HEALTHCARE INTERACTIVE®

Instructions for using CARES in Training Group Sessions

In order for the Administrative Tracking System to keep accurate records of training group sessions, all training group leaders need to log in with specific information for EVERY class. If this is not done, each class will replace the old class information and there will not be a separate record tracked for each class

Log-in Information for all training group sessions:

1. Log onto the CARES Website: http://www.caresprogram.com/login.
2. Enter the "Product Key" issued specifically for your site.
3. Each training session you should log-in as NEW USER every time.
4. In the space for your FIRST NAME, type in Group and the date of the class.
5. In the space for your LAST NAME, type in the time of the class and the word Session.
6. The supervisor setting up the training should enter their e-mail address.

Example:

Please enter the following information.

First Name:	Group 4-18-11
Last Name:	2:00 Session
Email:	Supervisor e-mail

Continue

Then finally:

5. A record of the group session will be viewable in the Admin Tracking Report. You must keep a sign-in sheet with individual attendees, as individuals from group sessions will not be listed in Admin Tracking.

6. Your administrator will print out certificates for those in attendance.

There is one last thing that you need to remember when a number of different people are using the same computer for training. When the training group session is done for the day (with the modules they are viewing), the group trainer must log out of the CARES program. This way, the next person or group will have to log on in order to create their own accurate record in the administrative tracking reports.

Please contact me with any questions.

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