

TN Orientation Instructions AY2017-2018

<http://tcps-tn.org>

Keep this handout for future reference!

Be sure you are using either Firefox or Chrome as your browser!

Use the GET HELP link if you should need help accessing any portion of the OrientPro Program!

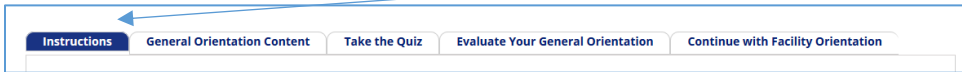


Click on the Student & Faculty Orientation on the TCPS website to access Orientation:

Enter the Password: TN#2018? (include the characters # and ?)

Step 1: General Orientation - Choose your orientation based upon your **ROLE**.

Review all content by clicking on each **tab** starting with the instructions!



There are 5 content modules under the **General Orientation Content Tab**. You may review the multimedia lecture, or download a script to read. Most students will spend 2-3 hours completing General Orientation!

- Emergency Preparedness
- Confidentiality & Compliance
- Infection Control & Blood Borne Pathogens
- Safety in the Healthcare Setting
- Caring for a Diverse Population



Take the Quiz Tab:

As a part of General Orientation, note that you will take 2 Quizzes: The FERPA Release/Confidentiality Agreement, & the General Orientation Quiz for your Role. To take the quiz click on the link. A **NEW window will open** with a login area.

All USERS for AY2017-2018:

1. Click on the "Request a new account" link.
2. Complete all required fields:
 - Name & SCHOOL Email Address
 - Username & Password – use only letters and numbers; NO characters (#, +, %, etc.).
 - System – Select **TENNESSEE** from the dropdown menu.
 - **State & School** – Select your school from the dropdown menu. All schools are listed in alphabetical order by state. Failure to select the correct school will result in your school not receiving validation of your completion!
 - **Type in the full name of your school & program** – no acronyms.
 - **Enter your student or employee identification code** – For students, this is the code you use to register for classes, access your grades, etc. It is generally a letter with some numbers, but may be a number with several leading zeros. Be sure and enter the ENTIRE student ID! If your school does not use student IDs, check with your faculty to determine what code you should enter! Faculty should enter their employee ID.
 - **Program of Study** - Select the type of healthcare program you are enrolled in from the list provided. The list is arranged by Nursing, Allied Health, and then MD/PA/DO, Non-Clinical & HOSA.
 - **Role** – student or instructor
 - **Select the facility you have been assigned to for this first rotation.** If you are assigned to more than one, you may only select one facility! Facilities are arranged alphabetically by state.
3. Check all fields for typos!
4. Click on Create Account.

Note: * Required Fields.

Login Form:

*Username:

*Password:

[Forgot your password?](#)

[Request a new account.](#)

Enter

Write down your username and password HERE!

Username =

Password =

From the Quiz Management Homepage

1. Click on the Quiz Catalog icon. The first quiz listed in the system is the FERPA/Confidentiality Agreements. This is a pre-requisite for all other quizzes!
2. Click on the name link of the Agreement/Quiz in the catalog listing.
3. Click on ENROLL
4. Click on the **name** under Activity Name – The Agreement or Quiz will open in a new window. If your quiz doesn't open, popups are being blocked or you do not have Java or FLASH on your computer. Review the Technical Requirements on the TCPS site.
5. Once you have completed the FERPA/Confidentiality agreement, return to the catalog and enroll in the Role-Specific General Orientation Quiz your program of study!
6. Once you pass a quiz, **subsequent attempts to improve your score are not recorded!**
7. **Print your certificate if required by your school.**
8. Close the Quiz Management System window/tab in your browser to return to the General Orientation page.



Evaluating your General Orientation Experience

Use the Evaluation link to share your feedback. This completes General Orientation. Continue with Facility Orientation!

Note the TCPS OrientPro menu on the right of all screens provide navigation through the Orientation process and additional resources!

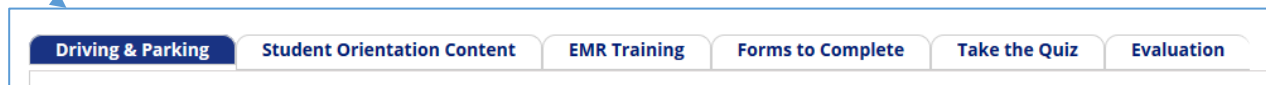
Step 2: Facility Orientation - Visit the **Facility Orientation** link to select your assigned facility(ies). The list of facilities is arranged under tabs by region of the state! Choose your region and then the facility. Plan on spending ~1 hour per **assigned** facility! Do NOT take quizzes for facilities where you are not assigned this academic term!



1. Click on the facility or health system that has been assigned to you and access their orientation content!
2. Review the content under each tab!
3. Download any forms or documents that you must sign and take to the facility on your first day of clinical or provide to your instructor.
4. Go back to the Quiz Management System and take your assigned Facility Quiz(zes). **Facility Names can be similar, so be sure and write down the name of the quiz(zes) you need to take! Many are role-specific!**
5. Provide feedback about the facility orientation under the Evaluation Tab. This is important and is used by facilities to improve their content presentation!

IF you need a Clinical Passport – this document has 3 versions and may or may not be required by your school or facility.

Check with your instructor before you download this document for recording your health information, screening outcomes, and training dates.

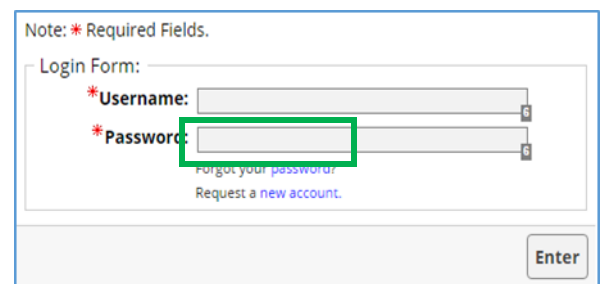


If you

forget your password this year ...

Go to the quiz management log in screen and click on the **Forgot your Password link** and you should immediately receive a system-generated password via email to the address used when you set up your user account. Check your SPAM if you do not receive this email. **Note: This password is only good for 7 days. If you fail to login and change the password in this timeframe, you will be locked out of your account.**

If you do not find the emailed password, use the **GET HELP** link and request a manual password reset! **Do not set up another quiz account!**



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