

LOG-IN INSTRUCTIONS

1. Go To <http://www.chexweb.com> and log in using the username and password listed in red on the front side of this letter.

2. Click "TO DO LIST".

The image shows two screenshots of the CHEX Knowledge Exchange website. The top screenshot is the login page with fields for 'Name' and 'Password' and a 'Login' button. The bottom screenshot shows the 'TO DO LIST' page with a navigation bar for 'TO DO LIST', 'HOME', 'QUICK LINKS', and 'ABOUT ME'. Below the navigation is a search bar with dropdowns for 'All Delivery Methods' and 'Search', and a link for 'More Search Options'. The user 'Maria Bellendir' is logged in, and a 'Logout' link is visible. The 'TO DO LIST' table has columns for 'Name', 'Start Date', 'Due Date', 'Status', and 'Action'. One item is listed: 'CHOC Children's - ACE FY2013 - Volunteers' with a start date of May 9, 2013, and a due date of Jun 30, 2013, in 'In Progress' status.

3. Click on the "CHOC Children's – ACE FY2013 - Volunteers" program.

The image shows the 'TO DO LIST' page with a single item selected: 'CHOC Children's - ACE FY2013 - Volunteers'. An arrow points from the text in step 3 to this selected item.

4. Select a course. The course information will display in a new window.

The image shows two overlapping windows. The top window is a 'Topic' list for the 'CHOC Children's - ACE FY2013 - Volunteers' program, with an 'Initial' tab selected. It lists several course items, with 'CHEX - The Joint Commission's National Patient Safety Goals v9.0' flagged with a red exclamation mark. The bottom window is a 'Course Information' page for 'CHEX - The Joint Commission's National Patient Safety Goals v9.0'. It includes a 'Launch a Course' button and a 'Return to Search Results' link. The page also contains a 'Description' section and 'Details' and 'Outline' links.

5. Click "Launch a Course".

The course will be launched in a separate window.

Tips:

- You will need Adobe Flash v9.0 or later (free from www.adobe.com) installed.
- Some modules may contain sound. Ensure your sound is on and working.
- Ensure your "pop-up blockers" are turned off before you begin.
- Be aware that each course will likely take one to two full minutes to load and you may see a message that says "Your course is currently running in another window" with two buttons, "Show Course" and "Exit Course". You do not need to click either of these. Once the course is loaded it will appear. If you wait longer than two minutes and the course does not appear, it is very likely that you have another pop-up blocker running.