PEDAGOGY

CONTINUING NURSE EDUCATION

Pedagogy, Inc

P.O. Box 131538 Tyler, TX 75713
(903) 871-2150
support@pedagogyeducation.com

Logging In

1. ***Click here***, or go to: ***https://pedagogyeducation.com/***.

2. Click on **Log In/Register** in the top right corner of the page.

3. Enter your username (which is your email address) and password and click **Log In**.

   - If you did not receive an email containing your log in information, please check your junk/spam folder first, then utilize the ***Forgot Password*** function to send yourself a password reset link.

4. Under the Account Details box, click **Account Information**. Please ensure that all the correct information is listed on this page.

Account Details

Account Information

Archived Courses
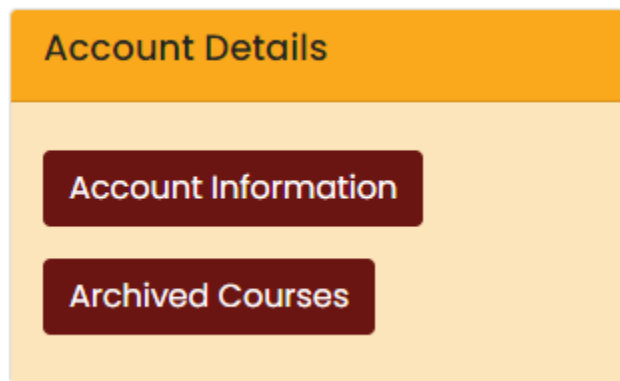
5. Click **Back to Main Dashboard**.

6. The courses that have been assigned to you are listed here. Click **Start Class** to launch the course.

Courses		Current	Completed	Memberships

Course Title	Contact Hours	Previous Test Attempts	Next Action
"How To" Course	0.00		Start Class
Basics of Peripheral IV Therapy; Current Standards of Practice	8.00		Start Class

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How To Navigate Your Dashboard

In your dashboard, you will also see the **Register a New Course** box. This is a new feature that enables facility administrators with ordering privileges to quickly start an order for their facility from their dashboard. Simply select the facility name from the drop down, pick your class, and click **Add to Cart**.

Please note: You cannot add packages to your cart from the Register a New Course box. To purchase packages or view our entire course library, click **Courses** at the top of the screen.

Placing orders will be discussed at length on page 7!
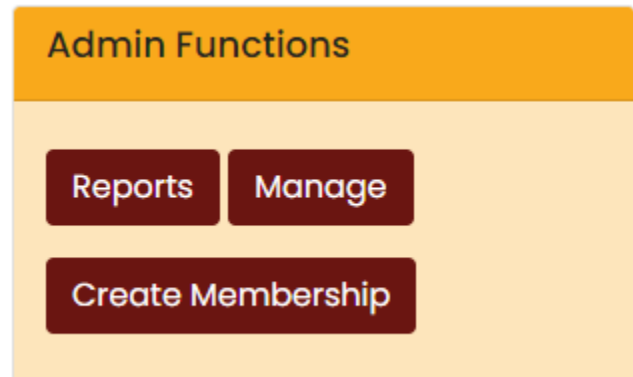
Another new feature is the **Admin Functions** box.

Click **Reports** to view the status of each staff member's progress in their course taking process. This can be exported to PDF, CSV, or Excel by clicking the buttons at the top right of the table. **Please note: Reports may take a few minutes to generate and download!**

To manage your facility, including adding and deleting staff members, assigning courses and memberships, printing certificates, click **Manage**.

To create a custom membership for your staff, click **Create Membership**. Here you will select the facility the membership is for, fill out the name of choice and quantity, choose the type (Nurses vs Nurse Aides), and then drag and drop your selected courses from the **Available Classes** into the **Classes in This Membership** box.
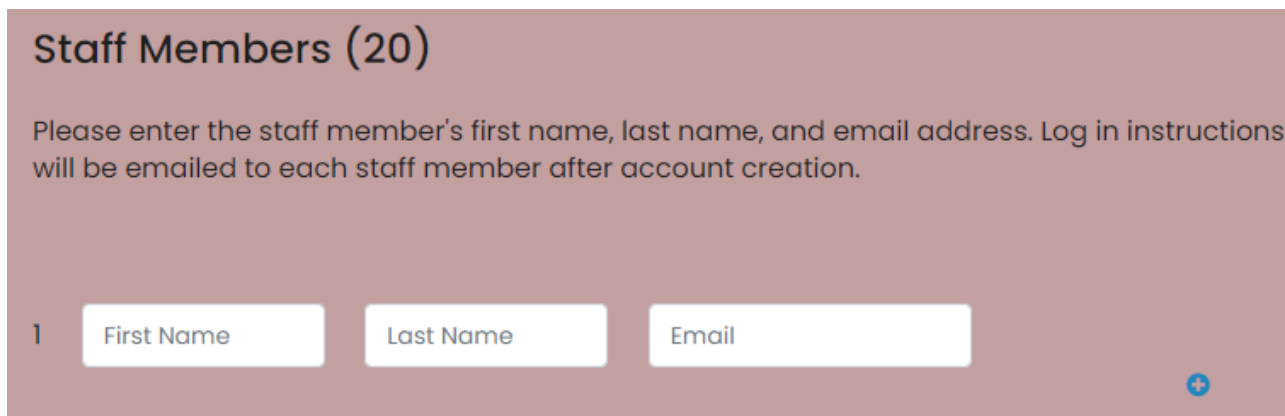
How to Navigate Your Facility

To go to your facility's dashboard, click **Manage** in the Admin Functions box. Select the facility you wish to manage from the list, you can choose to Manage Staff, Manage Classes, or to edit any facility information such as the address, click the pencil icon to go to the Facility Info tab.
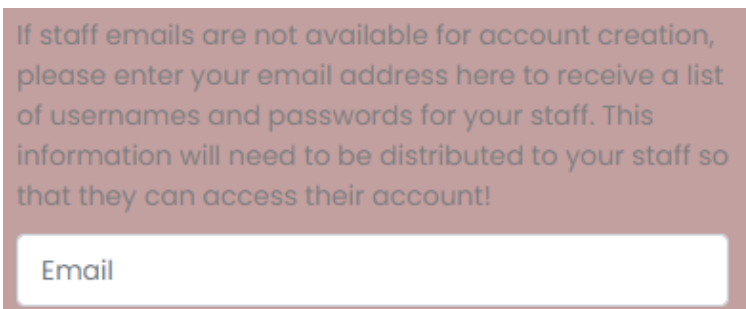
Test Facility

1TX0101199

Manage Staff

Manage Classes
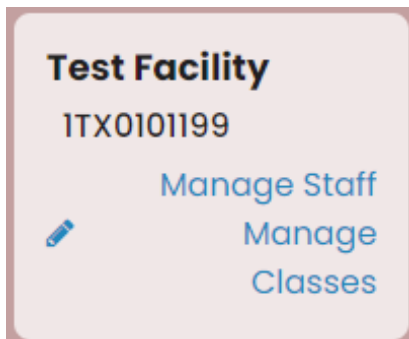
The **Contacts** tab contains the contact information for each facility administrator. You can also add in other contacts such as the DON, educator contact, and Accounts Payable. If your facility pays via paper check, please ensure your AP person is set up in this tab with the email address the invoices need to be sent to! Invoices are now automatically sent out at time of order.

When adding a new admin to the facility, go to the **Contacts** page and click **Add**. Select Facility Admin from the Type drop down, enter in their information, and click the "Needs user account?" checkbox. If you would like them to be able to place orders for your facility, check the "Allow online purchases?" box.

To edit your staff list, click the **Staff Members** tab. Use the pencil icon to edit a staff member's information, or the trash can to delete them from the facility. (Note: If the staff member has already started their courses, the courses go with them when they are deleted.) To add staff members, click **Add**, enter in their name, and email address. You can now add multiple staff members at one time by clicking the + to add extra rows.

Staff Members (20)

Please enter the staff member's first name, last name, and email address. Log in instructions will be emailed to each staff member after account creation.

First Name	Last Name	Email

If you do not have email addresses for your staff, you will be asked to enter your email address into the box shown here:

If staff emails are not available for account creation, please enter your email address here to receive a list of usernames and passwords for your staff. This information will need to be distributed to your staff so that they can access their account!

Email

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If your staff misplaced, accidentally deleted, or did not receive their email address containing their log in information, you can click on the pencil icon next to their name and click the **Resend Login Info** button. This will email them their username and an encrypted password, and they will be prompted to reset their password upon log in!

To assign courses, you can click **Manage Classes** on the individual staff member's card, or click the **Classes** tab. In the **Classes** tab, find the course you need to assign, and click **Manage Enrollment**.
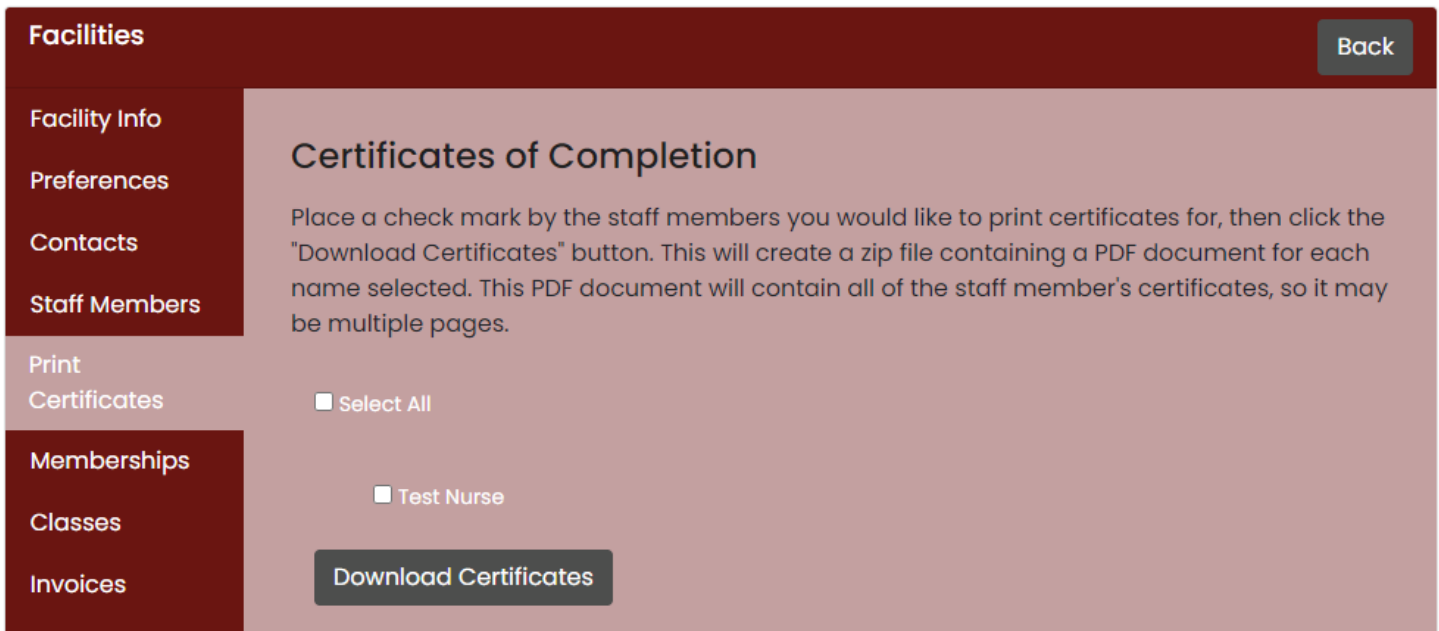
You can view and pay your invoices and receipts from within your facility dashboard through the **Invoices** tab. To pay unpaid invoices, click **View Invoice**, then click the **Pay Invoice** button at the bottom.

Use the **Print Certificates** tab to print staff's certificates of completion. You can select all or select individual staff members. If your staff member has multiple certificates, they will be combined onto one PDF titled by their name.
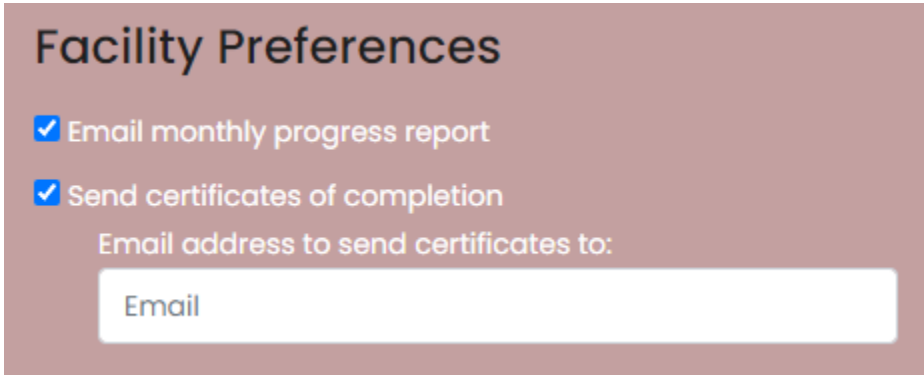
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In the **Preferences** tab, you will see two checkboxes:

These two new features keep you up to date with your staff's progress through their courses. Don't forget to **save** your preferences!

The monthly progress reports are emailed to all facility admins with a report showing who has not started, are in progress, or have completed their courses.

Facility Preferences

☑ Email monthly progress report

☑ Send certificates of completion

Email address to send certificates to:

Email

The second checkbox is to send certificates to a specified email address upon the completion of a course. This ensures that all records are in order in case of an audit!

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How to Purchase Courses for Your Facility

In your dashboard, you will also see the **Register a New Course** box. This is a new feature that enables facility administrators with ordering privileges to quickly start an order for their facility from their dashboard. Simply select the facility name from the drop down, pick your class, and click **Add to Cart**.
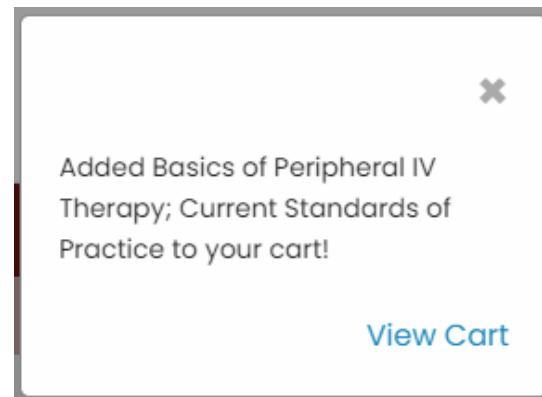
You can add multiple courses to your cart at a time by clicking the X on the pop up or click **View Cart** to check out.

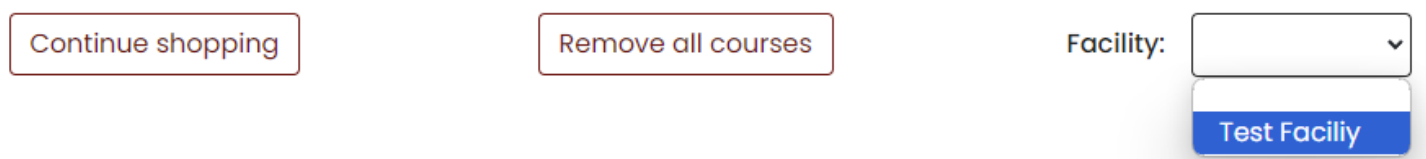You cannot add packages to your cart from the Register a New Course box. To purchase packages or view our entire course library, click **Courses** at the top of the screen. Click on the course/package title to read the course description page. Click **Purchase** to add your package of choice to your cart.

Inside your cart, make sure you choose the facility you want the courses to be placed in to assign to staff from the Facility drop down list. **If you do not select a facility, the courses will drop into your personal dashboard.**

Next, click the **Checkout** button. On the Customer Details page, your facility's designated Accounts Payable person's information will auto populate here. If the receipt/invoice needs to go to someone else, you can edit that information as needed. Lastly, click the **Review & Pay** button.

Here you will see any bulk discounts are automatically applied to your total. You can pay immediately via credit card or select the PO option at checkout to be emailed an invoice to pay via check. **Please see our updated _Facility Payment Policy_ page for information on PO orders.** Once paid, orders will be automatically dropped in the **Courses** tab of the facility. Follow the instructions on page 4 to assign them to staff!