Getting Started with On-Demand On-Line Training Modules

1. New user completes “PRA|SPECT Database User Registration Form”
   - From the landing page of www.praspect.org, click Documents > Community Based Services > Forms & Charts > Database User Request Form

2. New user submits “PRA|SPECT Database User Registration Form” to FHI
   - Email scanned form to SPECT@snjpc.org
   - Fax completed form to FHI at 856-409-5699
Getting Started with On-Demand On-Line Training Modules

3. FHI will acknowledge receipt of Database User Request Form.

4. FHI will set up new user within 3 business days and email Username and Password when set up is complete.

5. New User logs on to www.praspect.org and completes required training course(s) based on user level.

6. You will first need to sign FHI “End User Agreement” – Hipaa Confidentiality Agreement
   - Click “Documents”
Getting Started with On-Demand On-Line Training Modules

- From the drop down menu, Click “Documents”

- Click “FHI End User Agreement 08092017”
Getting Started with On-Demand On-Line Training Modules

- Click the FHI End User Agreement 08092017 hyperlink

- Read through the document, then click “I Agree”
Getting Started with On-Demand On-Line Training Modules

7. To Begin Training Modules, Click “Training Center”

Getting Started with On-Demand On-Line Training Modules

8. Click “Courses”
Getting Started with On-Demand On-Line Training Modules

9. Click “Course Name”

Getting Started with On-Demand On-Line Training Modules

10. Click “Course Name”
Getting Started with On-Demand On-Line Training Modules

11. Click the hyperlink of the lesson you wish to begin

12. Click the large “play” button to begin
Getting Started with On-Demand On-Line Training Modules

13. Click the screen icon (circled in red at the bottom right corner) to enlarge the screen.

Getting Started with On-Demand On-Line Training Modules

14. Click "I have completed the training video" when you have finished. Note: the system will not let you select this until you have watched 100%
Getting Started with On-Demand On-Line Training Modules

15. Once you have completed watching all videos,

Getting Started with On-Demand On-Line Training Modules

You will see the following screen.
Getting Started with On-Demand On-Line Training Modules

16. Log off, then log back on. You will be able to access PRA|SPECT successfully.