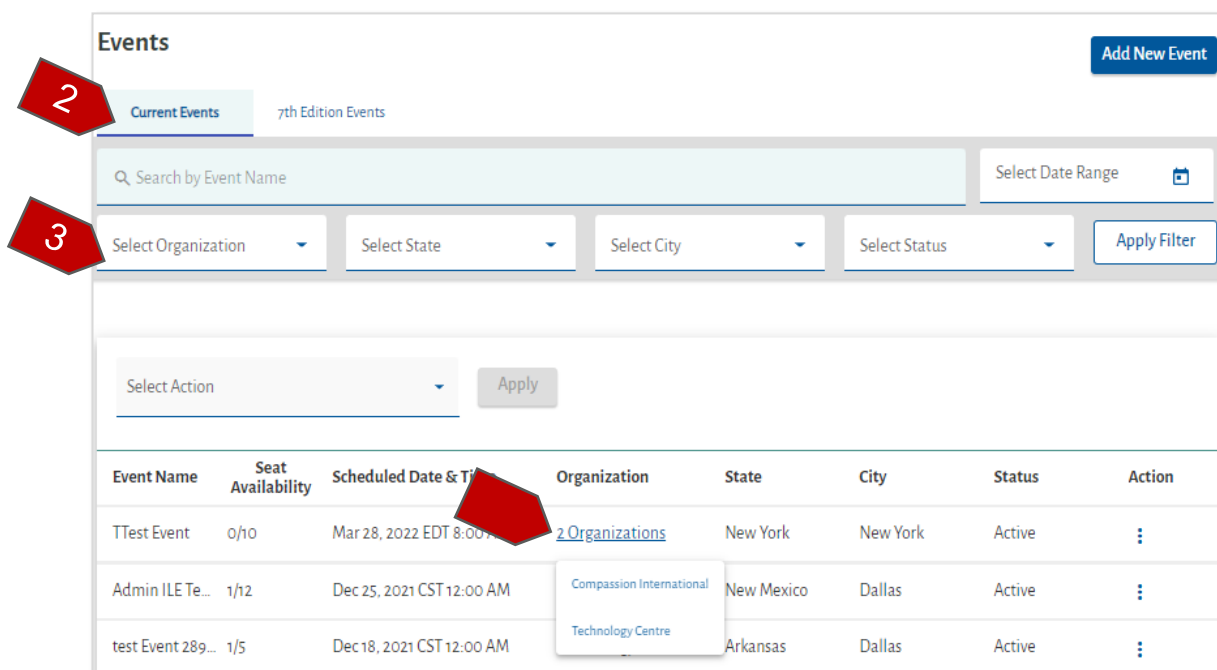
WI: Events – Searching/Filtering the Events

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.
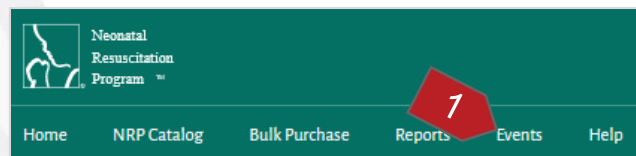
2. Click on the "Current Events" or "7th Edition Events" sub-menu.

    NOTE: By default, the "Current Events" page is displayed.

3. Enter part of a search term Event Name (minimum 3 characters or more) and/or select an Organization or 'All Organizations', and/or select State, and/or select City and/or select a Status and click on the "Apply Filter" button. The list of events will update based on the search criteria. Click on the "Clear Filter" button to return to the default view.

NOTE:

*   *The "Clear Filter" button appears only post clicking the "Apply Filter" button.*

*   *In case, the user is associated with more than one organization, then the organization names are displayed on clicking the 'Organization' column value along with the number of organizations.*

END OF INSTRUCTIONS

WI: Events – Sorting the Events

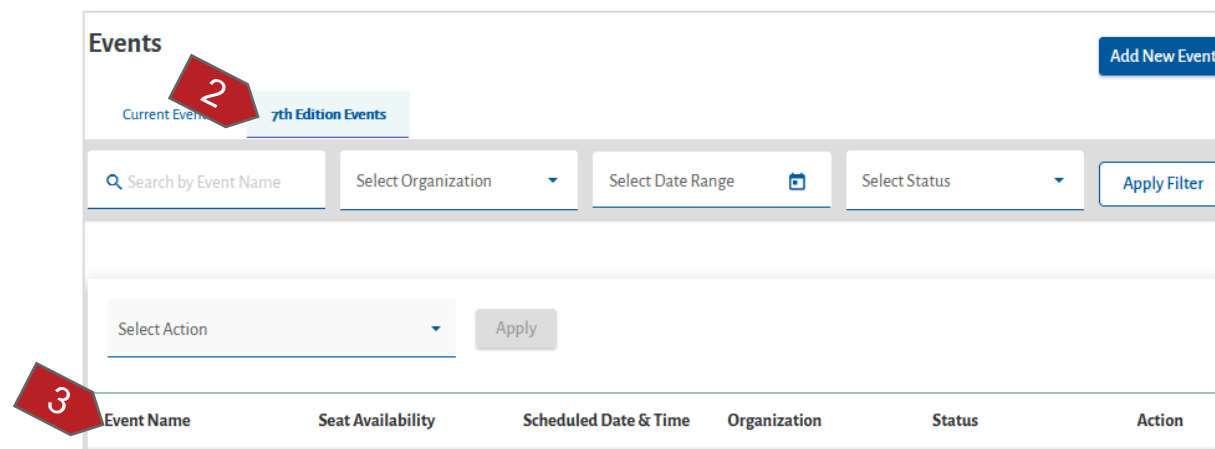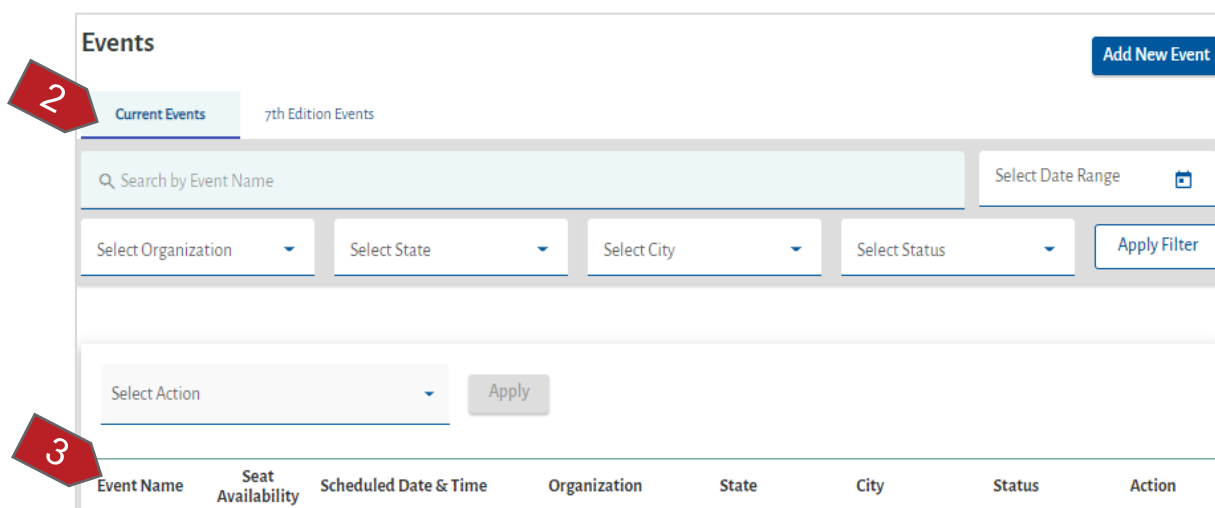1. From the NRP LP User interface, click on the "Organizations" heading in the top menu bar.
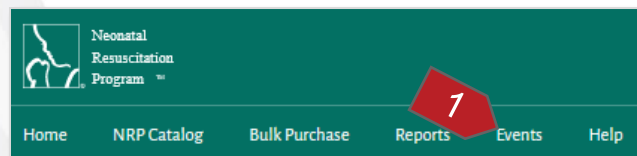
2. Click on the "Current Events" or "7th Edition Events" sub-menu.

   NOTE: By default, the "Current Events" page is displayed.

3. The Events list can be sorted alphabetically by clicking the column headings.

END OF INSTRUCTIONS
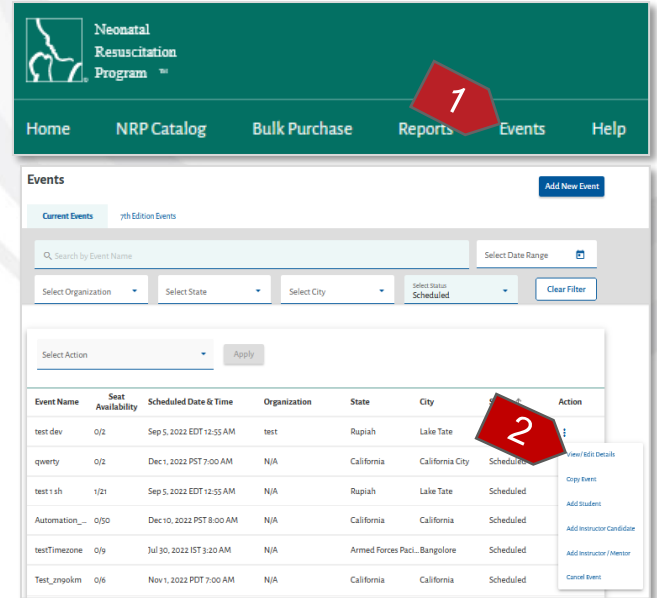
Events – Action on the Created Events

The Action button (the three dots under the Actions column) opens a menu to perform actions on the events, including:

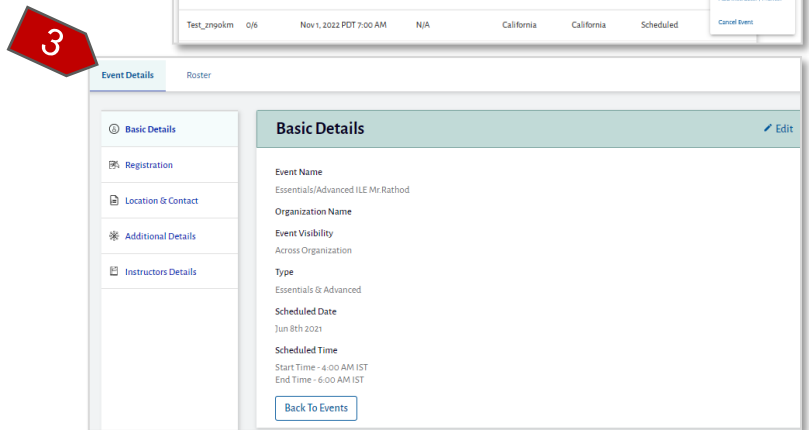- View/Edit Details – Allows the user to view or edit the details of an added event or completed event
- *View Details* - Allows the user to view the details of cancelled event
- Copy Event – Allows the user to copy the existing event details and schedule with a different time & location
- Add Student – Allows the user to add student(s) to an event
- Add Instructor Candidate – Allows the user to add instructor candidate(s) to an event
- Cancel Event – Allows the user to cancel the added event
- Resume – Allows the user to resume an event
- Delete Event – Allows the user to delete an event
- Finalize Roster – Allows the user to finalize the roster of the passed event
- Grade Student – Allows the user to grade the students according to the performance of the student who has completed an event
- Add Instructor Candidate – Allows the user to add the Instructor Candidate to an event
- Add & Grade Student – Allow the user to add & grade student to a completed event
- Add & Grade Instructor Candidate – Allow the user to add & grade instructor candidate to a completed event
- Add Instructor / Mentor - Allow the user to add Instructor or Instructor Mentor to an event
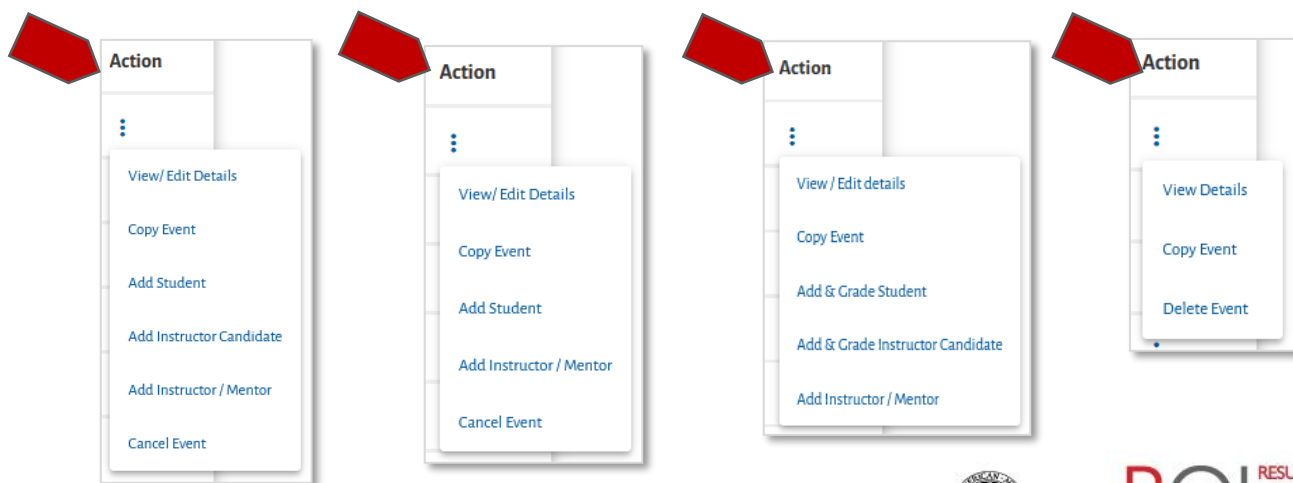
NOTE:

- *View/Edit Details, Add Student, Cancel Event options are available to the events that is in Scheduled or Active (only until roster is finalized) statuses or Completed status*

- *View Details option is available to the events that is in cancelled status*

- *Finalize Roster option is available to the events that is in Active status*

- *Copy Event option is available to the events that is in all the statuses*

- *Add and Grade Students option is available to the events that is in completed status*

- *Add and Grade Instructor Candidate option is available to the events that is in completed status*

- *Delete Event option is available to the events that is in Draft status*

- *Add Instructor Candidate is available to the events that is in Scheduled or Active (only until roster is finalized) statuses and has Instructor Mentor in the event*

- *Add Instructor / Mentor option is available to the events that is in Active, Schedule or Completed (Within 90 days) status*

Events – Action on the 7th Edition Events

The Action button (the three dots under the Actions column) opens a menu to perform actions on the events, including:

- View Details – Allows the user to view the details of an added event on the 7th Edition Platform
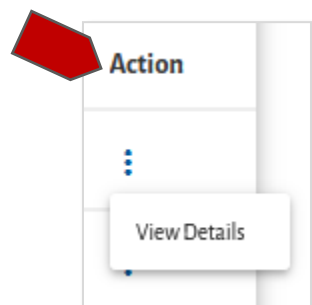
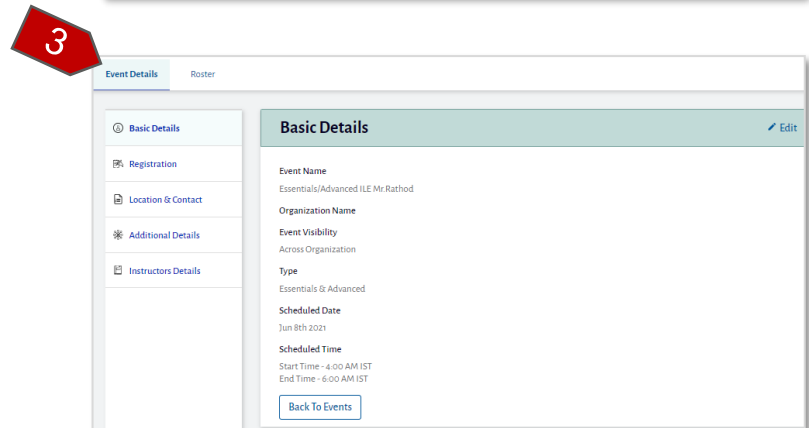## WI: Events – Viewing/Editing Details of an Event

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.

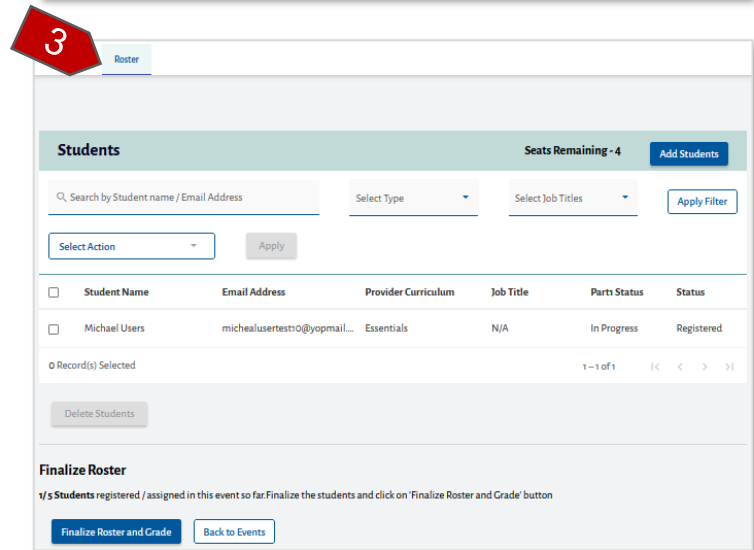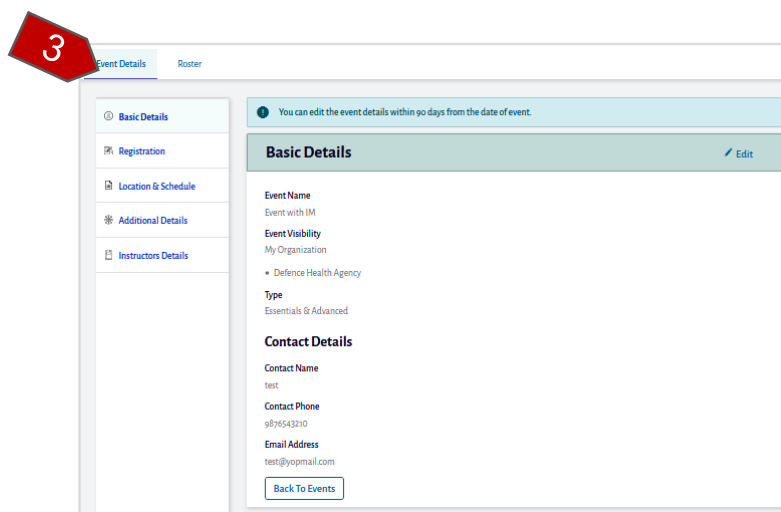2. Click on the three dots Action button for the Event and select "View/Edit Details" option.

3. Navigate to either tabs (Event Details or Roster) followed by sub-tabs accordingly to view/edit and click on the "Edit" link to modify the information:

    - Event Details

        o Basic Details
        o Registration
        o Location & Contact
        o Additional Details
        o Instructors Details

    - Roster

        o Add Students
        o Delete Students
   o Finalize Roster and Grade

END OF INSTRUCTIONS

## WI: Events – Viewing Details of a 7th Edition Event

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.
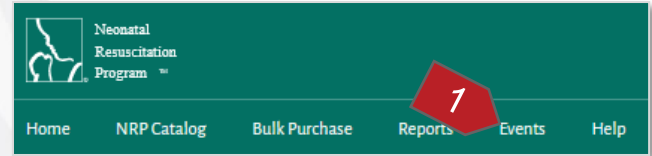
2. Click on the three dots Action button for the Event and select the "View Details" option.
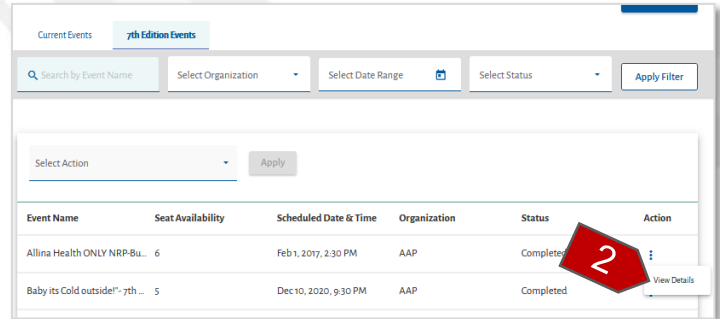
3. Navigate to either tabs (Event Details or Roster) followed by sub-tabs accordingly to view and click on the "Edit" link to modify the information:

   - Event Details
     - o Basic Details
     - o Registration
     - o Location & Contact
     - o Additional Details
     - o Instructors Details
   - Roster

END OF INSTRUCTIONS

WI: Events – Viewing/Editing Details of the Completed Event

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "View/Edit Details" option.
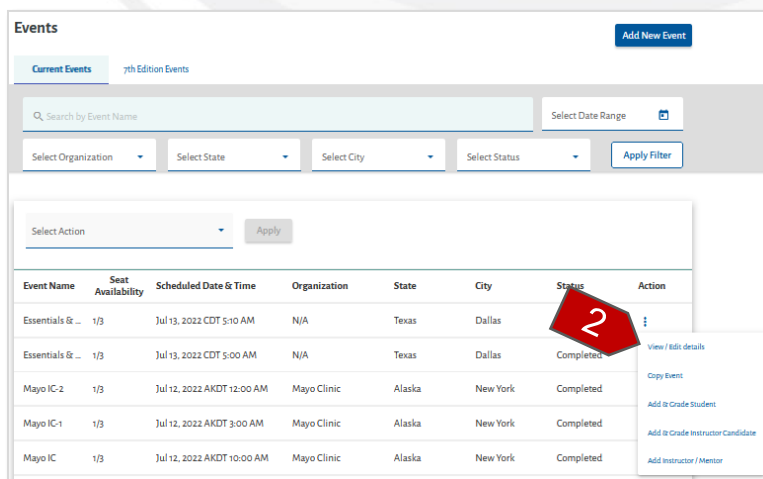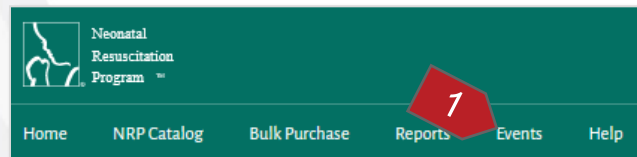
3. Navigate to either tabs (Event Details or Roster) followed by sub-tabs accordingly to view/edit the details of the completed event:

   - Event Details

     o Basic Details
     o Registration
     o Location & Contact(view only)
     o Additional Details(View only)
     o Instructors Details

- Roster
  - Add & Grade Instructor Candidate
  - Add & Grade Students

NOTE:

- *Completed events can be edited within 90 days from the date of event.*
- *Students or Instructor Candidates can be added and graded to an event within 90 days from date of event.*

END OF INSTRUCTIONS

## WI: Events – Adding & Grading students to Completed Event

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.
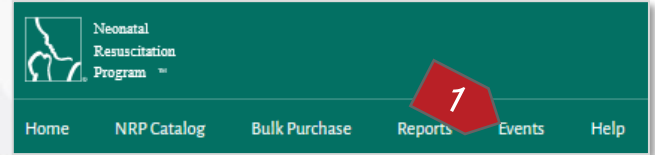
2. Click on the three dots Action button for the Event and select the "Add and Grade Students" option.
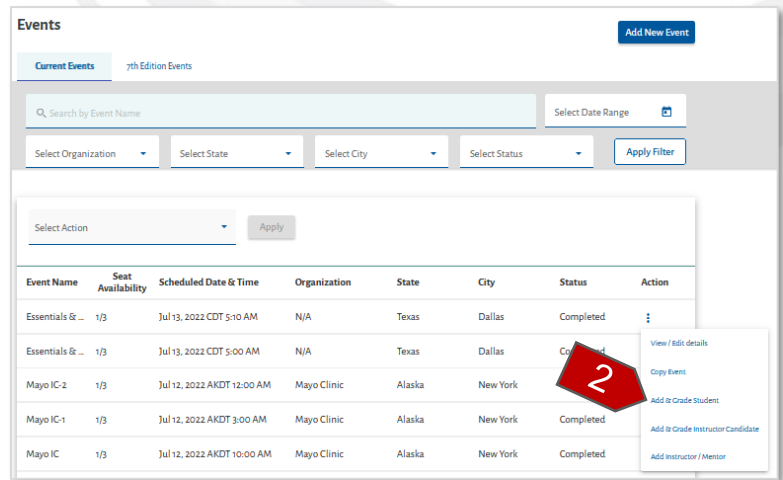
3. Search the student by "Name/Email Address/NRPGID" and click on the "Select" button.
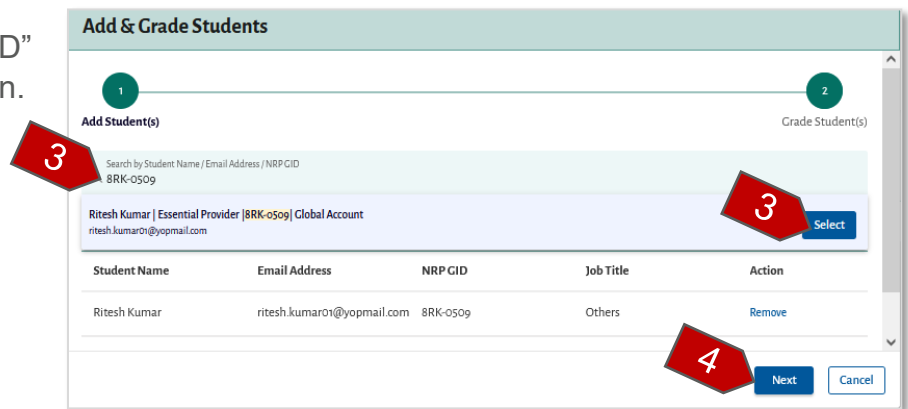
4. Click on the "Next" button on Add & Grade Students popup.

    NOTE: Alternatively, the Add and Grade Students popup page can be reached by navigating through "View / Edit Details" option, select "Roster" subtab and click on "Add & Grade Students" button.

5. Select "Pass or Fail" option in action column and click on "Submit Result" button.

END OF INSTRUCTIONS

WI: Events – Adding & Grading Instructor Candidate to Completed Event

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.
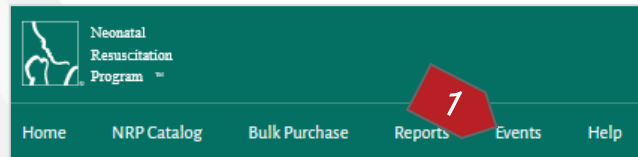
2. Click on the three dots Action button for the Event and select the "Add and Grade Instructor Candidate" option.
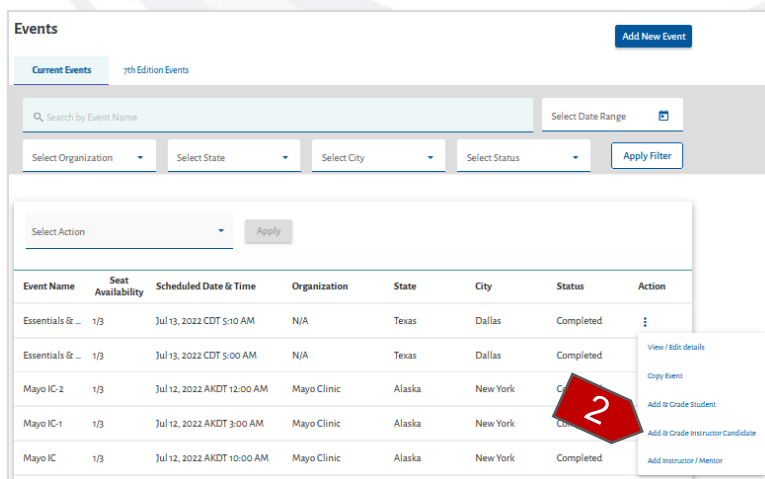
3. Search the student by "Name/Email Address/NRPGID" and click on the "Select" button.
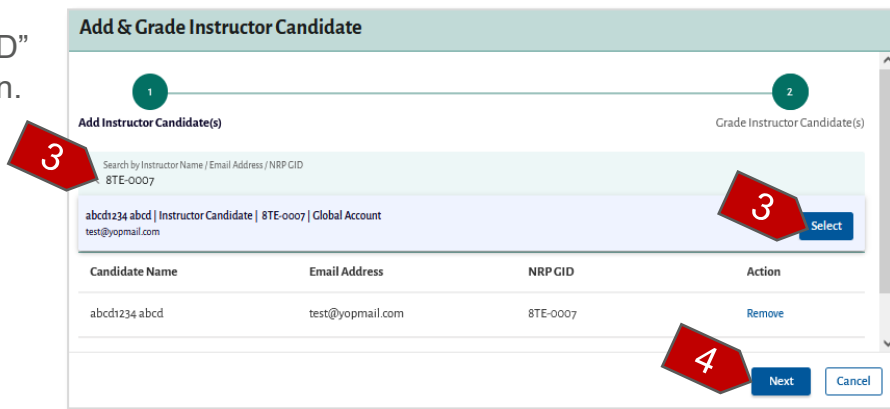
4. Click on the "Next" button on Add & Grade Instructor Candidate popup.

   NOTE: Alternatively, the Add and Grade Instructor Candidate popup page can be reached by navigating through "View / Edit Details" option, select "Roster" subtab and click on "Add & Grade Instructor Candidate" button.

5. Select "Pass or Fail" option in action column and click on "Submit Result" button.

| END OF INSTRUCTIONS |

WI: Events – Adding Instructor / Mentor to Event

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.
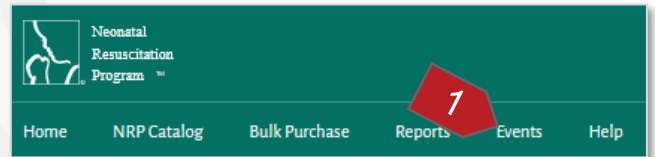
2. Click on the three dots Action button for the Event and select the "Add Instructor / Mentor" option.
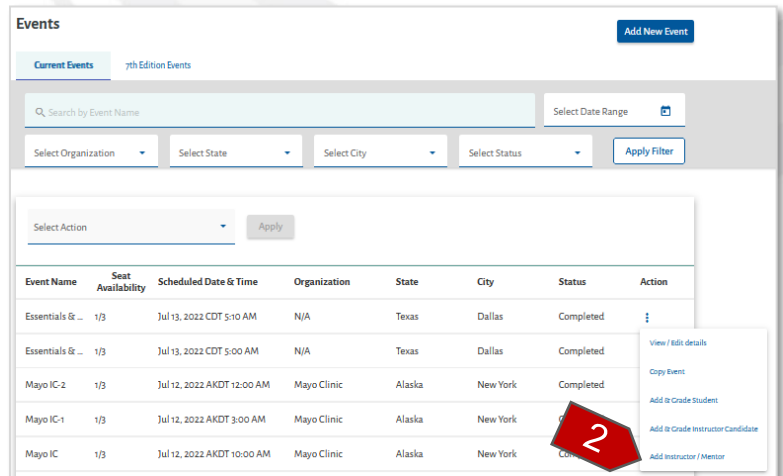
3. Search the student by "Name/Email Address/NRPGID" and click on the "Select" button.
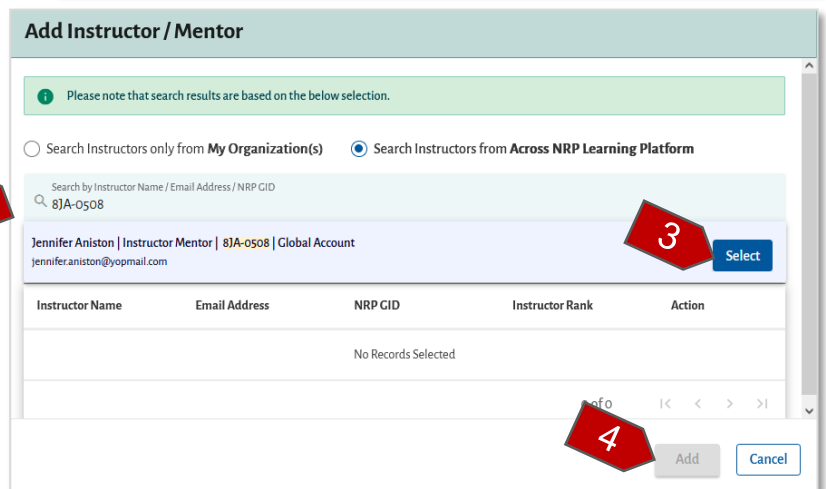
4. Click on the "Add" button on Add Instructor / Mentor popup.
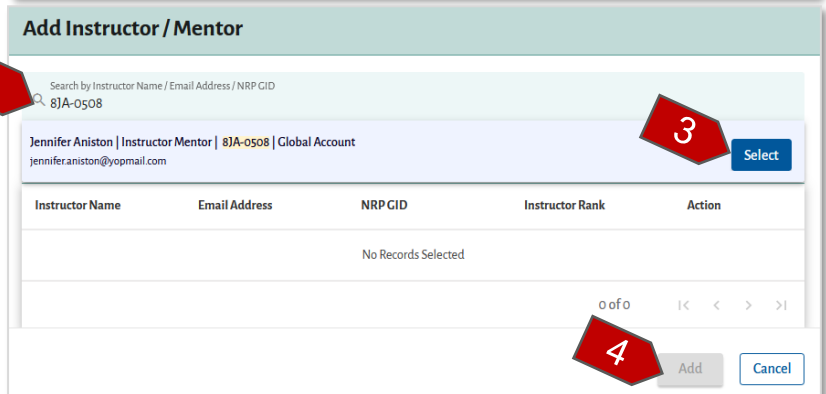
NOTE:
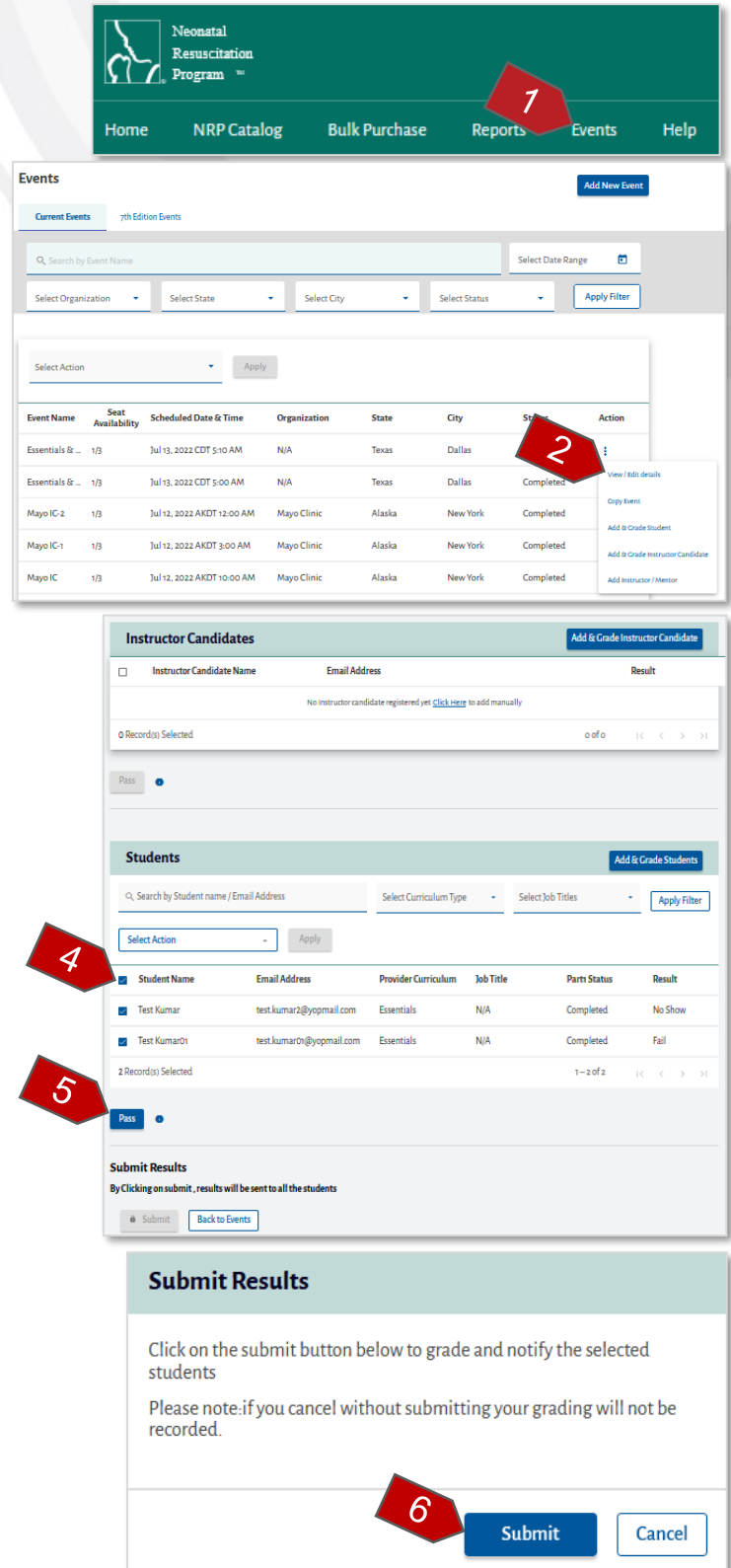
- *Alternatively, the Add Instructor / Mentor popup page can be reached by navigating through "View / Edit Details" option, select "Instructor Details" subtab and click on "Add Instructor" button.*

- *The "Search instructors only from My Organization(s)" and "Search instructors from Across NRP Learning Platform" option is available for the events created for specific organization(s).*

END OF INSTRUCTIONS

WI: Events – Grading Students (Fail or No Show) of a Completed Event

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select the "View/Edit Details" option.

3. Select the "Roster" sub-menu.

4. Select the students with "Fail" or "Now Show" result.

5. Click on the "Pass" button.

6. Click on the "Submit" button on 'Submit Result' popup page.

END OF INSTRUCTIONS

WI: Events – Copying an Event

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Copy Event" option.
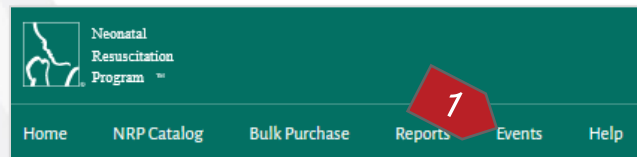
3. Enter the Schedule details in 'Basic Details' section of "Add New Events" page.

4. Click on the "Save & Next" button.
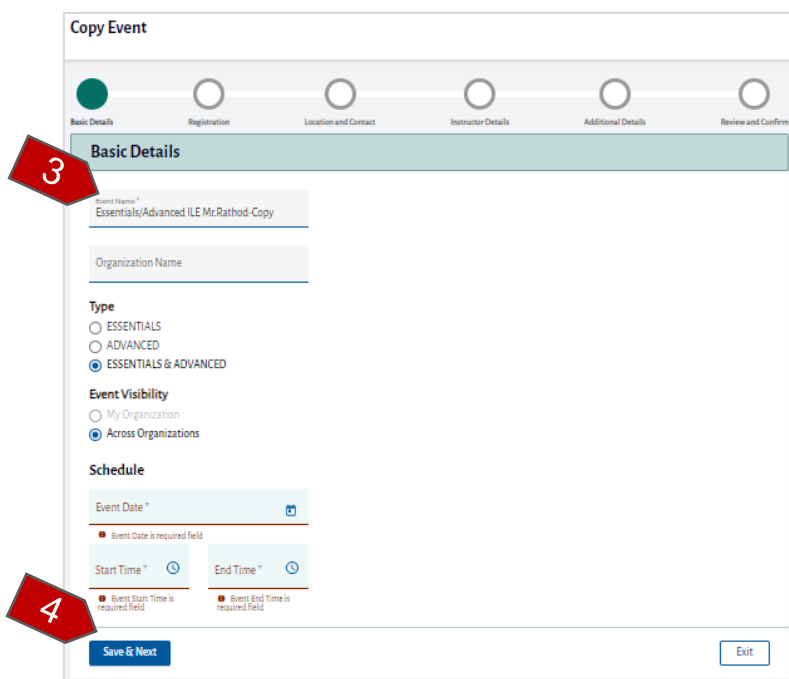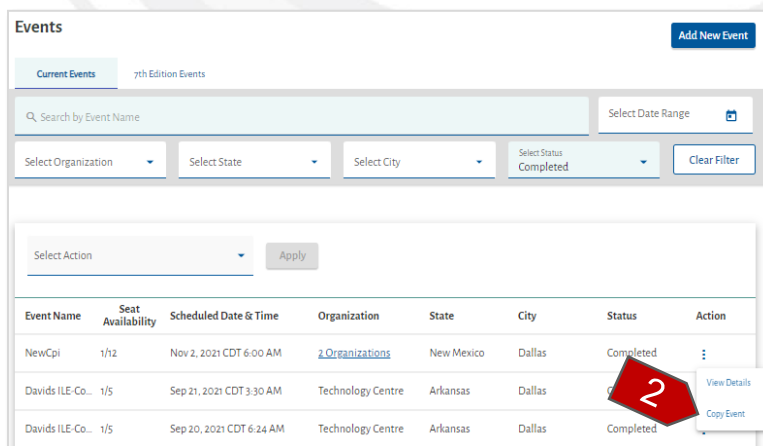
NOTE: The event details are saved & the user is navigated to Event listing page along with a Draft status, by clicking on the "Exit" button.

5. Modify the required details in the subsequent sections that are automatically populated and then click on the "Publish Event" button.

An event has been added in an Event listing page and the 'Successfully Published' popup is displayed.
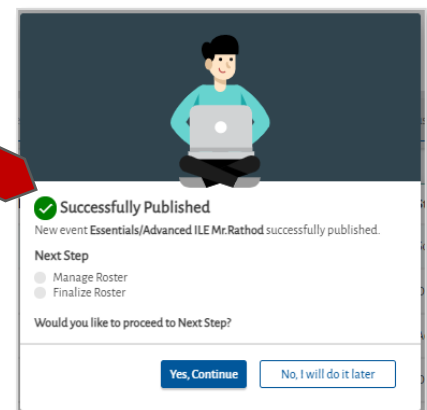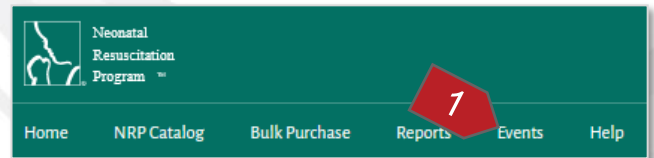

END OF INSTRUCTIONS

WI: Events – Adding Student(s) to an Event

NOTE: The student(s) can be added to an event also in the "Events -> View/Edit details -> Roster" tab.
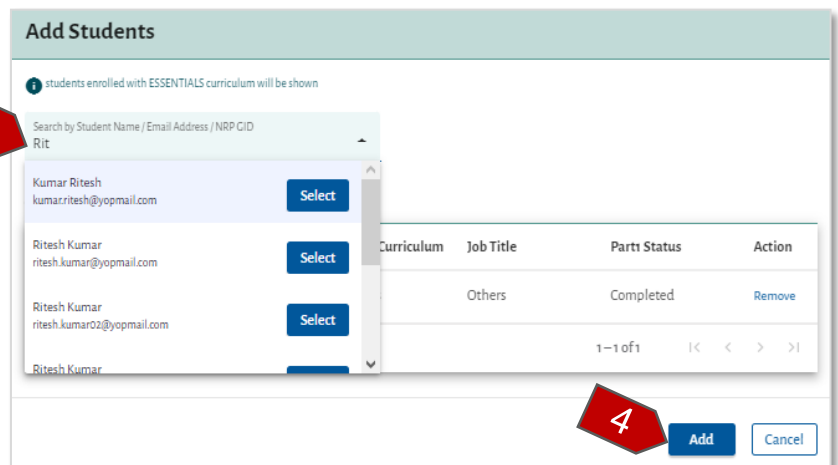
1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Add Student" option.

3. Search the part of a search (Student Name / Email Address) & click on the "Select" button provided for each searched user.
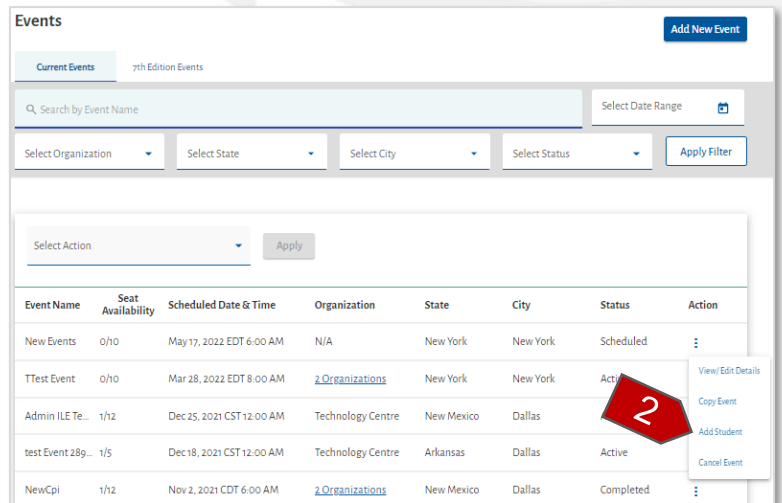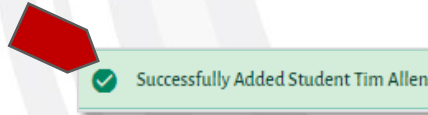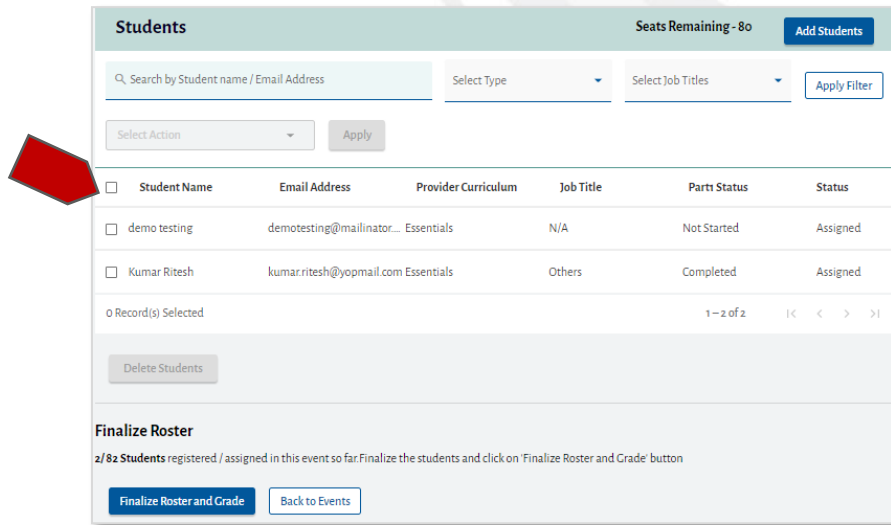
4. Click on the "Add" button.

   NOTE:

   - *Only the students who are enrolled to the curriculum corresponding to the Event type would be searchable.*

   - *The selected user(s) can be excluded before adding to the student list by clicking on the "Remove" button provided for each selected user.*

A green bar at the top of the page indicates that the student has been added successfully.

Successfully Added Student Tim Allen

NOTE: The student is added in the "Roster -> Student" table section.
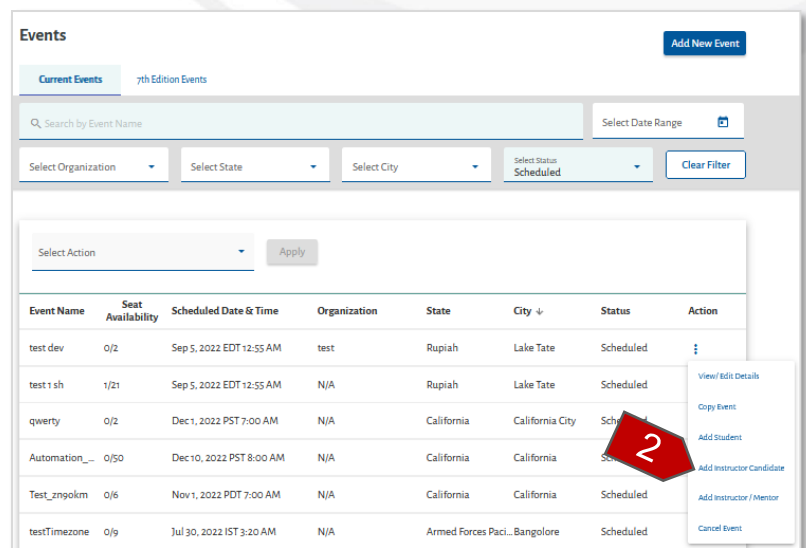

END OF INSTRUCTIONS

WI: Events – Adding Instructor Candidates

NOTE: The Instructor Candidates/IMs can be added to an event in the "Events -> View/Edit details -> Roster" tab.

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.
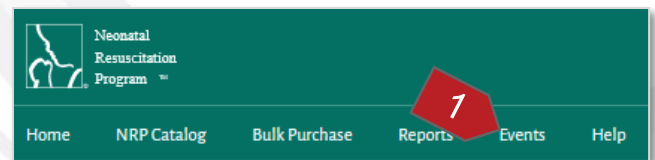
2. Click on the three dots Action button for the Event and select "Add Instructor Candidate" option.

3. Search the part of a search (Instructor Candidate Name / Email Address) (minimum 3 characters or more).

4. Click on the "Add" button to add the Instructor Candidate to the list.

END OF INSTRUCTIONS

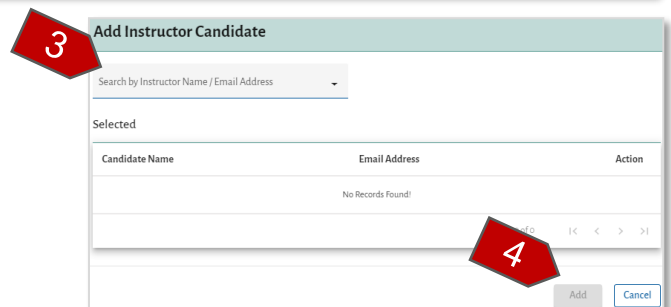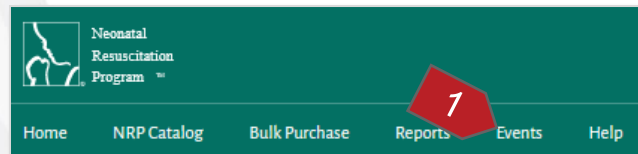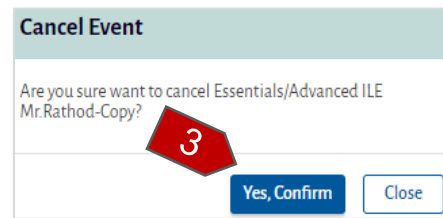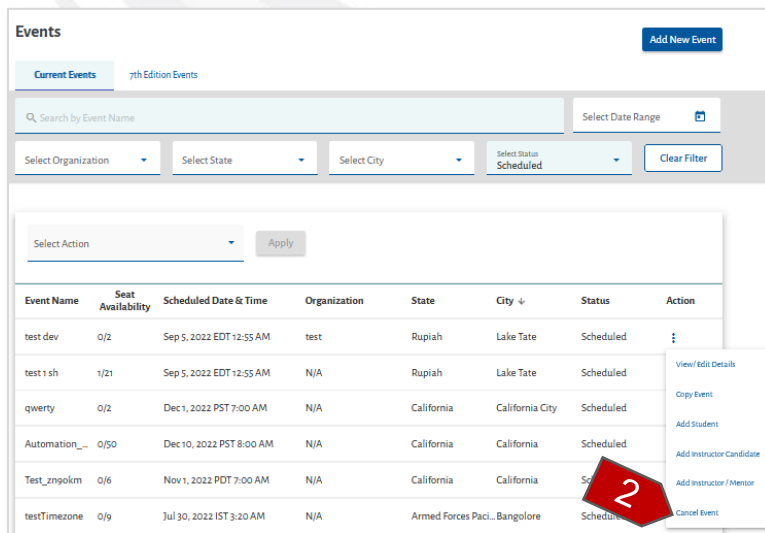## WI: Events – Cancelling an Added Event

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Cancel Event" option.

3. Click on the "Yes, Confirm" button.

A green bar at the top of the page indicates that an event has been deleted successfully.

END OF INSTRUCTIONS
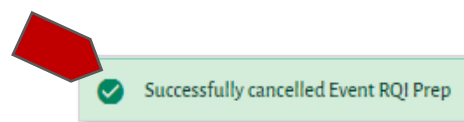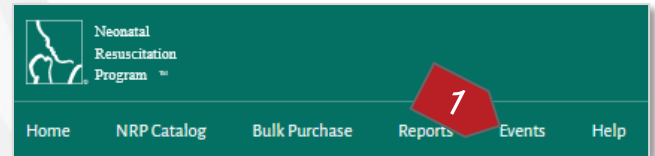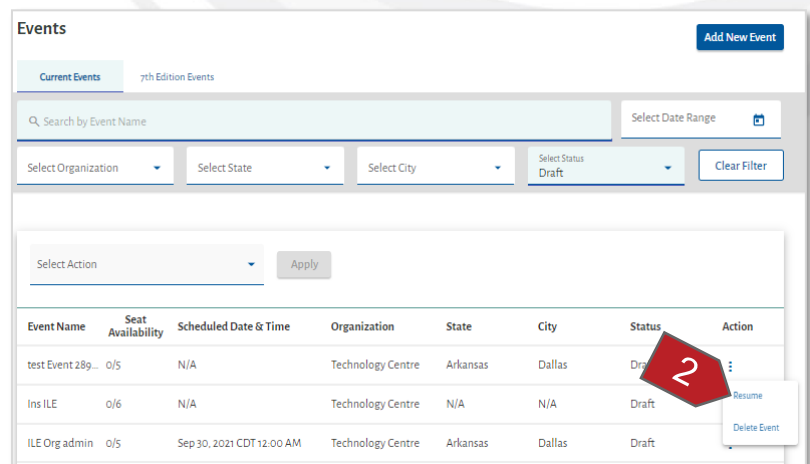
WI: Events – Resuming the Drafted Event

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Resume" option.

The user is navigated to any of the sections of the "Add New Event" page, where the user has paused by clicking on the "Save & Exit" button.

END OF INSTRUCTIONS
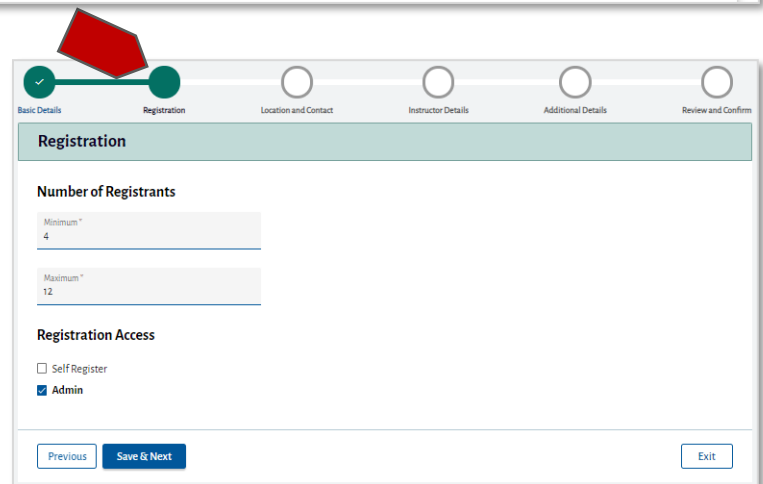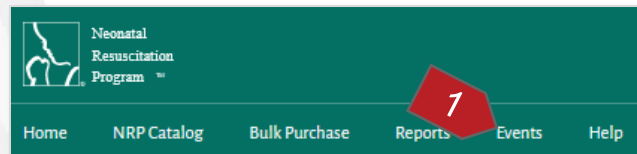
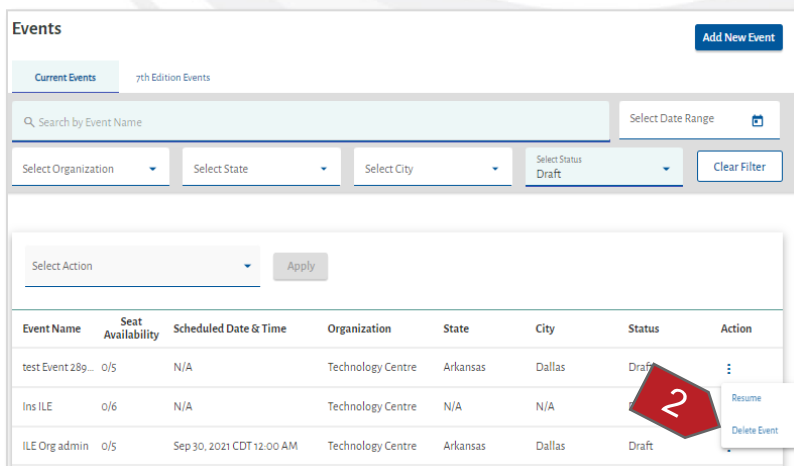## WI: Events – Deleting the Drafted Event

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Delete Event" option.

3. Click on the "Yes, Confirm" button in the "Delete Event" popup.

A green bar at the top of the page indicates that an event has been deleted successfully.

END OF INSTRUCTIONS

WI: Events – Finalizing the Roster to an Event by Instructor/IM

NOTE: The Event Date should have been passed in order to Finalize the Roster.
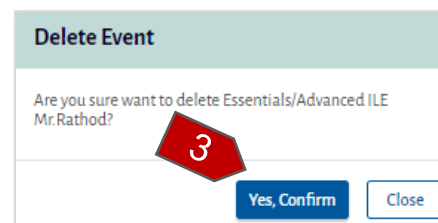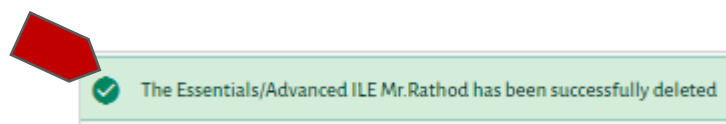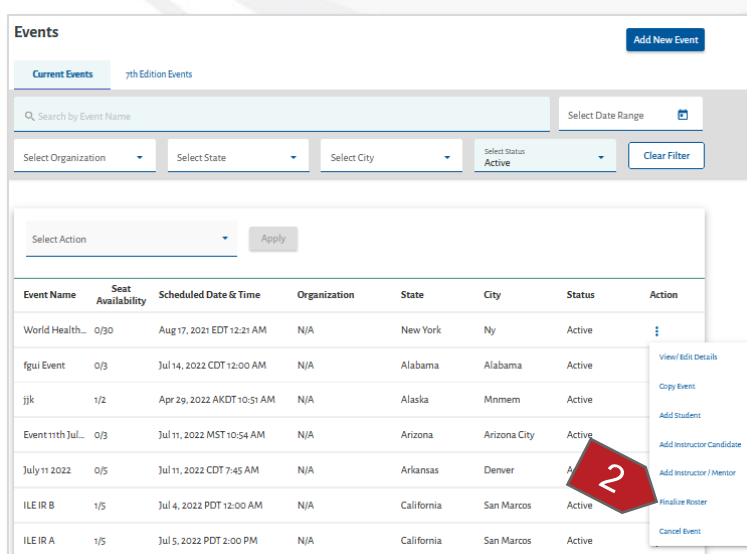
1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Finalize Roster" option.
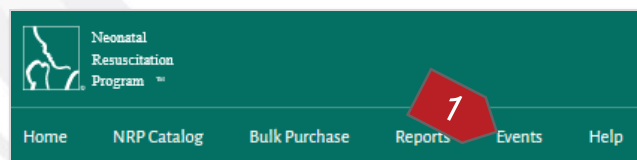
3. Click on the "Finalize Roster and Grade" button post adding the students to an event by clicking on the "Add Student" button.
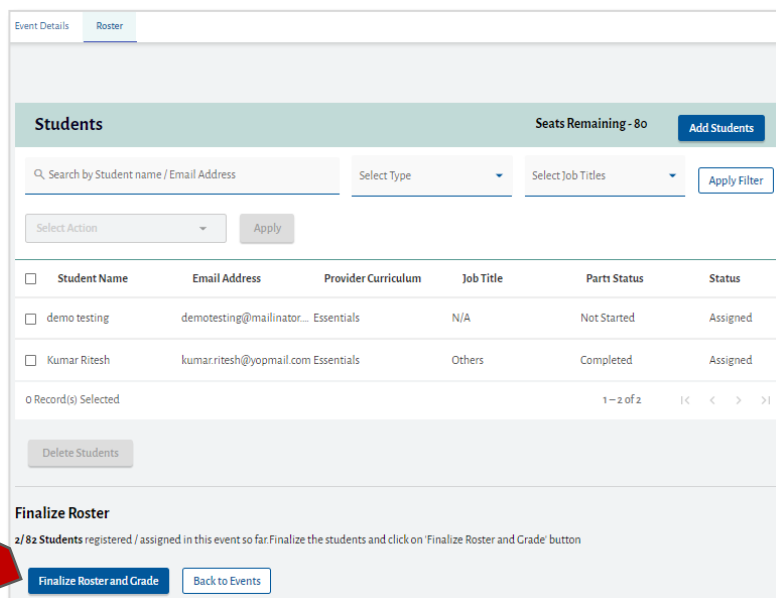
4. Click on the "Yes, Confirm" button to finalize the roster list.

Finalize Roster

Are you sure want to finalize roster? Once it is finalized, you cannot add more student for this events.

4

Yes, Confirm   Cancel

5

✓ Roster has been successfully finalized

A green bar at the top of the page indicates that the roster has been finalized successfully.
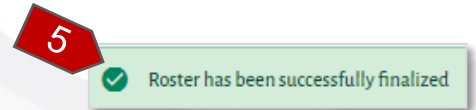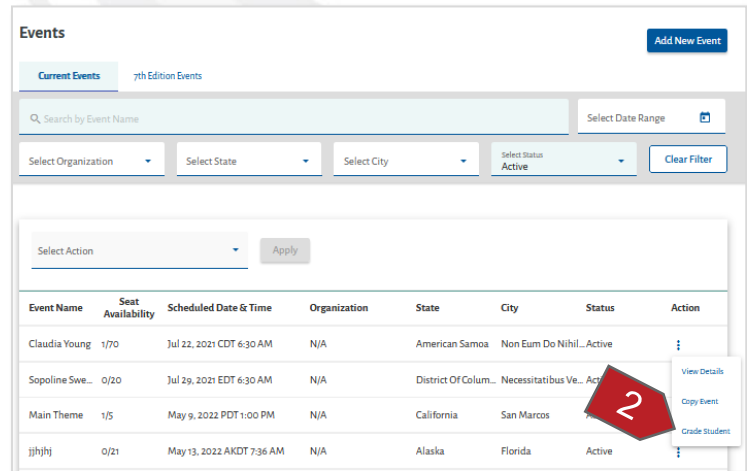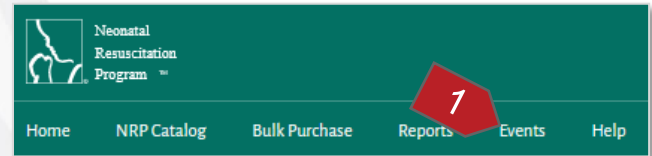
END OF INSTRUCTIONS

WI: Events – Grading/Submitting the Result of Students/Instructor Candidates

1. From the NRP LP User interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Grade Student" option.
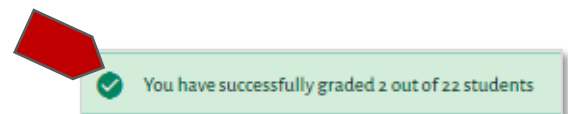
3. Select the checkbox of an individual user or the checkbox next to Student Name column for group student selection.
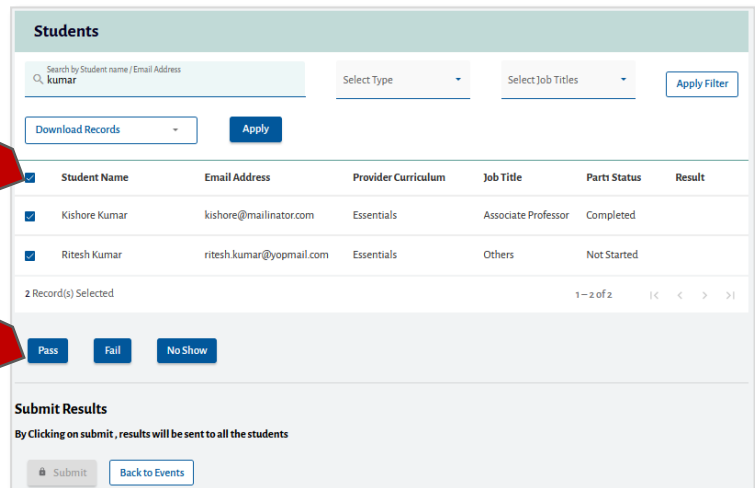
4. Click on the "Pass / Fail / No Show" button, accordingly.

A green bar at the top of the 'Students' section of the page indicates that the selected student(s)/Instructor Candidate(s) has been graded successfully.

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NOTE: The updated results reflects for each user in the "Result" column of the Student table.

5. Click on the "Submit" button.

NOTE: The "Submit" button is available only when all the students/Instructor candidates have been graded.

6. Click on the "Yes, Confirm" button in the "Submit Result" popup.

A green bar at the top of the page indicates that an event has been completed successfully.

The QA Event visi has been successfully completed

END OF INSTRUCTIONS

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An American Heart Association and Laerdal Program
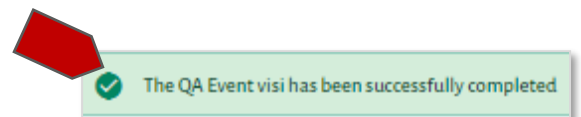
Switch Accounts

The 'Switch Accounts' functionality allows the user to switch between multiple accounts (Global account and Organizational accounts). In case the user switches to Global Account or any other associated organization accounts, the 'Dashboard' appears accordingly.

In case, the user is associated (linked) with multiple profiles (multiple organizational and individual profiles). The user can navigate to other profiles by clicking on the user icon on the top-right corner followed by clicking on the 'My Account' link. Associated 'My Account' details will be displayed.
NOTE: Associated Learner 'Rank' will be displayed to each of the profiles and the highest 'Rank' of the user will be displayed in the Global Account below the Username.

In case, the user is in 'Global Account', then 'My Account' menu displays all the associated profiles details (multiple organizational and individual profiles).

My Account

The My Account menu shows the tabs:
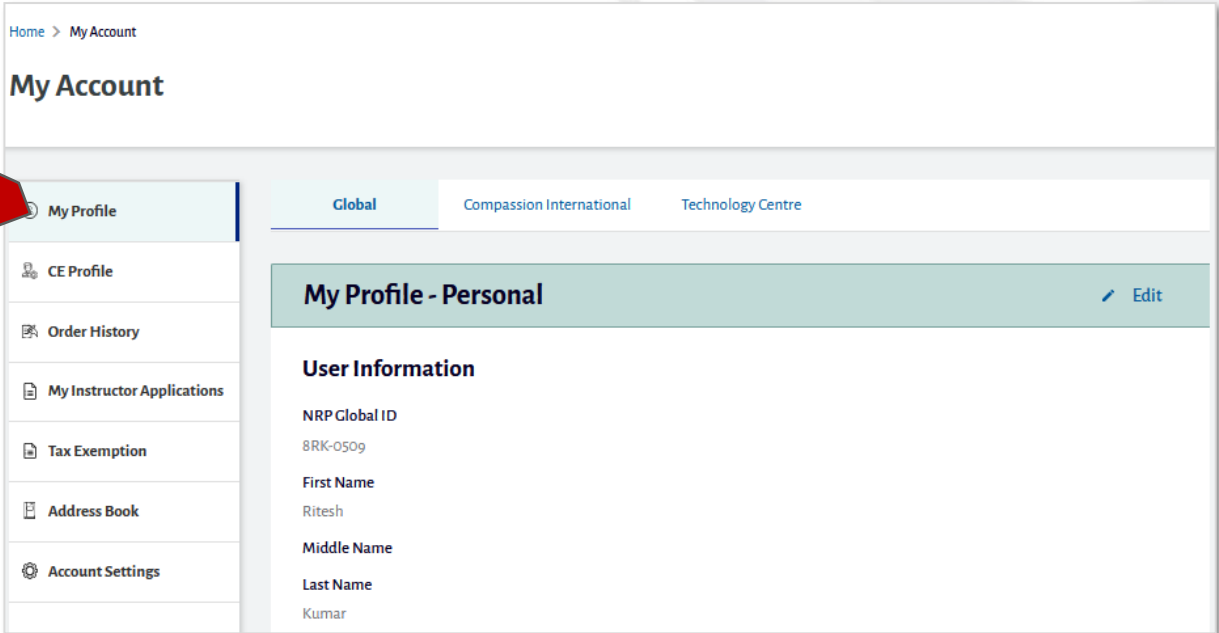
- My Profile (default)
- CE Profile
- Order History
- My Instructor Applications (available for the users who has at least once applied an IA)
- Tax Exemption
- Address Book
- Account Settings

My Profile

The My Profile tab shows all the basic details of a user.

WI: My Profile – Viewing My Profile details

1. Login to NRP Learning Platform.

2. Click the user icon.
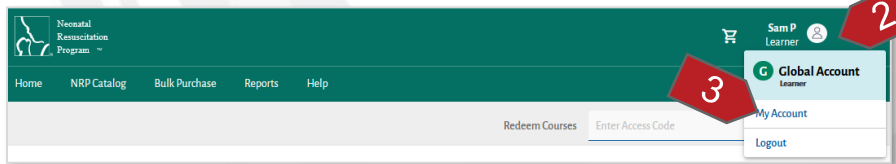
3. Click the "My Account" option.

4. The user details are displayed.
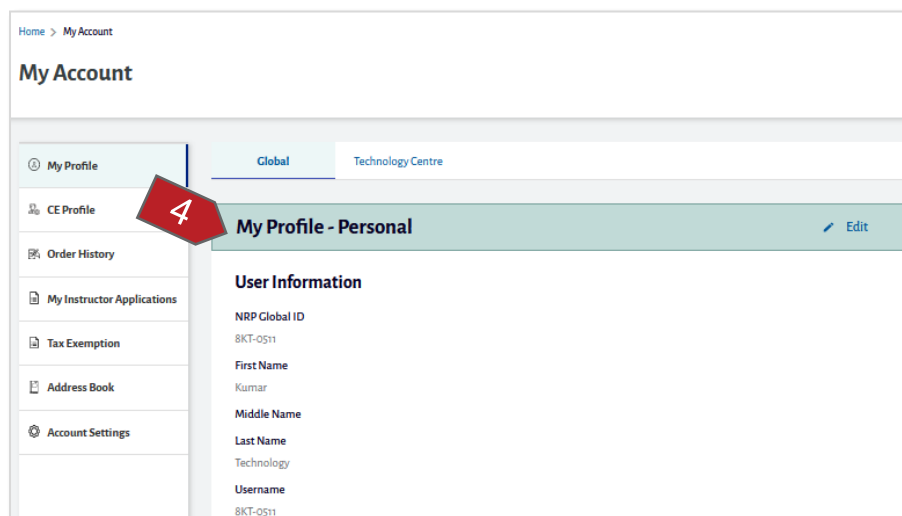
   NOTE: By default, "My Profile" page is displayed.

   | END OF INSTRUCTIONS |

WI: My Profile – Editing My Profile details

1. Login to NRP Learning Platform.

2. Click the user icon.
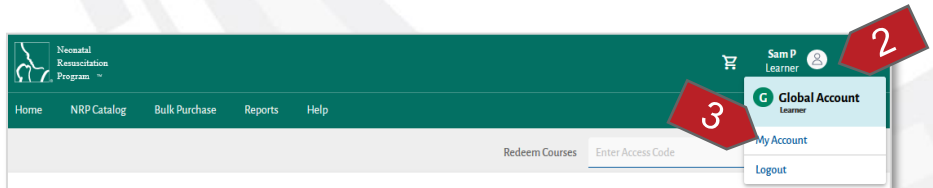
3. Click the "My Account" option.

4. Click the "Edit" button.
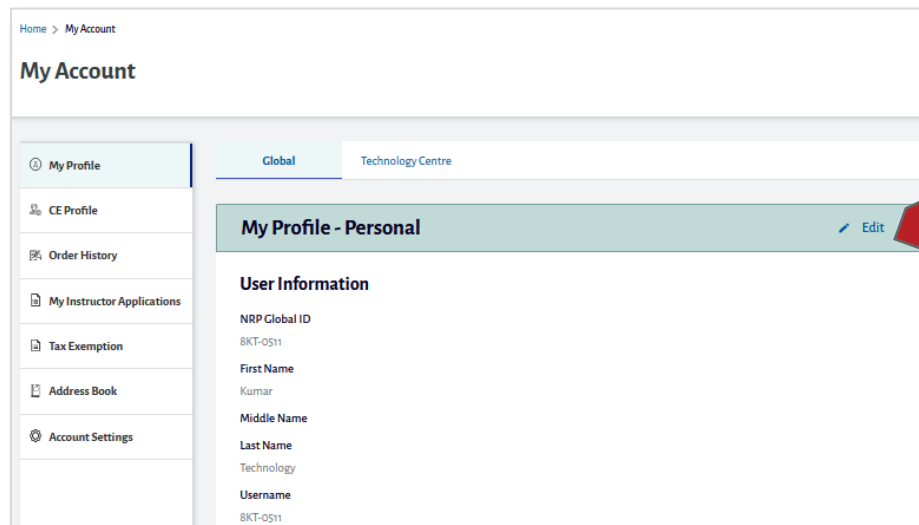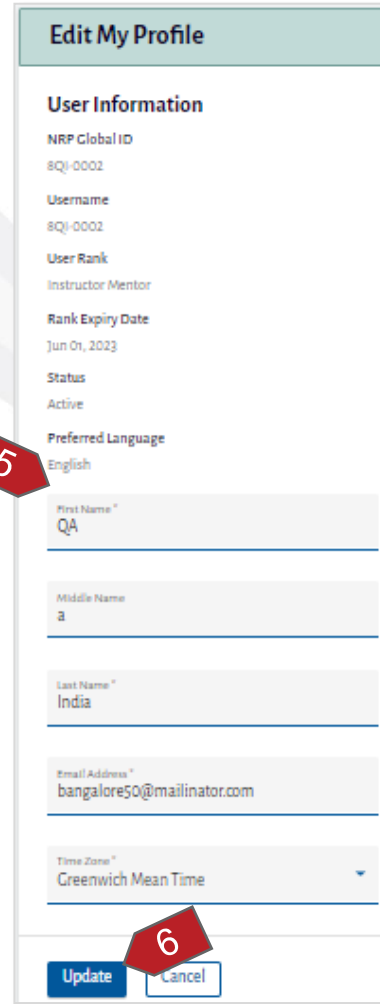
5. Modify the following user details as needed in 'Edit My Profile' page:
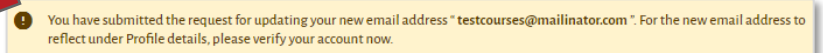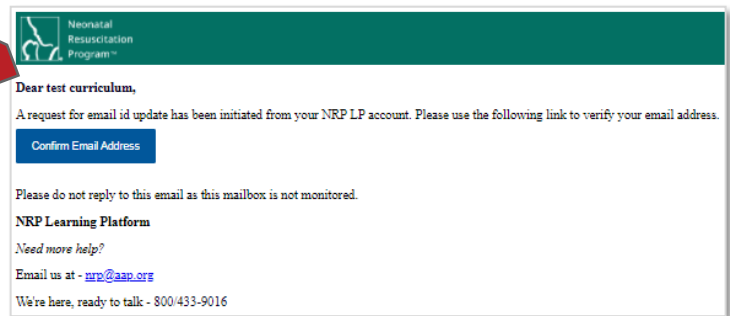
- First Name
- Middle Name (optional)
- Last Name
- Email Address
- Time Zone

NOTE:

- *The following fields cannot be changed:*

  o *NRP Global ID*
  o *Username*
  o *User Rank*
  o *Rank Expiry Date (Applicable to Essentials/Advanced Providers, ICs, Instructors, IMs; 'Expired' for Inactive instructors; N/A for Learners)*
  o *Status*
  o *Preferred Language*

Edit My Profile

User Information

NRP Global ID
8QI-0002

Username
8QI-0002

User Rank
Instructor Mentor

Rank Expiry Date
Jun 01, 2023

Status
Active

Preferred Language
English

First Name *
QA

Middle Name
a

Last Name *
India

Email Address *
bangalore50@mailinator.com

Time Zone *
Greenwich Mean Time

Update Cancel

- *Upon editing email address, there will be a warning message to verify the account*

You have submitted the request for updating your new email address " testcourses@mailinator.com ". For the new email address to reflect under Profile details, please verify your account now.

- *Example Email - Confirm Email Address*

Neonatal Resuscitation Program™

Dear test curriculum,

A request for email id update has been initiated from your NRP LP account. Please use the following link to verify your email address.

Confirm Email Address

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform
Need more help?
Email us at - nrp@aap.org
We're here, ready to talk - 800/433-9016

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- *The success message is displayed upon verifying an account*
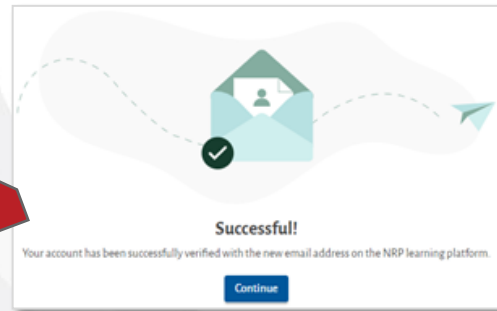
6. Click on the "Update" button to update the details.
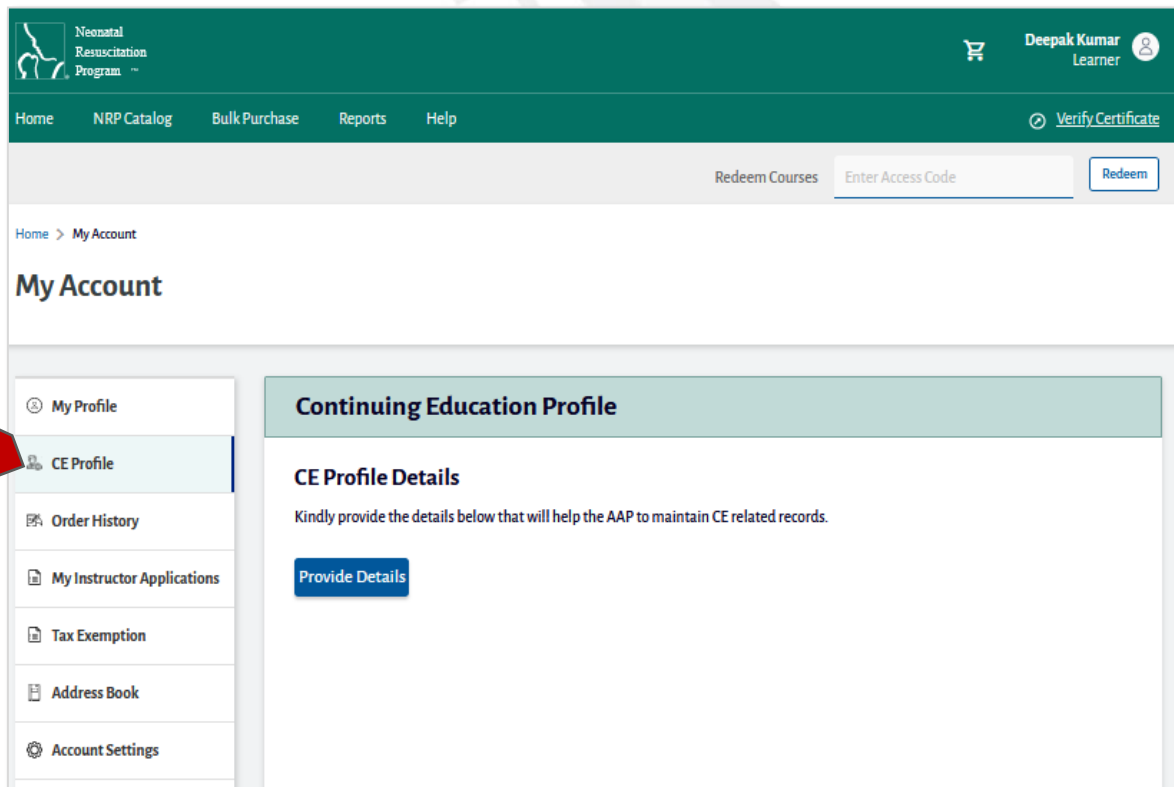
A green bar at the top of the page indicates that the profile details have been updated successfully.
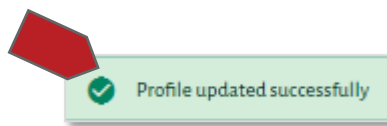
END OF INSTRUCTIONS

CE Profile

The CE Profile (Continuing Education Profile) tab shows all the CE Profile Details of a user. The CE Profile is associated with all the profiles of the user.

NOTE:

- *The User has to mandatory fill the "Continuing Education Profile" while "Resuming" or "Starting" course on NRP Learning Platform.*

- *The "Continuing Education Profile" details is updated on any profile will reflect in all the profile of the user.*

CE Profile – WI: Viewing User's CE Profile
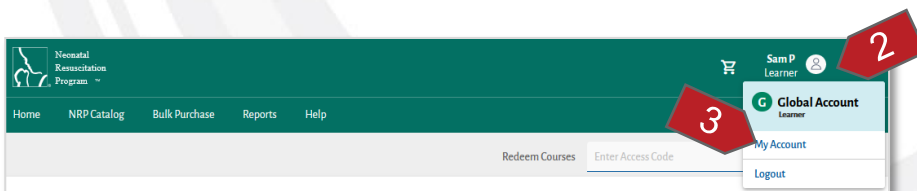
1. Login to NRP Learning Platform.

2. Click the user icon.

3. Click on the "My Account" option.

   The user details based on the profile being selected will be displayed.

   NOTE: By default, "My Profile" page is displayed.

4. Click the "CE Profile" tab to display the 'Continuing Education Profile' details of the user.

   END OF INSTRUCTIONS

CE Profile – WI: Adding User's CE Profile

1. Login to NRP Learning Platform.

2. Click the user icon.

3. Click on the "My Account" option.

   The user details based on the profile being selected will be displayed.

   NOTE: By default, "My Profile" page is displayed.

4. Click the "CE Profile" tab to display/add the CE Profile details of the user.

5. Click on the "Profile Details" button.

6. Select the "CE Job Title" from the dropdown and click on the "Submit" button.

   NOTE: Based on the 'CE Job Title' other information needs to be filled by the user which is 'CE Job Title' specific.

END OF INSTRUCTIONS

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CE Profile – WI: Editing User's CE Profile
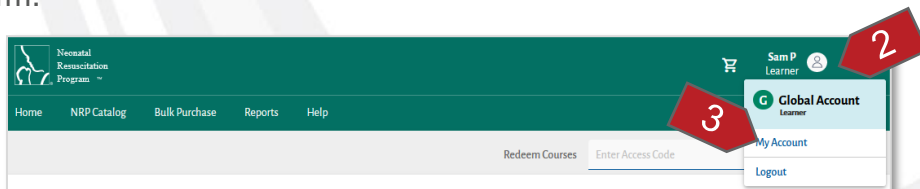
1. Login to NRP Learning Platform.
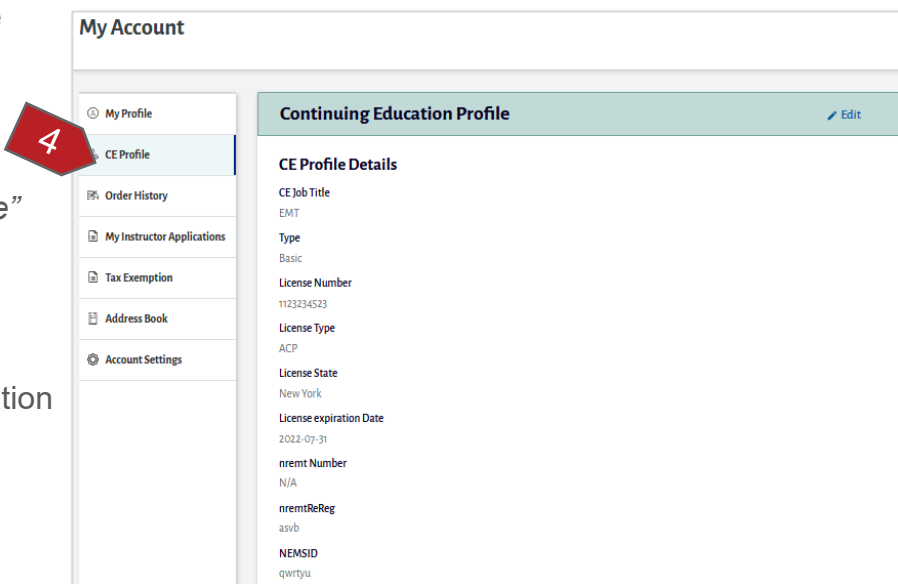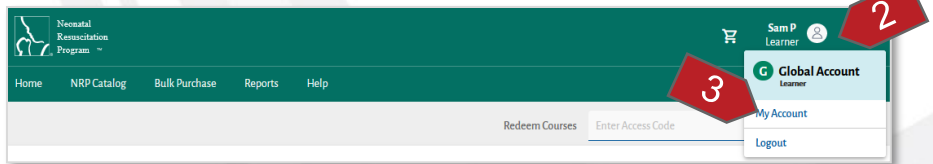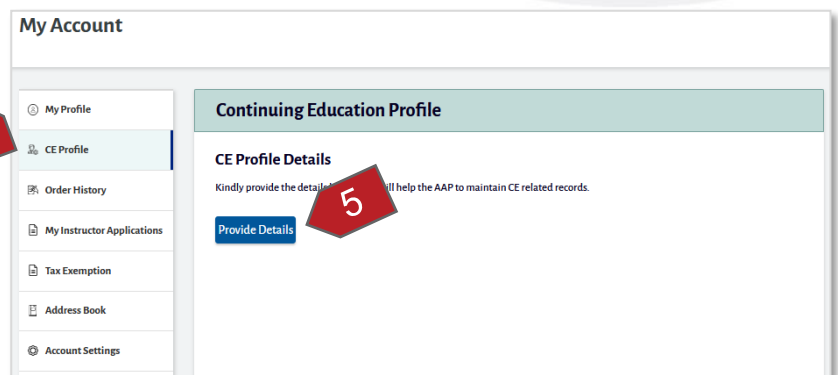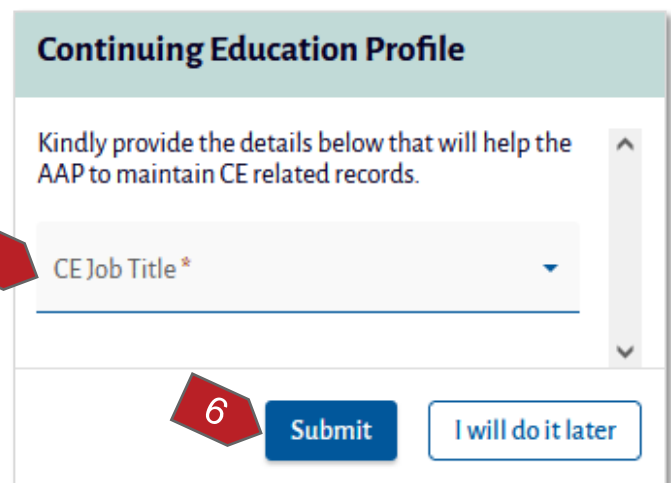
2. Click the user icon.

3. Click on the "My Account" option.

   The user details based on the profile being selected will be displayed.
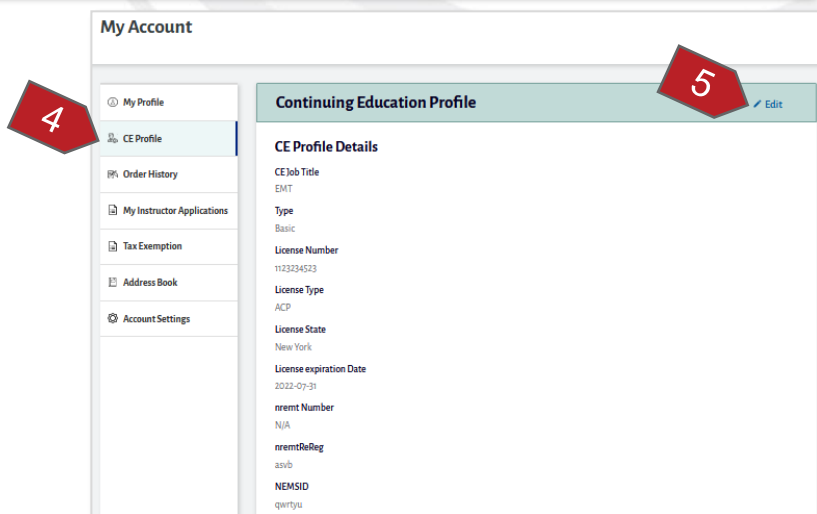
   NOTE: By default, "My Profile" page is displayed.

4. Click the "CE Profile" tab to display the CE Profile details of the user.

5. Click on the "Edit" button.

6. Update the "CE Profile Details" and click on the "Update" button.
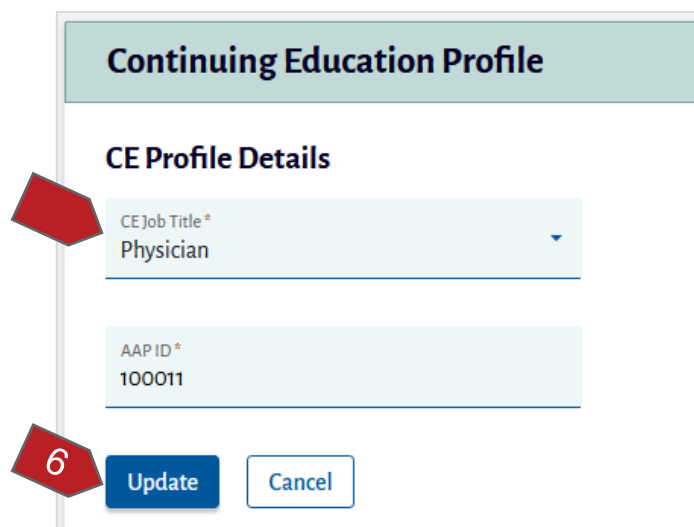
   NOTE: Based on the 'CE Job Title' other information need to be while updating the 'CE Profile' By the user.

   A green bar at the top of the page indicates that the student has been added successfully.

   END OF INSTRUCTIONS

American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN™

RQI RESUSCITATION QUALITY IMPROVEMENT
An American Heart Association and Laerdal Program
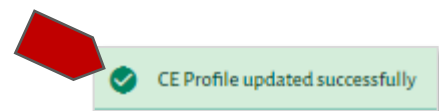
Order History

The Order History tab shows the list of orders purchased by a user. Actions can be performed on a single order. An order of a specific curriculum/course can be searched/filtered, and the resulting columns can be sorted.

Order History tab shows two subtabs:

- Current Order History – Order made on the 8th edition NRP platform.
- 7th Edition Order History – Order made on the 7th edition NRP platform

WI: Order History – Viewing Order History

1. Login to NRP Learning Platform.

2. Click the user icon.

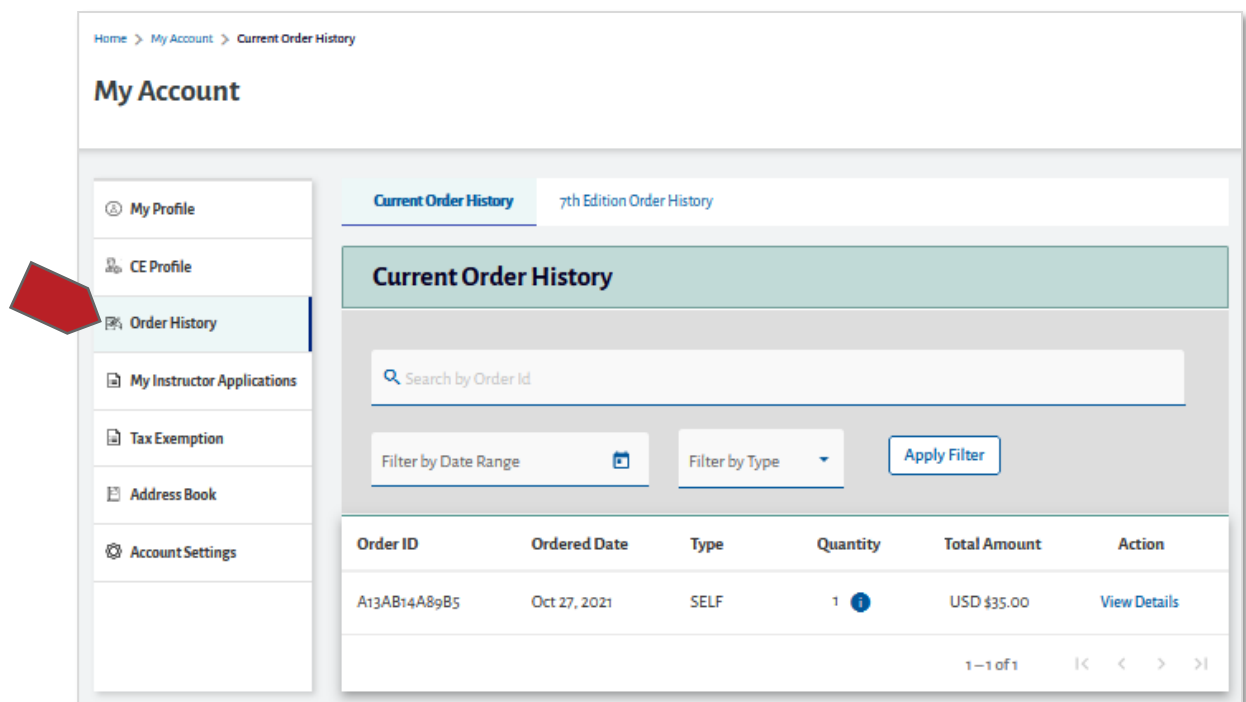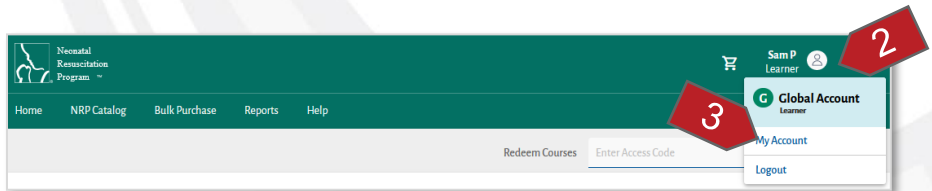3. Click the "My Account" option.

4. Click on the "Order History" tab to view Order History.

NOTE: By default, "My Profile" page is displayed.

5. Click on the "Current Order History" or "7th Edition Order History" sub-tabs to view to order history details.

END OF INSTRUCTIONS

WI: Order History – Searching/Filtering Orders

1. Login to NRP Learning Platform.
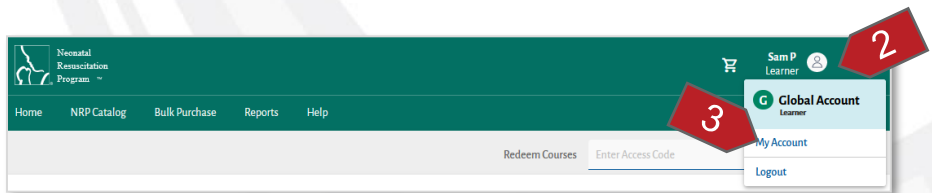
2. Click the user icon.

3. Click the "My Account" option.

4. Click the "Order History" tab.

   NOTE: By default, "My Profile" page is displayed.

5. Click on "Current Order History" or "7th Edition Order History" sub-tabs.

6. Enter the part of a search term (Order Id/Curriculum Name) and/or select filter criteria.

7. Click the "Apply Filter" button to apply the search and/or filter criteria.

   The list of all the orders will update based on search criteria.

   Click the "Clear Filter" button to return to the default view.

NOTE: The "Clear Filter" button appears only after clicking the "Apply Filter" button.
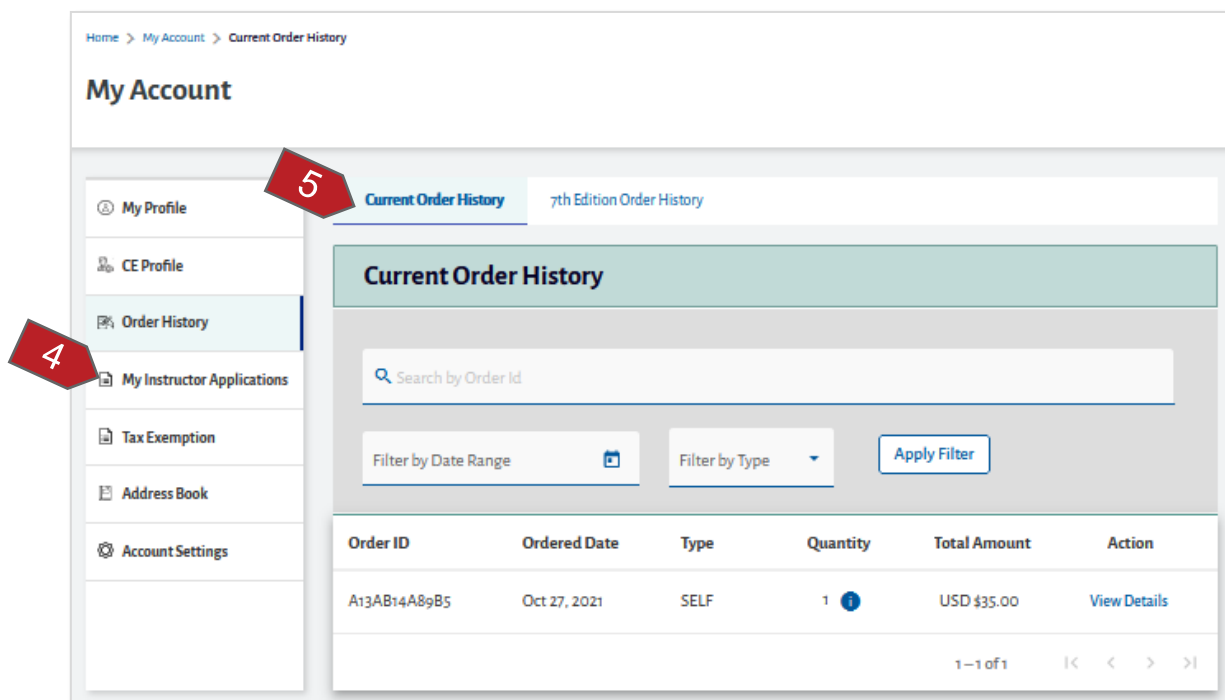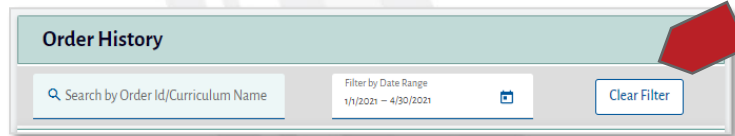

END OF INSTRUCTIONS

WI: Order History – Viewing Details of an Order

1. Login to NRP Learning Platform.
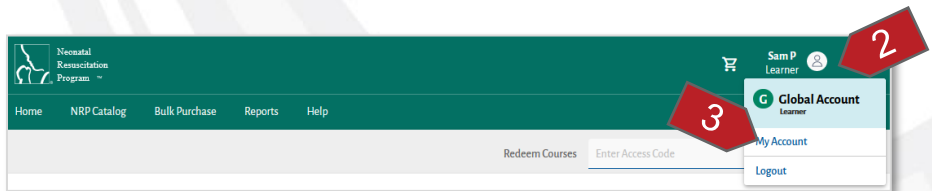
2. Click the user icon.

3. Click the "My Account" option.

4. Click the "Order History" tab.
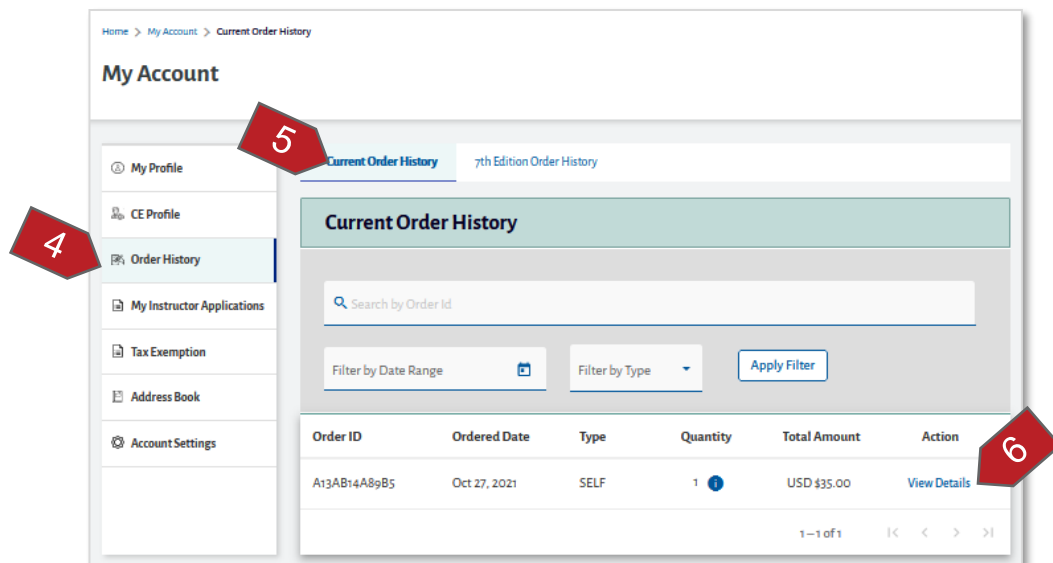
NOTE: By default, "My Profile" page is displayed.
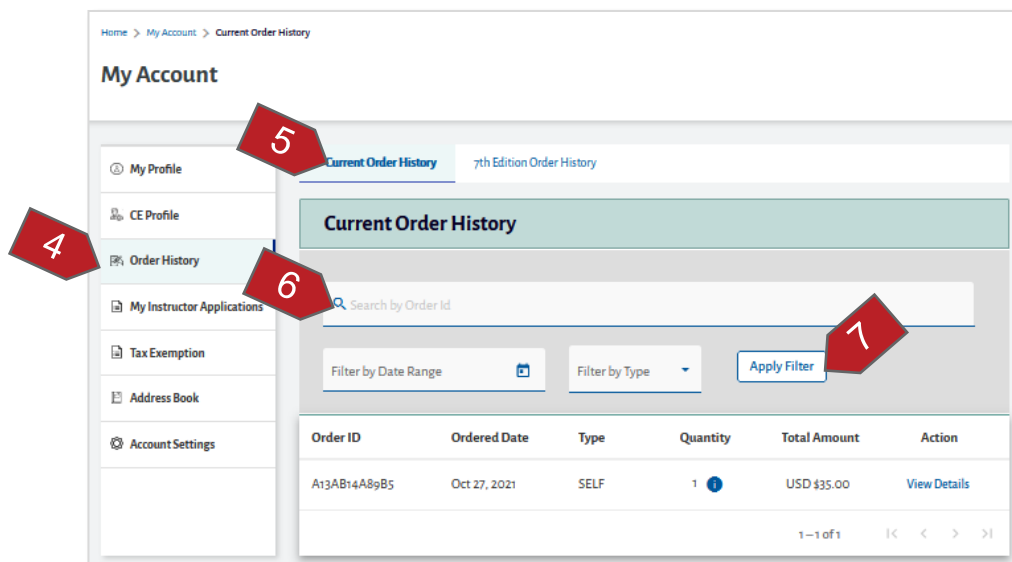
5. Click on "Current Order History" or "7th Edition Order History" sub-tabs.

6. Click the "View Details" option under the Action column.

7. The "View Oder Details" pop up appears.

View Order Details

Print   **Download**

Order Id
B43P0DDA7C36

Order Date
May 27, 2021

Product Name
NRP 8th Edition Essentials Provider Curriculum

Payment Amount
$38.11

Payment Mode
CC

Help
Please contact RQI Partners Customer Support (Monday – Friday, 7a – 7p central) for queries about online purchases or refunds.

Email Address
nrp@rqipartners.com

Contact Details
XXX-XXX-XXXX

Close

NOTE: The Print & Download options are available on the top-right side of the page.

END OF INSTRUCTIONS

My Instructor Applications

NOTE: The 'My Instructor Applications' tab is available only to the users, who has at least once applied an Instructor Application. Learner & Essentials Provider are not eligible to apply an instructor application.

The 'My Instructor Applications' tab shows the list of instructor applications applied by a user along with the status of the application. Actions can be performed on the single application. The columns can be sorted.

My Instructor Applications tab shows two subtabs:

- Current Instructor Applications– Instructor Applications applied on the 8th edition NRP platform.

- 7th Edition Instructor Applications – Instructor Applications applied on the 7th edition NRP platform

Following are the Instructor Application statuses:

- Expired – Once the user has submitted & got the approval from AAP Admin and then in case the user failed to enroll within 30days; or has purchased and failed to launch the Instructor Candidate curriculum within 30days

- In Review – The user has just submitted the application and the AAP Admin is yet to take an action on the application

- Approved – The user had submitted the application and it has been approved by the AAP Admin

- Rejected – The user had submitted the application and it has been rejected by the AAP Admin

- On Hold – The user had submitted the application, but the AAP Admin has put the application on hold to verify or cross check the details submitted by the user

WI: IA – Viewing Instructor Application

1. Login to NRP Learning Platform.

2. Click the user icon.

3. Click on "My Account" option.

4. Click the "My Instructor Applications" tab to view all the instructor application's information.

    NOTE: By default, "My Profile" page is displayed.

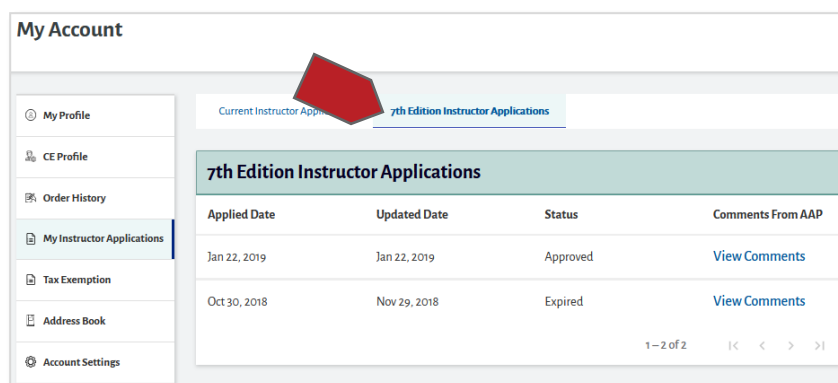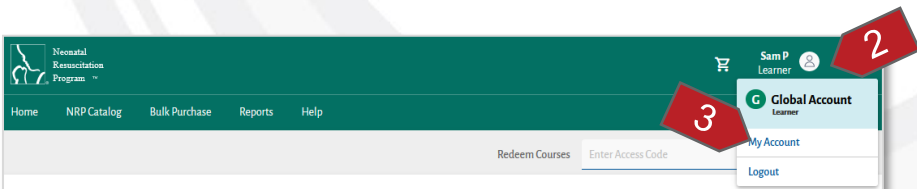5. Click on the "Current Instructor Applications" or "7th Edition Instructor Application" sub-tab.

NOTE: By default, "Current Instructor Application" page is displayed.

6. Click the "View Application" option under the 'Action' column.

The user is navigated to 'View application' page to view.

END OF INSTRUCTIONS

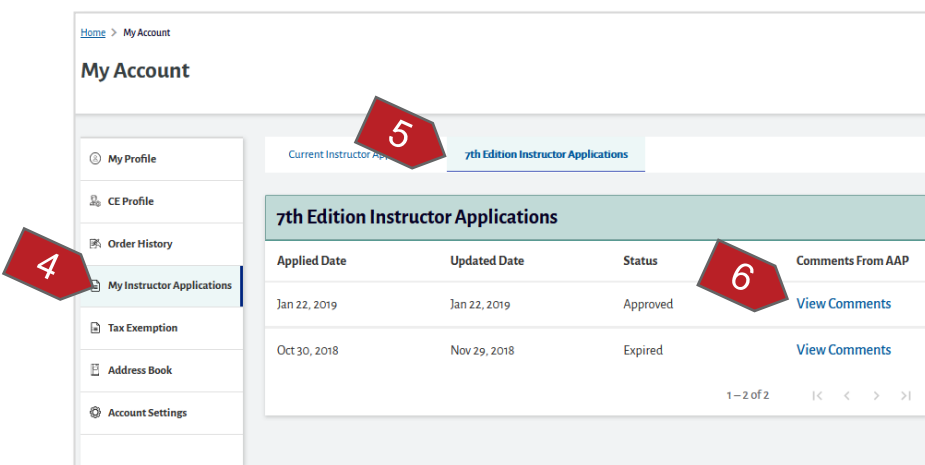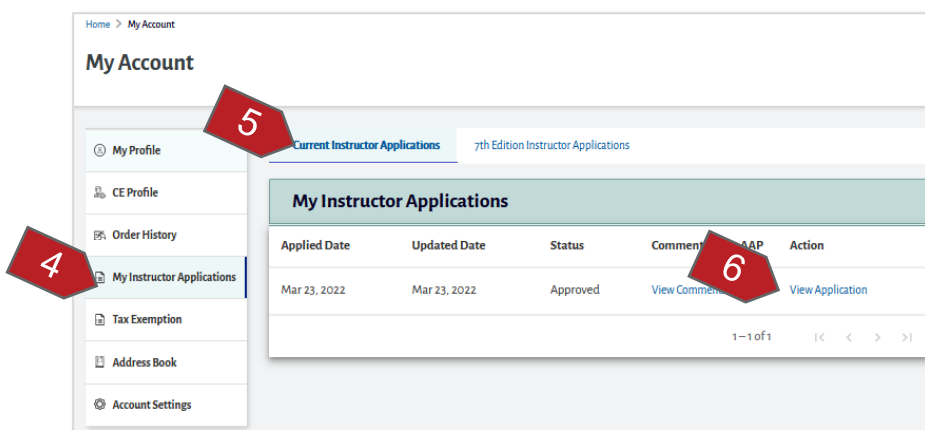## WI: IA – Viewing Comments on Instructor Application

1. Login to NRP Learning Platform.

2. Click the user icon.

3. Click the "My Account" option.

4. Click the "My Instructor Application" tab to view all the instructor application's details.
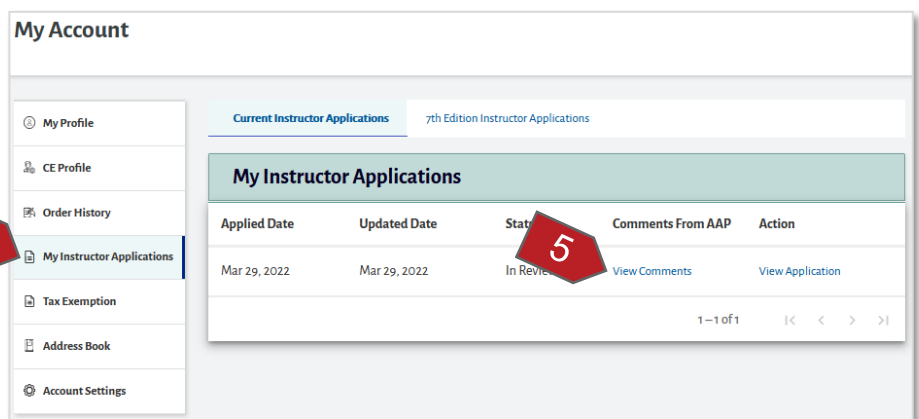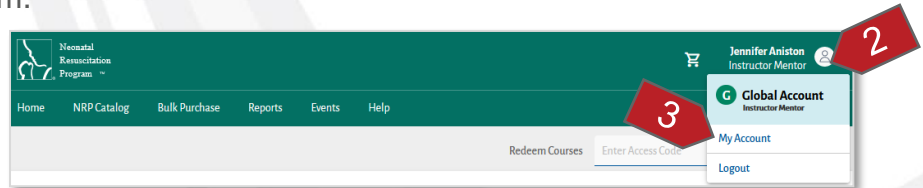
NOTE: By default, "My Profile" page is displayed.

5. Click the "View Comments" option under 'Comments from AAP' column.
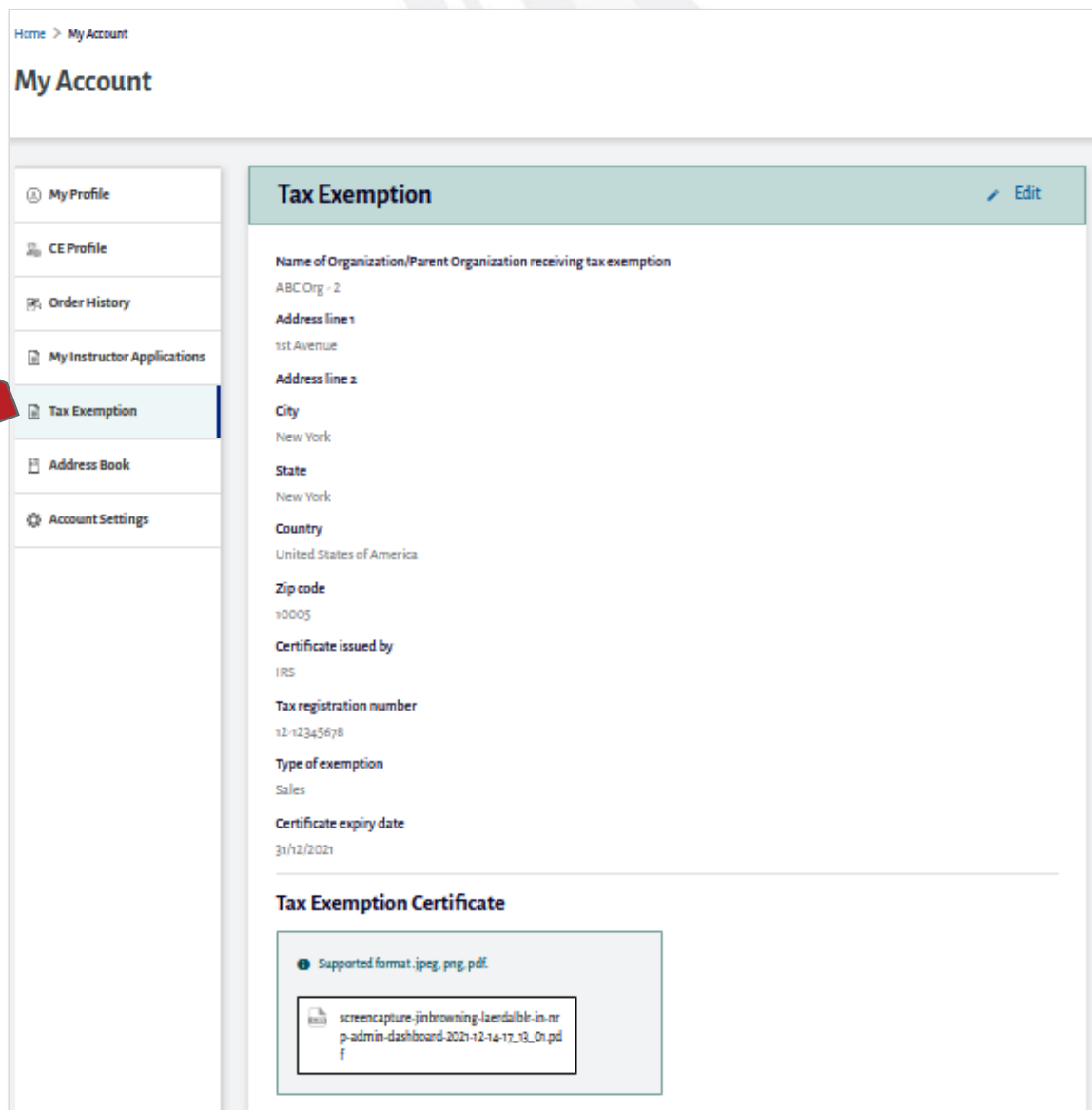
The 'View Comments from AAP' popup appears to view.
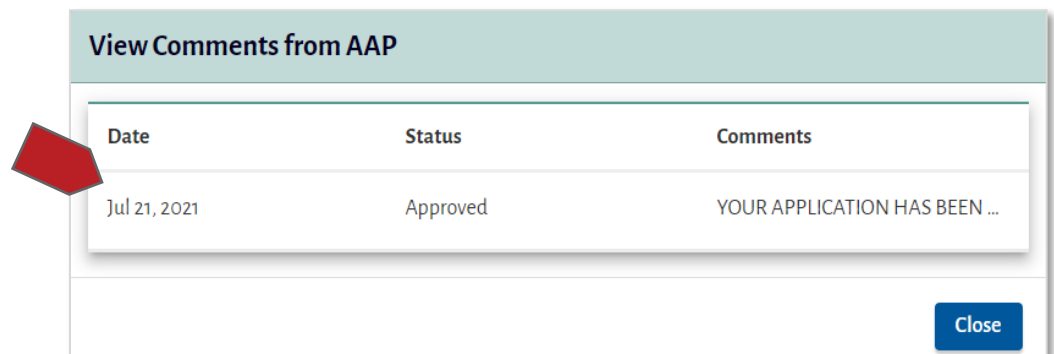
END OF INSTRUCTIONS

Tax Exemption

The 'Tax Exemption' tab shows the information related to tax exemption provided by the user during the bulk purchase of licenses.

WI: Tax Exemption – Viewing Tax Exemption details

1. Login to NRP Learning Platform.

2. Click the user icon.
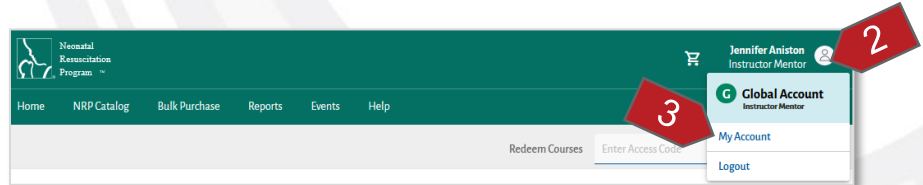
3. Click the "My Account" option.

4. Click on the "Tax Exemption" tab.
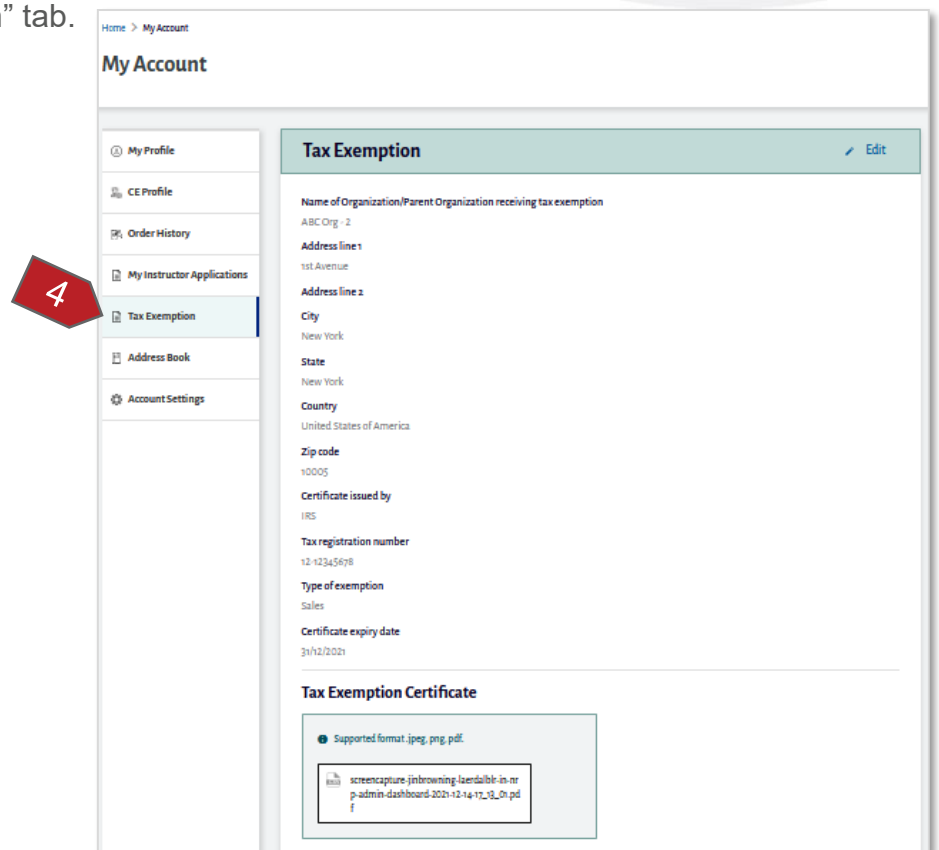
NOTE: By default, "My Profile" page is displayed.

END OF INSTRUCTIONS

WI: Tax Exemption – Editing Tax Exemption details

1. Login to NRP Learning Platform.

2. Click the user icon.
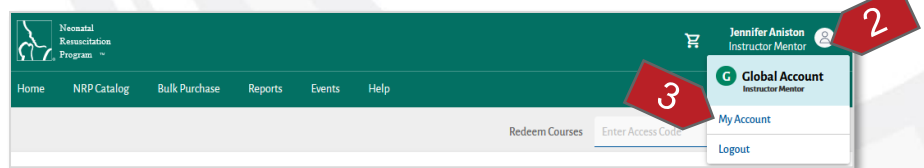
3. Click the "My Account" option.

4. Click on the "Tax Exemption" button.

5. Click the "Edit" button.
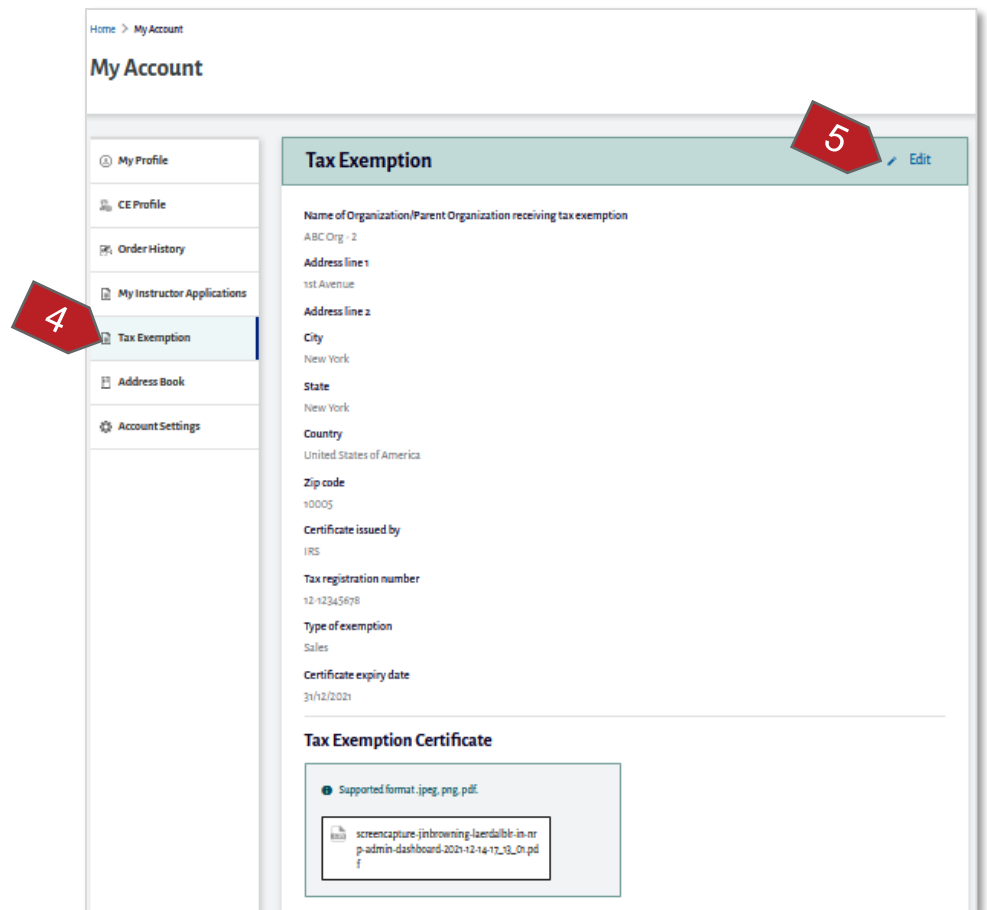
6. Modify the details as needed on the 'Tax Exemption' page.

6 **Edit Tax Exemption**

Name of Organization/Parent Organization receiving tax exemptio...

Address line 1 *

Address line 2

City *

State/Province *

Country *

Zip code *

Certificate issued by *

Tax registration number *

Type of tax exemption *

Certificate expiry date

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of Pediatrics
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RQI RESUSCITATION
QUALITY
IMPROVEMENT™
An American Heart Association®
and Laerdal Program
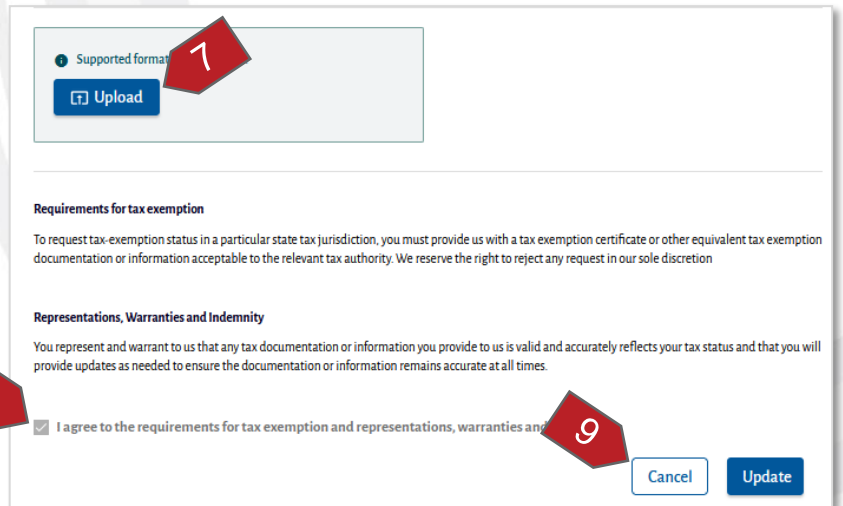
7. Click on the "Upload" button for uploading the tax exemption certificate.

8. Click on the checkbox to agree on the term of tax exemption.

NOTE: *The tax exemption certificate is supported in jpeg, png, and pdf format.*

9. Click on the "Update" button.

A green bar at the top of the page indicates that the tax exemption details have been updated successfully.
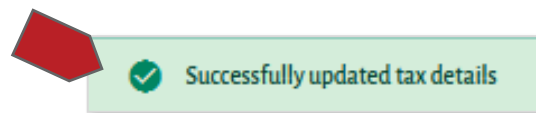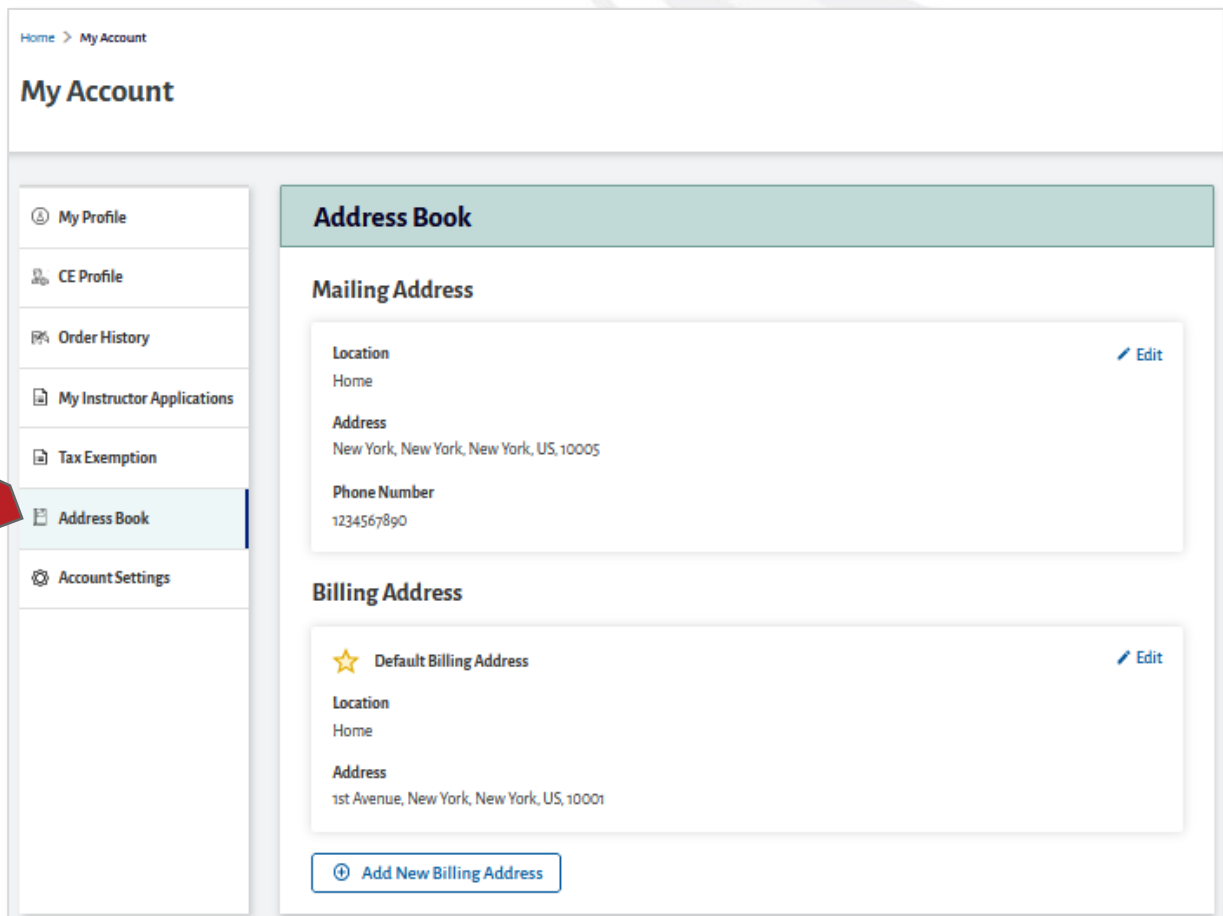
END OF INSTRUCTIONS

Address Book

The Address Book tab shows two types of addresses: Mailing Address and Billing Address.

NOTE: The Billing Address is collected only when the user purchases the curriculum.

WI: Address Book – Viewing User's Address Book

NOTE: The Mailing Address & Billing Address details are populated automatically entered by the user during Profile creation.

1. Login to NRP Learning Platform.

2. Click the user icon.
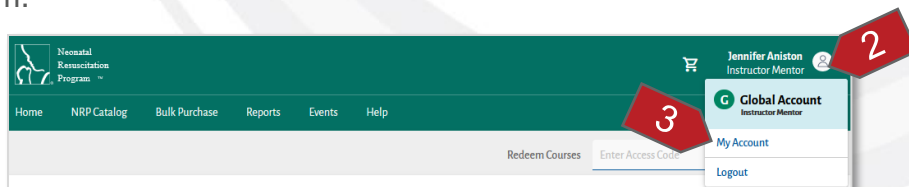
3. Click the "My Account" option.

4. Click the "Address Book" tab to display the mailing address and billing address.
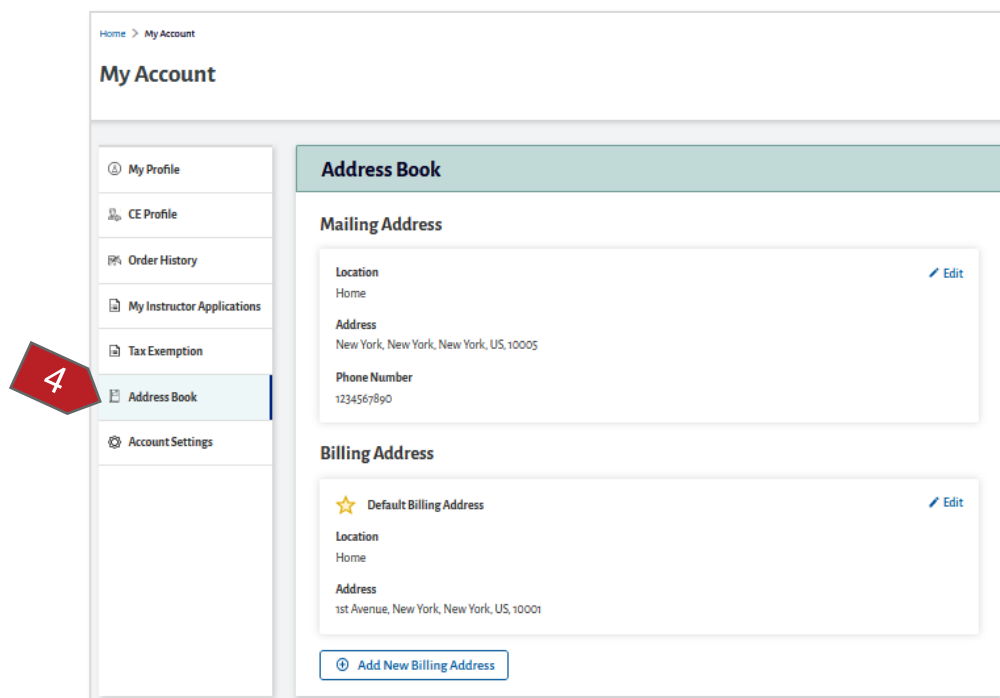
NOTE: By default, "My Profile" page is displayed.

END OF INSTRUCTIONS

WI: Address Book – Editing Mailing Address / Billing Address

NOTE: The Mailing Address & Billing Address details are populated automatically entered by the user during Profile creation process.

1. Login to NRP Learning Platform.
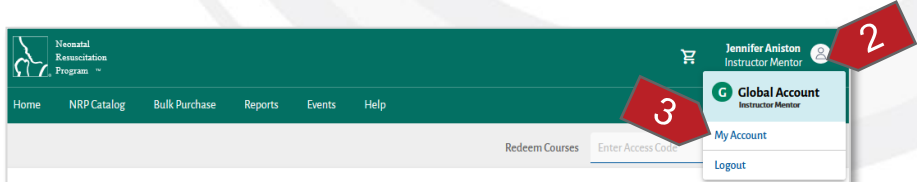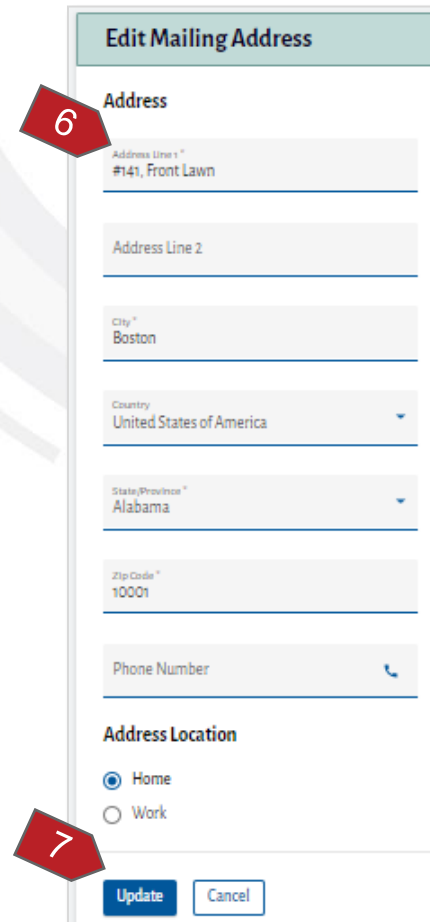
2. Click the user icon.

3. Click the "My Account" option.

4. Click the "Address Book" tab to display the mailing address and billing address.
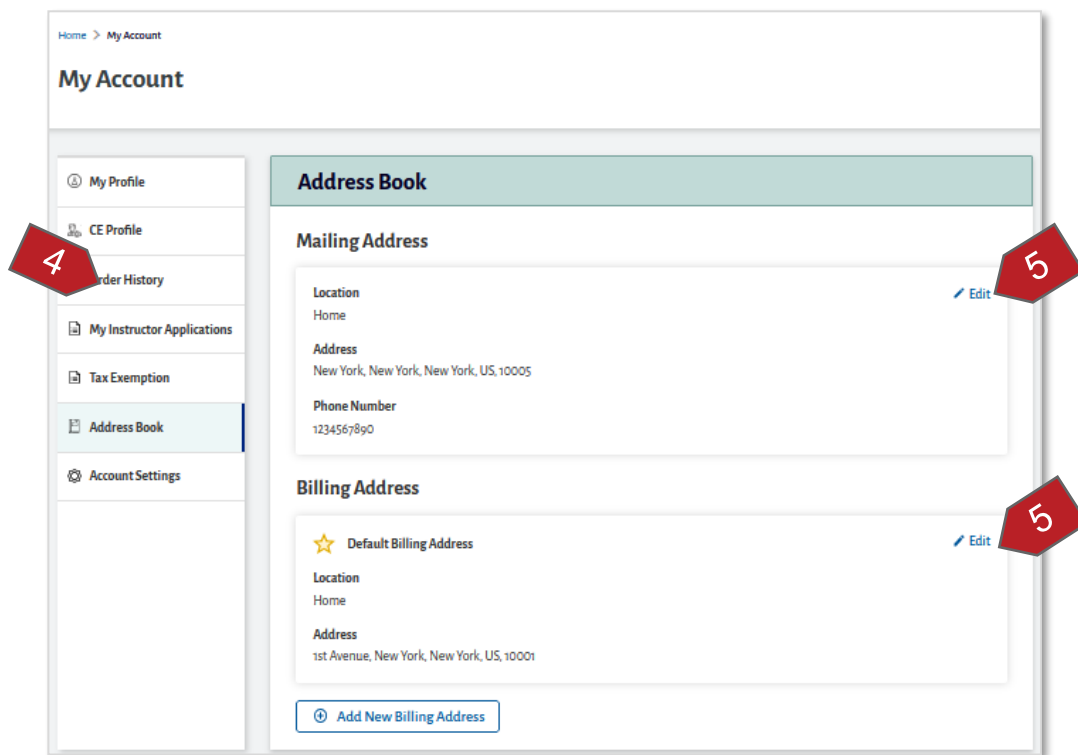
NOTE: By default, "My Profile" page is displayed.

5. Click the "Edit" link.

6. Modify the details as required.

7. Click on the "Update" button to update the details.

Edit Mailing Address

Address

Address Line 1 *
#141, Front Lawn

Address Line 2

City *
Boston

Country
United States of America

State/Province *
Alabama

Zip Code *
10001

Phone Number

Address Location

◉ Home

○ Work

[Update] [Cancel]

END OF INSTRUCTIONS

WI: Address Book – Adding New Billing Address

NOTE: The Mailing Address & Billing Address details are populated automatically entered by the user during Profile creation.

1. Login to NRP Learning Platform.

2. Click the user icon.
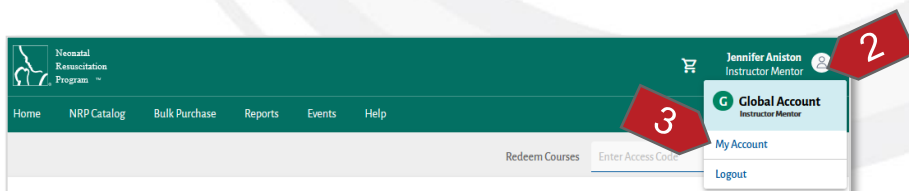
3. Click the "My Account" option.

4. Click the "Address Book" tab.
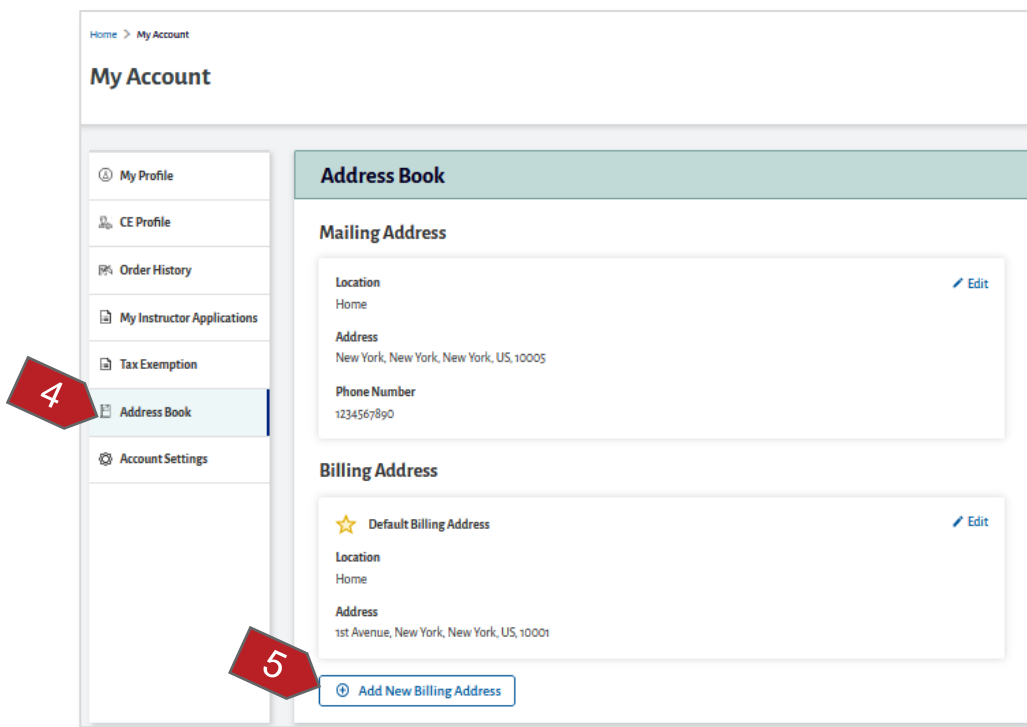
   NOTE: By default, "My Profile" page is displayed.

5. Click on "Add New Billing Address" button.

6. Enter the details of the new billing address.

7. Click on the "Add New Address" button to update the details.

END OF INSTRUCTIONS

WI: Address Book – Setting one of the Billing Address as Default

NOTE: The "Set As Default Billing Address" option is available only when the user has added more than one billing address.
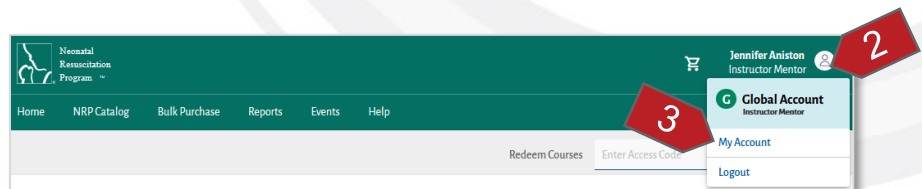
1. Login to NRP Learning Platform.

2. Click the user icon.

3. Click the "My Account" option.

4. Click the "Address Book" tab.

   NOTE: By default, "My Profile" page is displayed.

5. Click on any of the address "Set As Default Billing Address" button.

   NOTE: By default, the Billing Address entered by the user in the enrolling process is considered as the default billing address.

6. Click on "Confirm" button in the "Set As Default Billing Address" pop up.

A green bar at the top of the "Billing Address" section indicates that the new default address has been set successfully.

END OF INSTRUCTIONS

WI: Address Book – Editing Billing Address

1. Login to NRP Learning Platform.
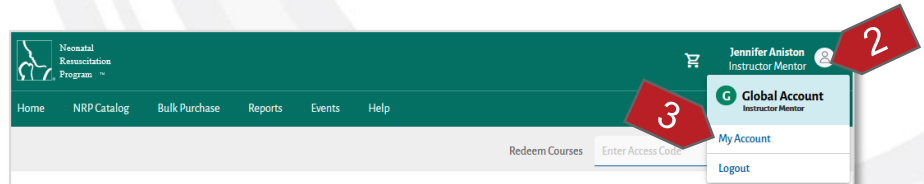
2. Click the user icon.

3. Click the "My Account" option.

4. Click the "Address Book" tab.

NOTE: By default, "My Profile" page is displayed.

5. Click on any of the address "Set As Default Billing Address" button.

    NOTE: By default, the Billing Address entered by the user in the enrolling process is considered as the default billing address.

6. Click on the "Confirm" button in the "Set As Default Billing Address" pop up.

Set as Default Billing Address

Are you sure want to set this address as a default billing address?
This address will be used for all future transactio

6

Confirm   Cancel

A green bar at the top of the "Billing Address" section indicates that the new default address has been set successfully.

✓ You have set a new default address successfully.

Billing Address

Set as Default Billing Address   ✏ Edit   🗑 Remove

Location
Home

Address
banglore , banglore, Kansas, US, 10001

☆ **Default Billing Address**   ✏ Edit

Location
Home

Address
abc , jkl, Alabama, US, 1001

END OF INSTRUCTIONS

WI: Address Book – Removing Billing Address

NOTE: The "Remove" option is available only when there is more than one billing address.
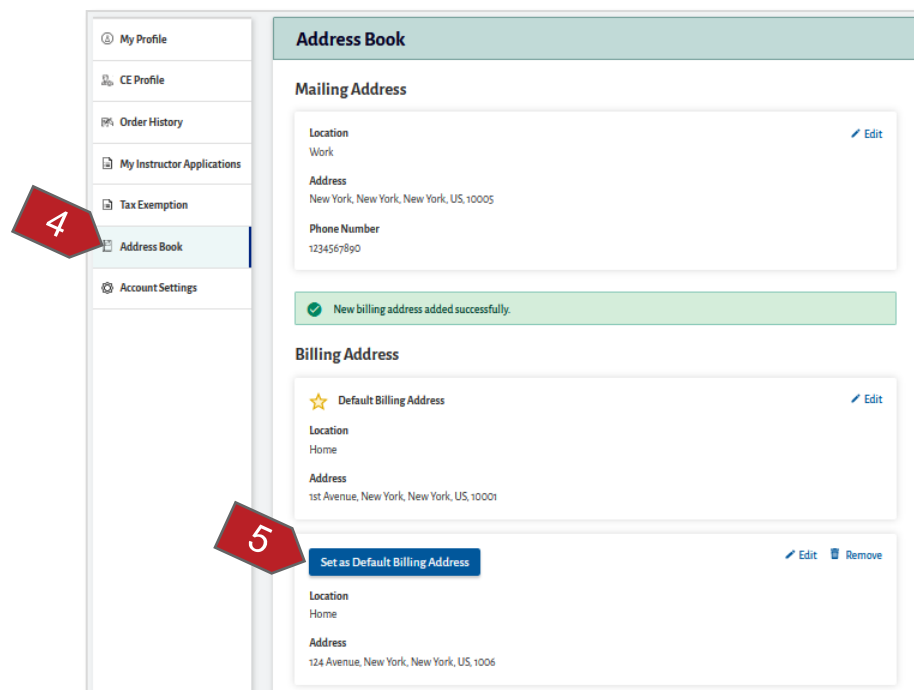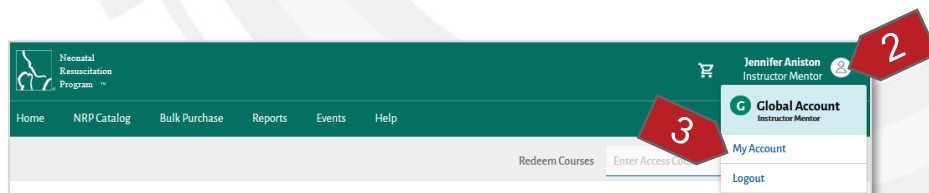
1. Login to NRP Learning Platform.

2. Click the user icon.

3. Click the "My Account" option.
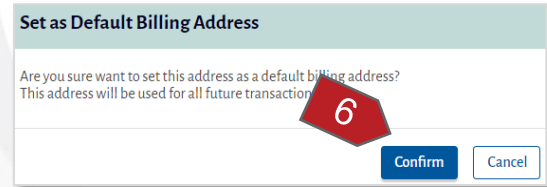
4. Click the "Address Book" tab.
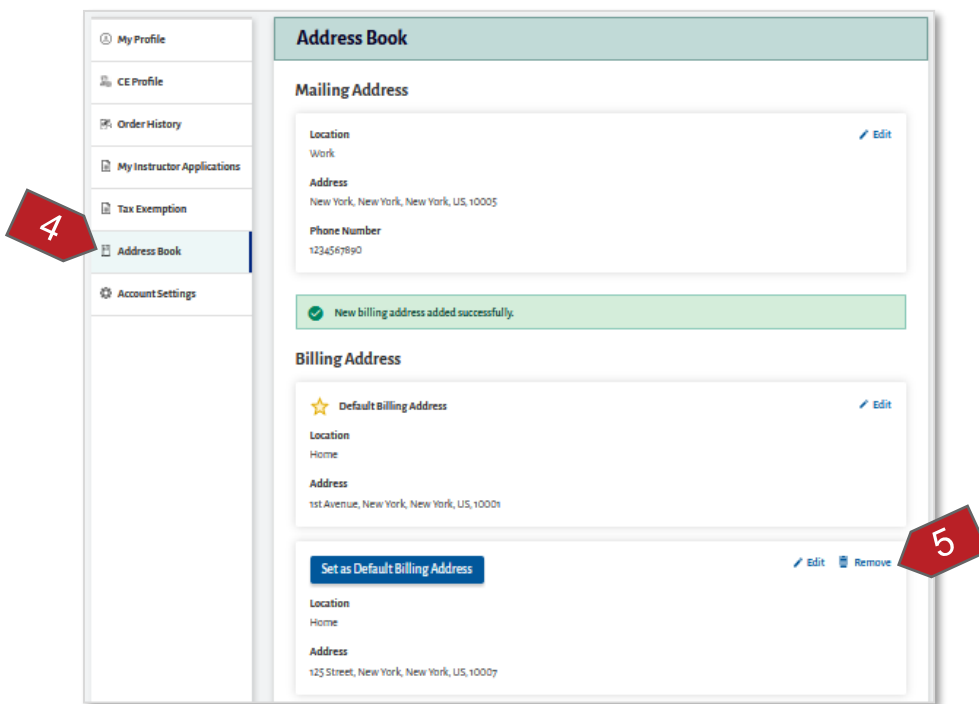
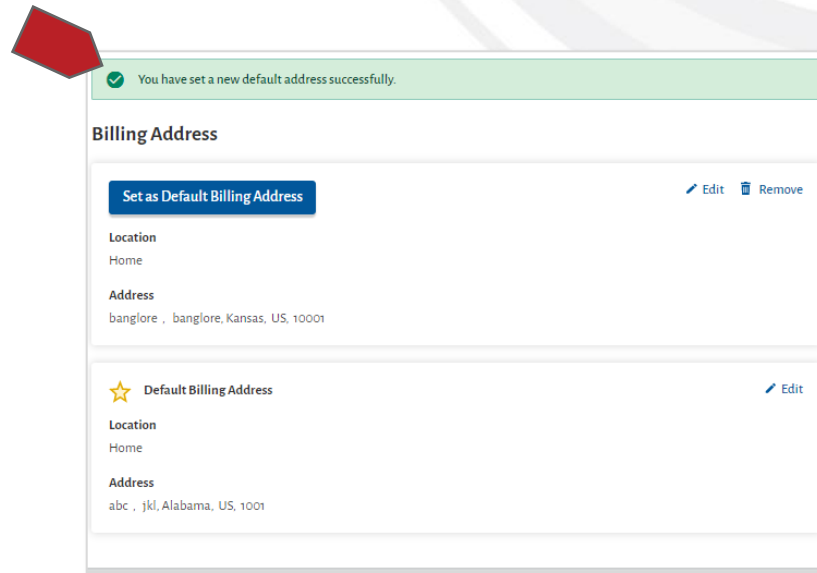*NOTE: By default, "My Profile" page is displayed.*

5. Click on any of the address "Remove" link.

6. Click on "Confirm" button in the "Remove Address" pop up.
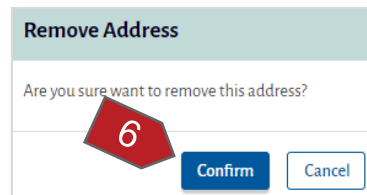
A green bar at the top of the "Billing Address" section indicates that the address has been removed successfully.

Address removed successfully.
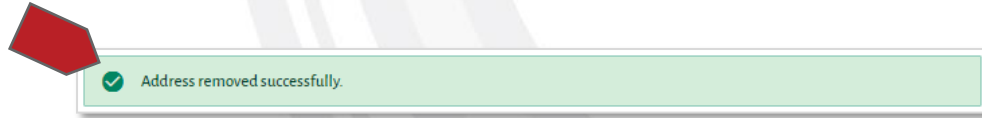
END OF INSTRUCTIONS
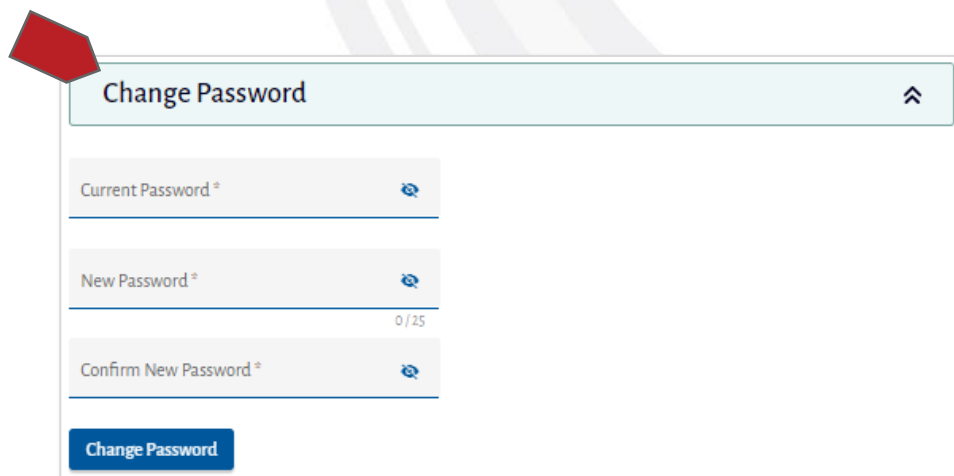
Account Settings

The Account Settings tab shows two tiles: Change Password and Terms & Conditions.
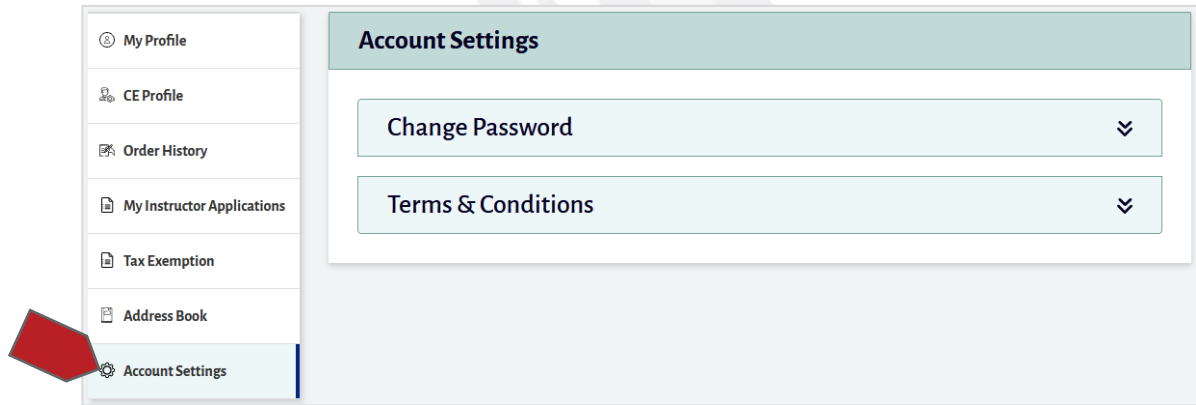
Changing Password

The Change Password tile shows three information: Current Password, New Password, and Confirm New Password.

WI: Account Settings – Changing the Password being Set Earlier
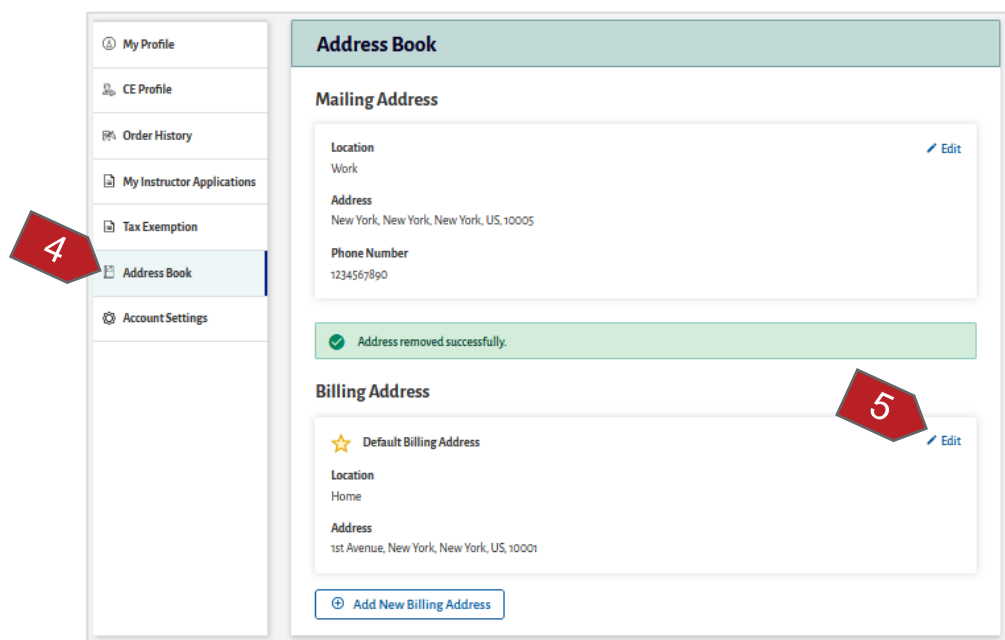
1. Login to NRP Learning Platform.
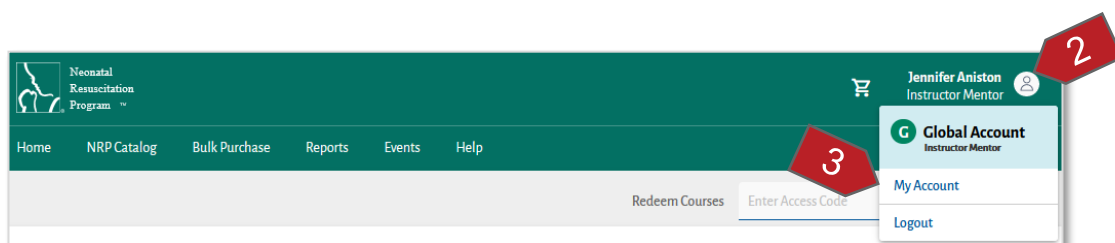
2. Click the user icon.

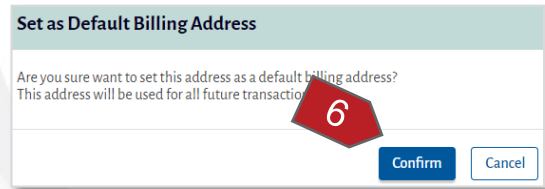3. Click the "My Account" option.

4. Click the "Address Book" tab.
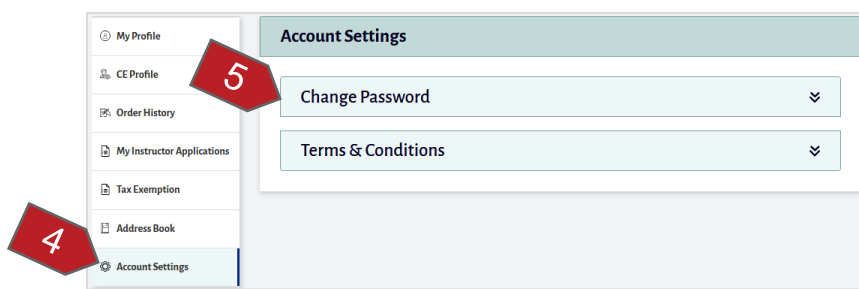
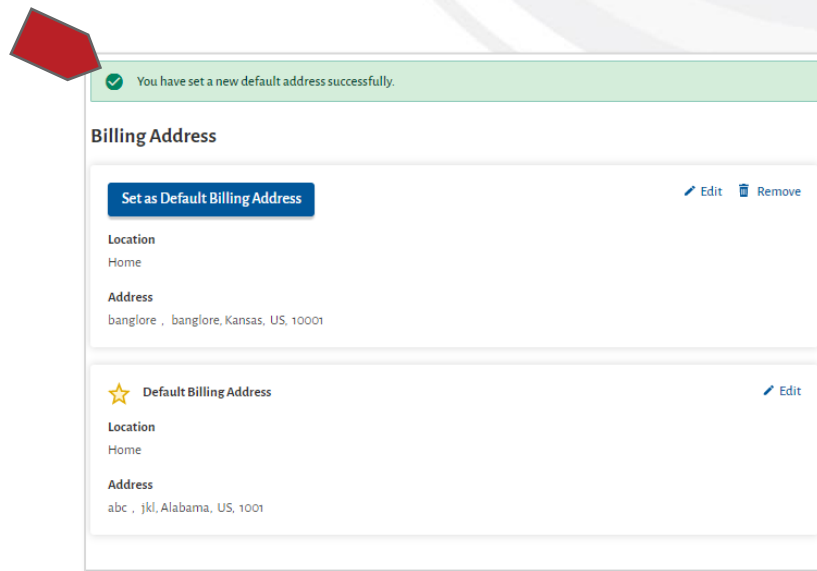   *NOTE: By default, "My Profile" page is displayed.*

5. Click on "Change Password" tile.

6. Enter the details of the current and new password to be set.

    NOTE: The password must meet the following complexity requirements:
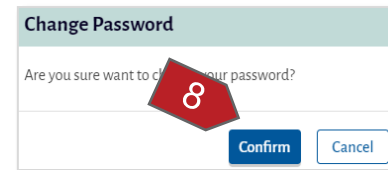
    - At least one lowercase character
    - At least one uppercase character
    - At least one digit character
    - At least 8 characters

7. Click on "Change Password" button to update the current password with the new password.

8. Click on "Confirm" button.

9. A green bar at the top of the page indicates that the password has been changed successfully.
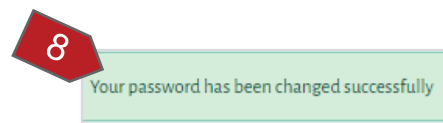
END OF INSTRUCTIONS

Terms & Conditions

The Disagree Terms & Conditions tile shows the details of the Terms & Conditions wherein the user can read and disagree.

## WI: Account Settings – Terms & Conditions

1. Login to NRP Learning Platform.
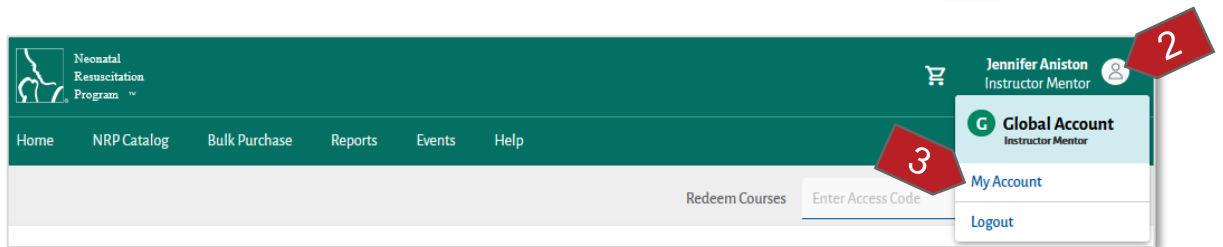
2. Click the user icon.

3. Click the "My Account" option.

4. Click the "Address Book" tab.
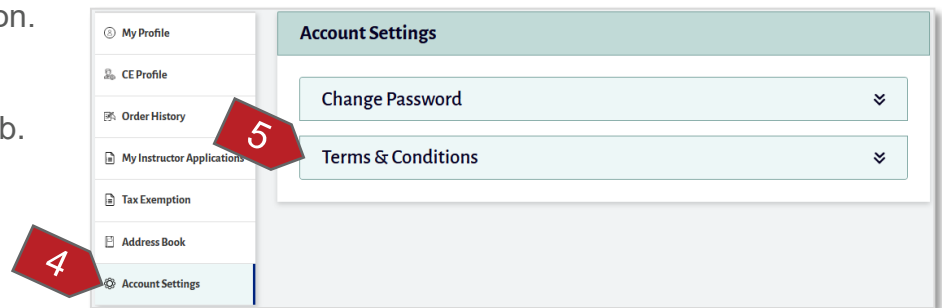
   *NOTE: By default, "My Profile" page is displayed.*

5. Click on the "Terms & Conditions" tile to read the details of Terms & Conditions.

6. Click on "Disagree" button in the 'Terms & Conditions' pop up to disagree the Terms & Conditions.
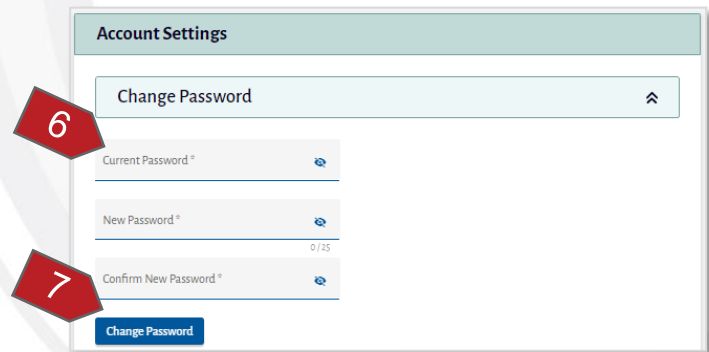
Terms & Conditions ⌃

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Contact The AAP

American Academy of Pediatrics
345 Park Blvd
Itasca, IL, 60143
Phone: (630) 626-6000
dataprotection@aap.org

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[Disagree] 🖶 Print

7. Click on "Yes, Log Me Out" button in the "Disagree Terms & Conditions" pop up.

Disagree Terms and Conditions

Disagreeing to the Terms and Conditions may restrict your activity within the NRP site. Do you wish to continue with disagreeing to the terms and conditions?

7

[Yes, Log Me Out] [No, Cancel]

8. The user is logged out of the account & navigated to Login page.

AAP NRP   NRP Catalog   Bulk Purchase   Help   ⊘ Verify Certificate

Redeem Courses [Enter Access Code] [Redeem]

8

Login

Username *

Password * 👁

☐ Remember Me

Forgot your **Password or Username?**

[Login] [Register now]

NOTE:

- *When the user logs in again, the "Terms & Conditions" pop up appears until the user accepts the Terms & Conditions.*

- *The user can continue with any activity in the account only when the Terms & Conditions are agreed by clicking on "Agree" button provided in the pop up.*
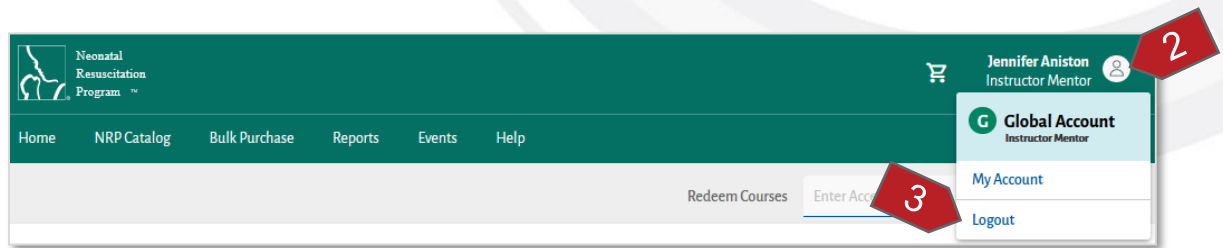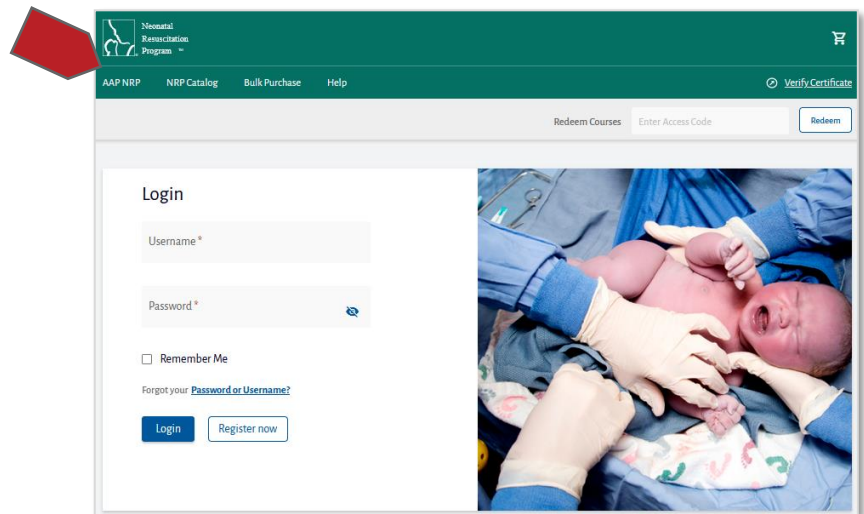
END OF INSTRUCTIONS

Logout

WI: Logout – Logging Out from NRP Learning Platform

1. Login to NRP Learning Platform.
2. Click the user icon.

3. Click the "Logout" option from the drop-down menu.

    The user will be logged out & navigated to 'Login' page.

END OF INSTRUCTIONS

END OF DOCUMENT