

# Unlicensed Assistive Personnel (Nurse Assistant) Online Curriculum Moodle Version 3.5

## Enrollment Process

### Student Registration – (Create a UAP account) and Self-Enrollment

Request your students to access your facilities' individual UAP website:  
(This process documentation used the UAP Demo site.)

IMS UAP DEMO You are not logged in. (Log in)

### IMS UAP Online Curriculum DEMO

NAVIGATION: Home, Course Help, Courses

Welcome to:  
Unlicensed Assistive Personnel (UAP) Online Curriculum (Nurse Assistant)  
Provided by Instructional Media Services LLC  
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Available courses

- Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)

CALENDAR: FEBRUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

You are not logged in. (Log in)  
moodle  
Data retention summary

In the upper right-hand corner of the website is the statement:  
You are not logged in. (Login)  
Click on the word (Login) and the following screen will appear.

IMS UAP DEMO You are not logged in.

### IMS UAP Online Curriculum DEMO

Home > Log in to the site

#### Log in

Username   
Password   
 Remember username  
  
Forgotten your username or password?  
Cookies must be enabled in your browser

#### Is this your first time here?

New to the IMS UAP online curriculum provided by your facility? You will need to create an account to begin the enrollment process.

Here are the steps:

1. Fill out the New Account form with your details. (Remember the user name, password, and email address you entered into the form.)
2. An email will immediately be sent to that email address. (If you do not see an email, check your junk mail folder.)
3. Open your email. Click on the web link contained in the email. (If the web address does not appear as a link, copy and paste the web address into your browser.)
4. Your account will be confirmed and you will be logged into the site.
5. You will be asked to enter an enrollment key that has been provided to you by your facility instructor.
6. Enter the enrollment key and you will have access to all the units in the UAP online curriculum.

Click on the "Create new account" button below to get started!

## Student Registration – (Create a UAP account) and Self-Enrollment

Read through the instructions on the right side of the screen. These instructions will give you an idea of how to create your student account on the next screen. Click on “Create new account”.

The following screen will appear and all of the boxes must be completed:

IMS UAP DEMO You are not logged in. (Log in)

### IMS UAP Online Curriculum DEMO

[Home](#) > [Log in](#) > [New account](#)

#### New account ▼ Collapse all

▼ Choose your username and password

Username \*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

Password \*

▼ More details

Email address \*

Email (again) \*

First name \*

Surname \*

City/town

Country

The **username** must be lowercase.

Read the requirements for a password. **The password must be 8 characters long and include one upper and one lower case letter, one number, and one special character.**

Create a **password**.

Be sure and remember the password you created. If you forget your password your instructor will need to create a temporary password for you and then you will need to create a new one the next time you log in.

If you have multiple email addresses, be sure and note which email address you used when you created your UAP account.

A completed screen is displayed below:

## Student Registration – (Create a UAP account) and Self-Enrollment

IMS UAP DEMO You are not logged in. [\(Log in\)](#)

### New account ▼ Collapse all

▼ Choose your username and password

Username \*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as \*, -, or #

Password \*

▼ More details

Email address \*

Email (again) \*

First name \*

Surname \*

City/town

Country

Review your entries and then click on **Create my new account**.

The following message will appear:

IMS UAP DEMO

## IMS UAP Online Curriculum DEMO

[Home](#) > Confirm your account

An email should have been sent to your address at [Janedoe@internet.com](mailto:Janedoe@internet.com).  
It contains easy instructions to complete your registration.  
If you continue to have difficulty, contact the site administrator.

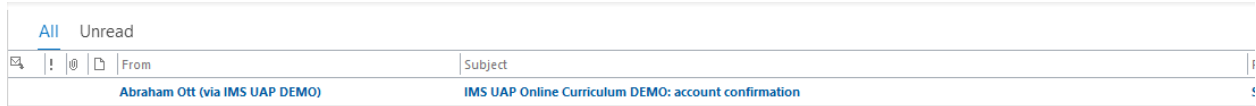
You are not logged in. [\(Log in\)](#)

This message contains your next set of instructions.

**Do not** click the **Continue** button. If you do, it will take you back to the UAP site.

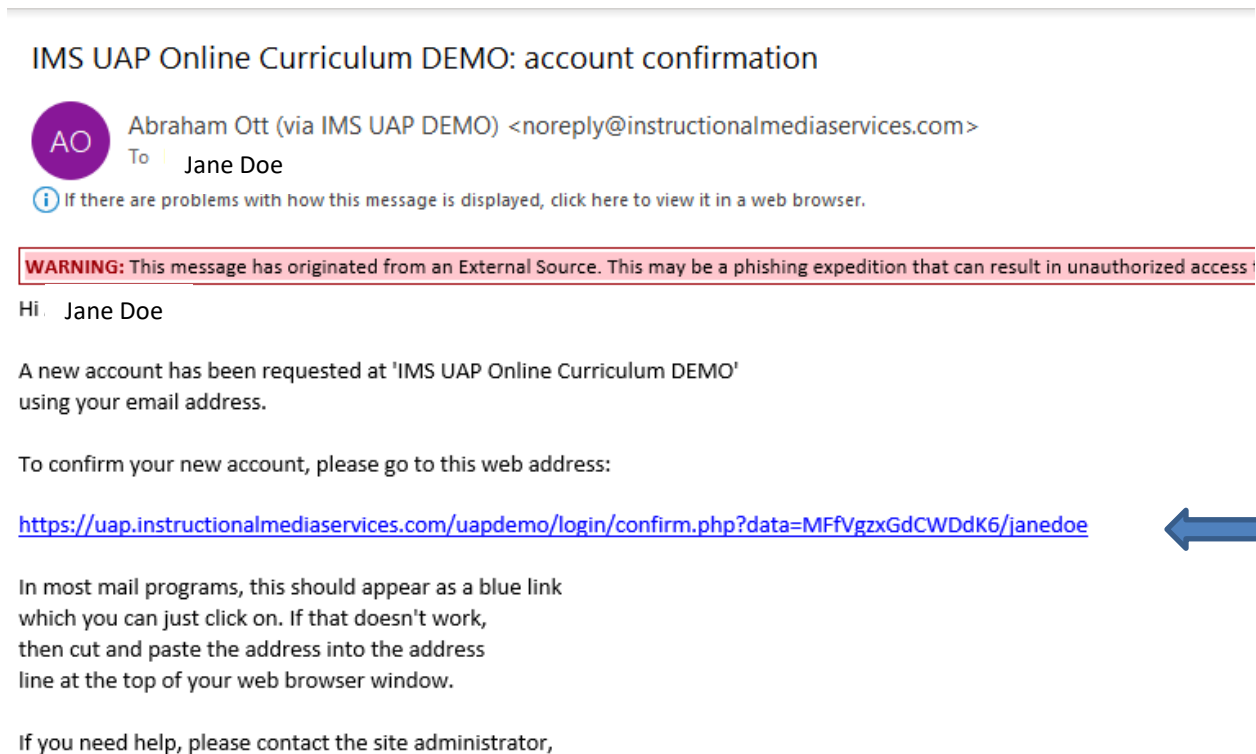
Instead, **check the email account** that you used when you created your account. The email will look like this in your inbox.

## Student Registration – (Create a UAP account) and Self-Enrollment



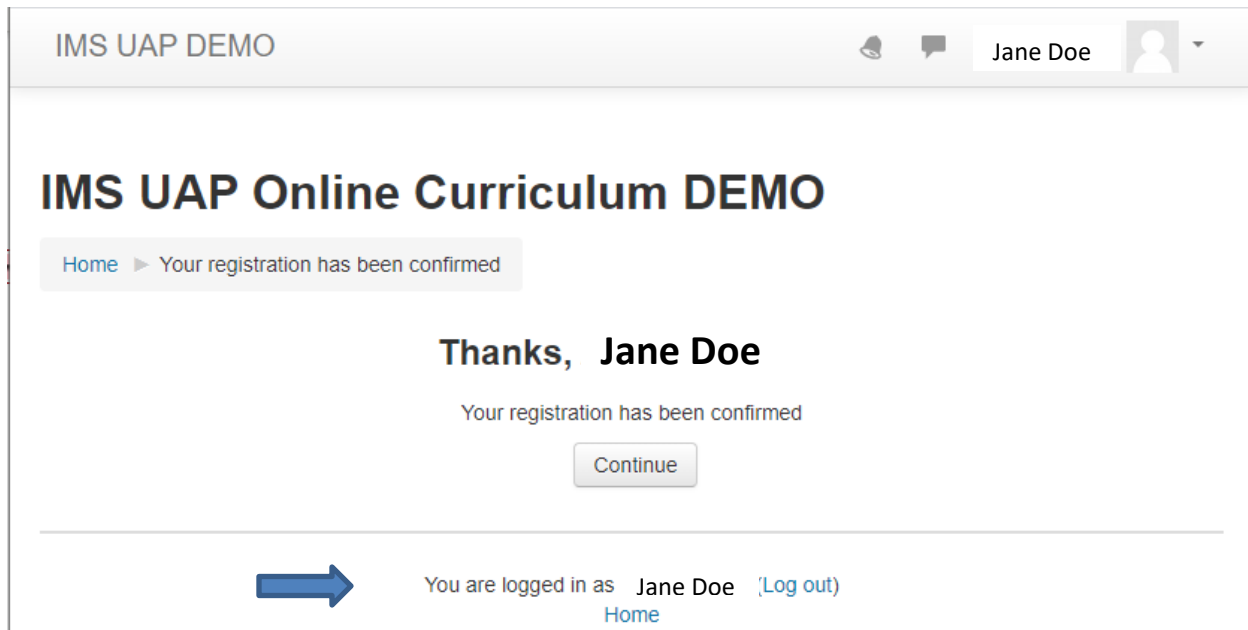
If the email is not in your inbox, look in your **junk folder** and move it to your inbox. Be patient this is not an instantaneous process.

Open the email and it should contain the following information.



Click on the link and you will be taken to the associated URL and the registration confirmation screen will appear as shown below:

## Student Registration – (Create a UAP account) and Self-Enrollment



IMS UAP DEMO

Jane Doe

# IMS UAP Online Curriculum DEMO

Home ▶ Your registration has been confirmed

## Thanks, Jane Doe

Your registration has been confirmed

Continue

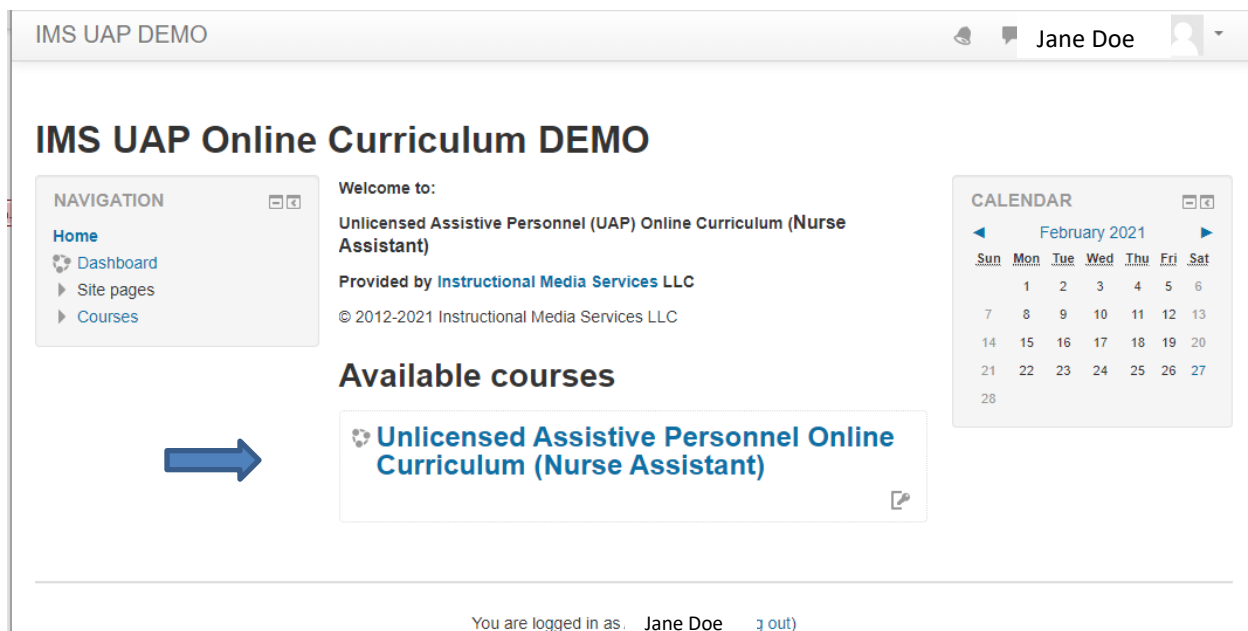
---

You are logged in as Jane Doe (Log out)  
Home

*Note: A blue arrow points to the user name 'Jane Doe' in the top right corner, and another blue arrow points to the 'Home' link in the footer.*

The student has been logged into the curriculum site.

When the student clicks on the **Continue** button, they will be taken to the UAP Homepage.



IMS UAP DEMO

Jane Doe

# IMS UAP Online Curriculum DEMO

NAVIGATION

- Home
- Dashboard
- Site pages
- Courses

Welcome to:  
**Unlicensed Assistive Personnel (UAP) Online Curriculum (Nurse Assistant)**  
Provided by [Instructional Media Services LLC](#)  
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## Available courses

Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)

CALENDAR

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

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You are logged in as Jane Doe (Log out)

*Note: A blue arrow points to the course title 'Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)' in the 'Available courses' section.*

The next step is for the student to enroll themselves in the course. Click on the title of the course, it is a link. The following screen will appear:

## Student Registration – (Create a UAP account) and Self-Enrollment

IMS UAP

### Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)

Home > Courses > Unlicensed Assistive Personnel (UAP) > UAP-Nurse Assistant > Enrol me in this course > Enrolment options

NAVIGATION

- Home
- Dashboard
- Site pages
- Courses
  - Unlicensed Assistive Personnel (UAP)
    - UAP-Nurse Assistant
    - Miscellaneous

ADMINISTRATION

- Course administration
- Enrol me in this course

#### Enrolment options

Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)

Self enrolment (Student)

Enrolment key

**Enroll me**

The student should enter the Enrollment key that has been previously given to them. The instructor may provide the enrollment key at the beginning of the registration process or wait until the student receives the confirmation email and lets the instructor know their registration has been confirmed. After the student has entered the enrollment key and clicked the **Enroll me** button the course content screen will appear:

IMS UAP

### Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)

Home > Courses > Unlicensed Assistive Personnel (UAP) > UAP-Nurse Assistant

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
- Courses
  - Unlicensed Assistive Personnel (UAP)
    - UAP-Nurse Assistant
      - Participants
      - Badges
      - Competencies
      - Grades
        - General
          - Unit 1: Unlicensed Assistive Personnel (UAP)
            - Unit 2: Understanding the Patient
            - Unit 3: Safety
            - Unit 4: Food Safety
            - Unit 5: Personal Care
            - Unit 6: Elimination
            - Unit 7: Restorative Nursing

- Miscellaneous

Announcements

News forum

#### Unit 1: Unlicensed Assistive Personnel (UAP)

Lessons: 11 Quizzes: 11 Files: 31  
Progress: 0 / 11

#### Unit 2: Understanding the Patient

Lesson: 1 Quiz: 1  
Progress: 0 / 1

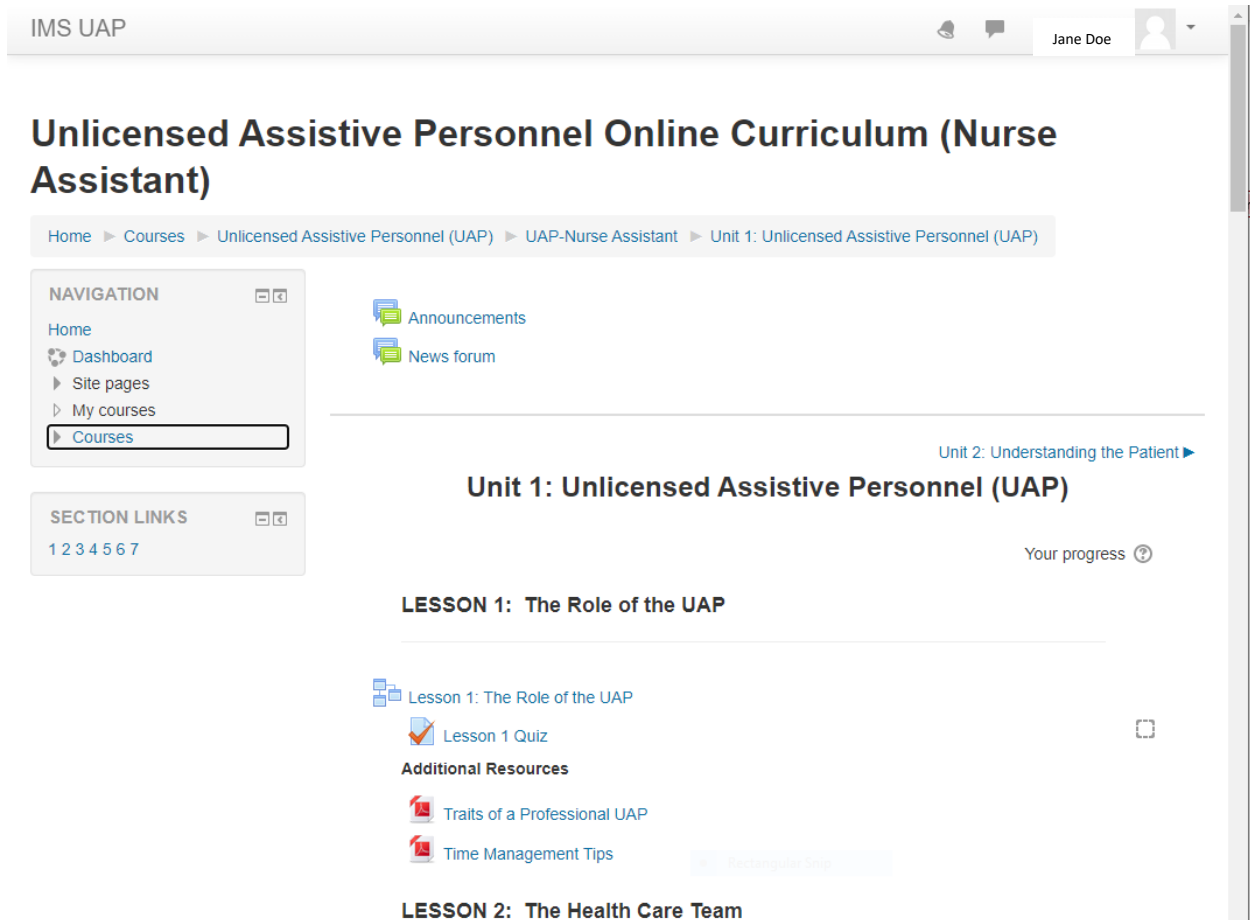
#### Unit 3: Safety

Lessons: 3 Quizzes: 3 Files: 4  
Progress: 0 / 4

#### Unit 4: Food Safety

## Student Registration – (Create a UAP account) and Self-Enrollment

All of the units are available in one course. Each unit title is a link that when clicked will reveal the unit curriculum content, additional resources in printable word documents, unit quizzes, and in some cases interactive pdfs. A partial unit display will look like this:



IMS UAP

Jane Doe

### Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)

Home > Courses > Unlicensed Assistive Personnel (UAP) > UAP-Nurse Assistant > Unit 1: Unlicensed Assistive Personnel (UAP)

**NAVIGATION**

- Home
- Dashboard
- Site pages
- My courses
- Courses**

**SECTION LINKS**

1 2 3 4 5 6 7

Announcements

News forum

Unit 2: Understanding the Patient ▶

### Unit 1: Unlicensed Assistive Personnel (UAP)

Your progress ⓘ

#### LESSON 1: The Role of the UAP

Lesson 1: The Role of the UAP

Lesson 1 Quiz

**Additional Resources**

- Traits of a Professional UAP
- Time Management Tips

#### LESSON 2: The Health Care Team

The student has successfully created their Moodle account and enrolled themselves in the course.

To log out the student should click on the down arrow beside their name in the upper right-hand corner. It is a dropdown menu. The last option in the menu is **Log Out**. The student should log out each time they are not actively using the site.