On-demand Learning
Course Enrollment and Instructions Guide

EQIC — EASTERN US QUALITY IMPROVEMENT COLLABORATIVE

Here are some helpful hints to get you started with the on-demand learning programs.

System Requirements:
Viewing the modules on Chrome has been found to be problematic, so instead we recommend using one of the following browsers:
- Internet Explorer
- Microsoft Edge
- Mozilla Firefox

Please note: Adobe Acrobat Reader is required to view your certificate of completion, and to open some documents within the course. If you do not have the Adobe PDF Reader, you will be prompted to install it.
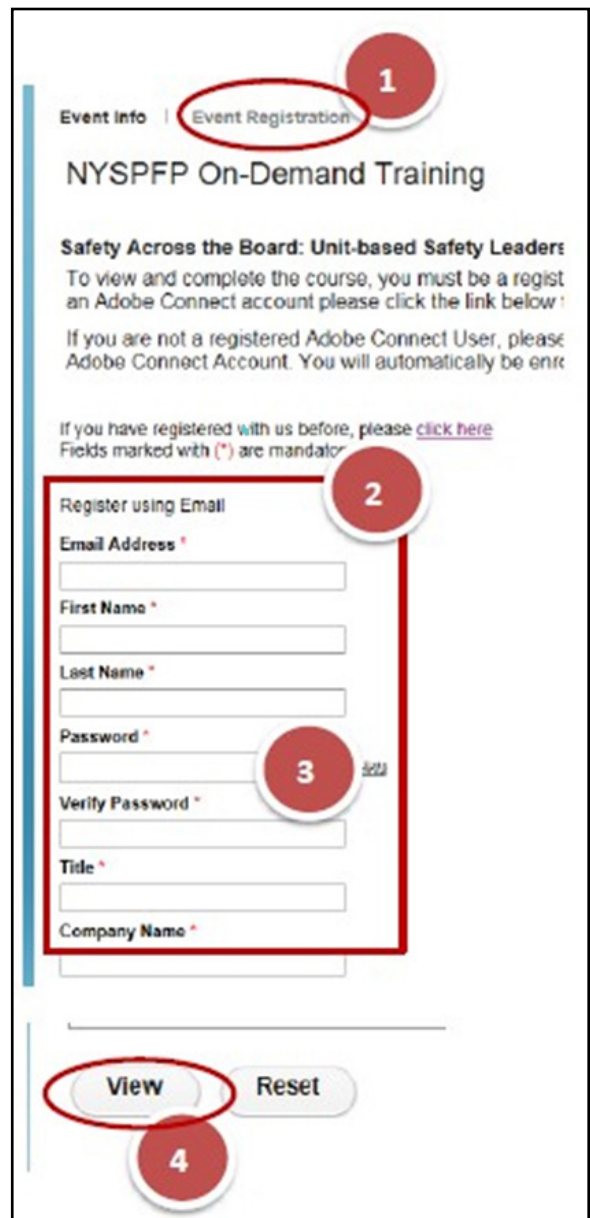

How to Enroll in On-demand Courses

You must first enroll/register before viewing any of the courses. Please see the enrollment link specific to the course you are interested in.

1. From the enrollment page specific to the course you wish to complete, select the "Event Registration" tab.

2. Create an Adobe Connect guest account by entering your contact information in each field. If you are a returning user, please see the "If you have registered with us before, please click here" link.

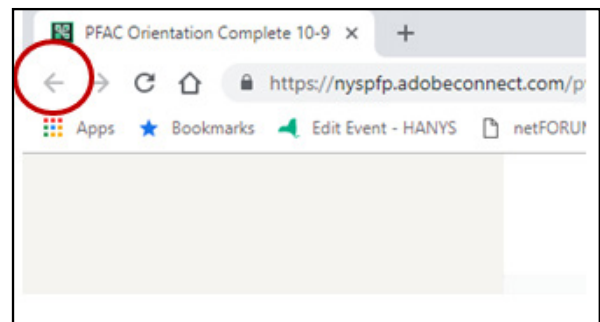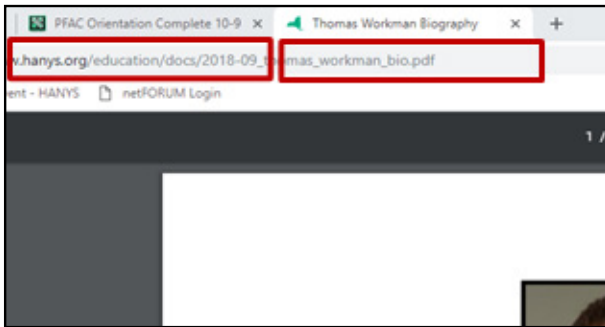**** (this is separate from your previously utilized NYSPFP or HANYS account) ****

3. Choose a password and enter it in the form as indicated.

4. When complete, click the View button at the bottom of the page.

5. You may exit and re-enter the course at any time. Your page will be bookmarked the next time you login. To access your curriculum page and review/continue the course at any time, go to the URL that was emailed to you when you enrolled in the course. To login, enter your Adobe Connect username and password.

6. If you need to reset your password, please click the "forgot password" link, and you will receive an email from Adobe Connect within an hour (you may need to check your spam/junk folder).

Navigation Instructions

Throughout the course, additional information can be reviewed by clicking the "More Info" buttons. On certain Internet browsers, these documents may open in a new tab. If this happens, either close the new tab or click on the other tab as shown below to return to the course. If your browser does not open a new tab for you, just click the back button and you will be returned to the course.
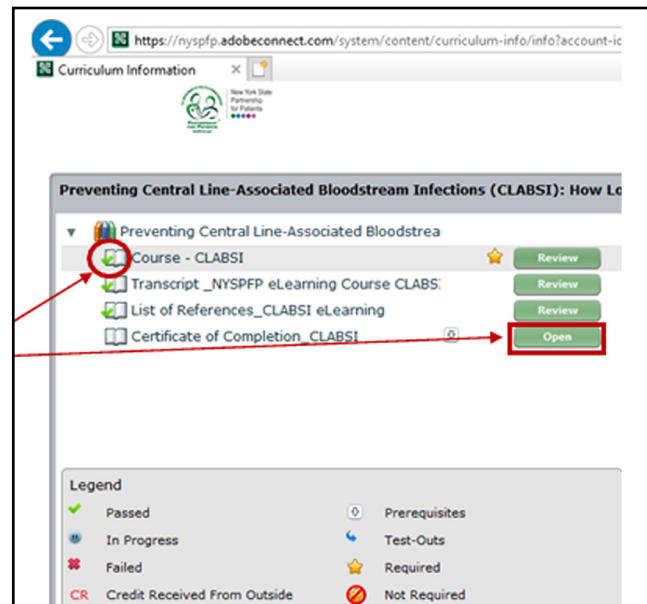

Course Completion

You must finish all pages of the course in order to be marked complete and to print your certificate.

On the final page of the course, please close out your browser window and return to your curriculum information page as shown here.

Your course status will show as "complete" with a green check mark and your certificate will open.

Please note: The certificate will open as a PDF document. If you do not have the Adobe PDF Reader installed on your computer, you will be prompted to download it.

Questions?

For technical questions about these self-paced modules, please contact education support at 518.431.7867 or learning@hanys.org.