



TriStarHCA Orientation Instructions AY20172018

<http://tcps-us.org>

Keep this handout for future reference!

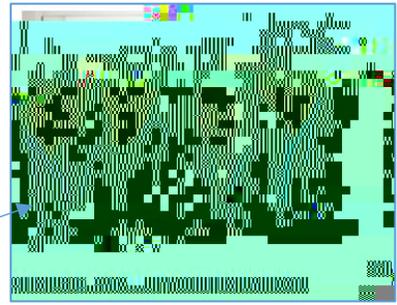
Be sure you are using either Firefox or Chrome as your browser

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

Click on the GEORGIA TriStar HCA link under the Student & Faculty Orientation section on the TCPS website to access your orientation:

Enter the Password HCA%2018 (include the character % and)

Step 1: General Orientation Choose your orientation based upon your ROLE
Review all content by clicking on each tab starting with the instructions!



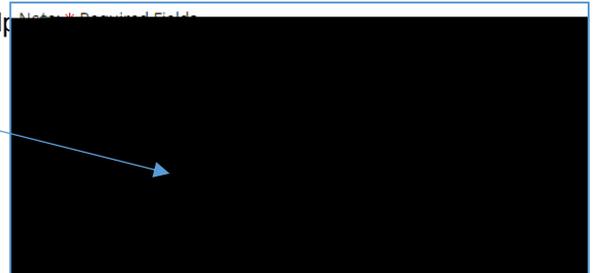
There are 5 content modules under the General Orientation Content Tab. You may review the multimedia lecture or download a script to read. Most students will spend 2-3 hours completing General Orientation.

- x Emergency Preparedness
- x Confidentiality & Compliance
- x Infection Control & Blood Borne Pathogens
- x Safety in the Healthcare Setting
- x 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 AY20172018 select one facility! Facilities are arranged alphabetically.



Write down your username and password HERE!
 Username =
 Password =

3. Check all fields for typos!
4. Click on Create Account

From the Quiz Management Homepage

1. Click on the Quiz Catalog. The first quiz listed in the system is the FERPA/Confidentiality Agreements. You must complete this FIRST.
2. Click on the name link of the Agreement Quiz.
3. Click on ENROLL
4. Click on the name under Activity Name. The Agreement or Quiz will open in a new window. Review the Technical Requirements on the Main TCPS site.
5. Once you have completed the FERPA/Confidentiality agreement, return to the catalog and enroll in the Role Specific General Orientation Quiz for 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 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. GET HELP link and additional resources!

Step 2: Facility Orientation On the GA Orientation homepage under Facility Specific Orientation, select your assigned facility(ies). Plan on spending ~1 hour per assigned facility! Do NOT take quizzes for facilities where you are not assigned this academic term!

Goto 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! 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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