

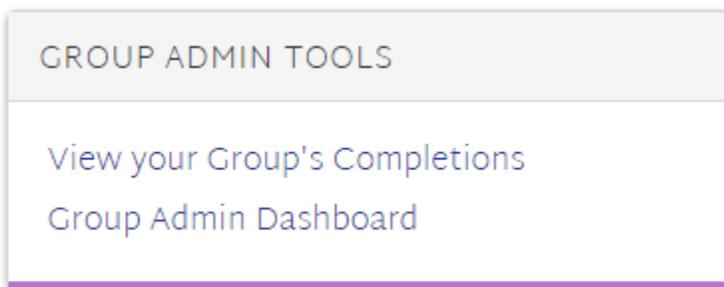
ADMIN TOOLS

Are you currently the person in charge of training at your agency? If so, do you have “Admin Rights” to RCTCLEARN.NET?

Have you checked out the NEW Admin Tools?

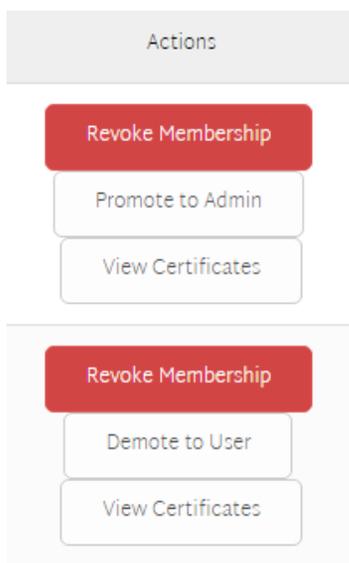
Do you currently need Admin rights? Simply login to your account and then email us at info@rctclearn.net or call us at 877-396-6261 and request “Admin Rights”.

Please note, with the new system, you are no longer required to have a separate admin login. Login with your username and password and simply click on one of the options in the Group Admin Tools to view agency information.



View your Group’s Completions-This view provides you with the option of viewing your own course completions or your staff’s course completions. You can view or print Certificates of Completion or export this information to Excel.

Group Admin Dashboard-This view allows you to see all of your staff’s names, usernames and email addresses. You can take any of the following actions by simply clicking one of the buttons below:



Revoke Membership-Do you have a staff member leaving your organization? Clicking on the Revoke Membership button will block access to the online courses. The former staff member can still login to their account and print any past Certificates of Completion, but they will NOT have access to any online courses.

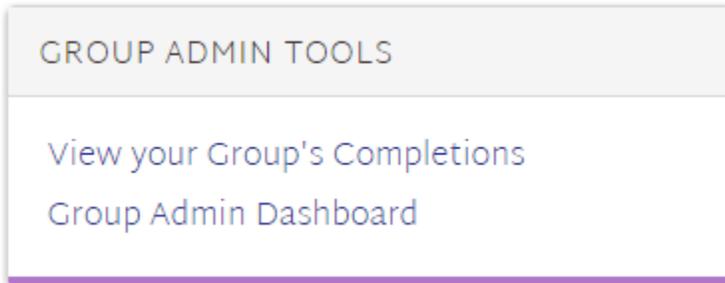
Promote to Admin-Is there someone in your agency that should have Admin Rights? If so, simply click on the “Promote to Admin” button by their name.

Demote to User-Is there someone in your agency that is no longer in charge of training? Click on the “Demote to User” button to take away Admin Rights. The user will still be able to access their own information as well as take online courses. However, they will no longer be able to view Staff information.

View Certificates-Want to see an individual’s Certificates of Completion? Simply click on the View Certificates button by the user’s name.

Assign Courses by Job Roles

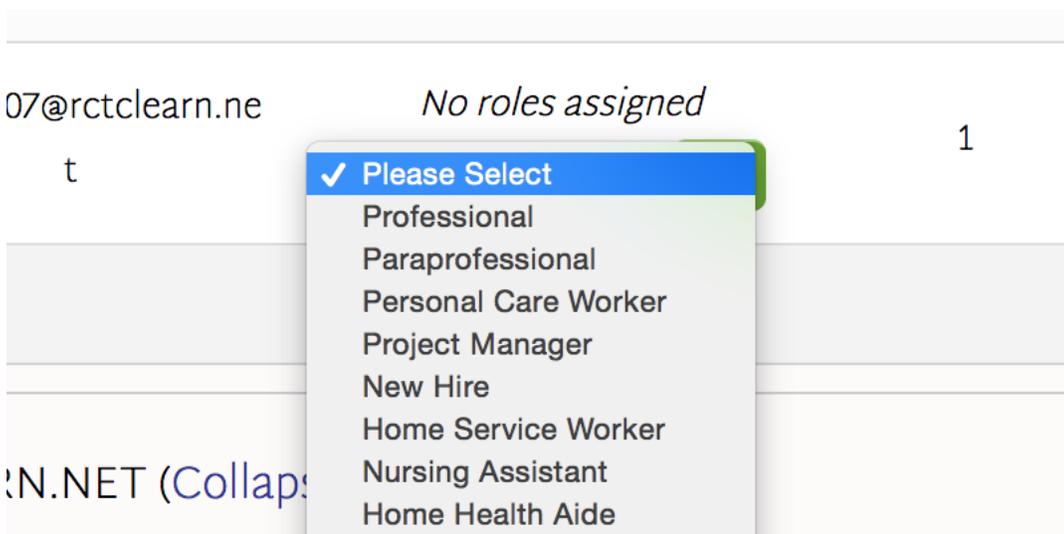
Click on “Group Admin Dashboard” in the Group Admin Tools Box



Find your group, and click “Expand Details” if it is not already expanded.

Betty Joe (green7007test)	green7007@rctclearn.net	No roles assigned	1	2	1 / 4 Assign
		<input type="button" value="Add Role"/>			

Click on the green “Add Role” button next to the employee’s name. Select an option from the drop down list. Once you have selected the employee’s role, please click on the green “Add” button



After adding the role, you will see the job role title appear along with a circled “x”. Clicking on the circled “x” allows you to remove the role you added. You can assign multiple roles to each employee if you desire.

Paraprofessional ✕

Please Select ▾ Add

After assigning the role, click on the green “Assign/Unassign Courses” button.



Select the courses you want to assign to the role by clicking on the box next to the course title. Next, click on the “Assign Courses” button on the right-hand side.

Course Assignments for RCTCLEARN Home Health

Check off the courses you want to assign below, and then click on the assign button on the right

Search...

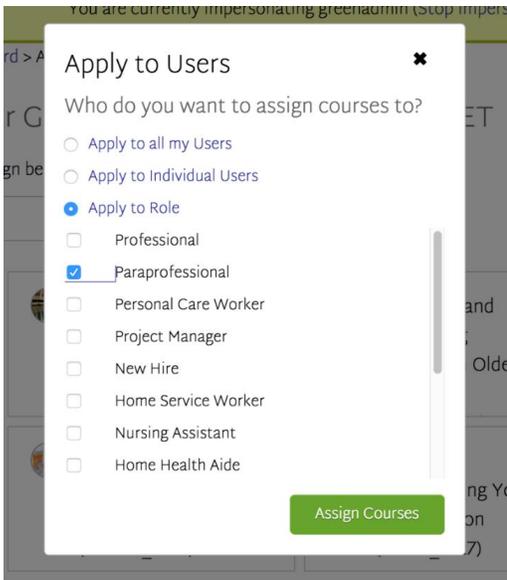
Assign Courses (0)

 Anxiety in Older Adults (RNAX_2017) <input type="checkbox"/>	 Improving Accuracy in ICD 10 Coding for Home Health Care (HD_QA_2017) <input type="checkbox"/>	 Detecting and Addressing Delirium in Older Adults (RNDD_2017) <input type="checkbox"/>
 Improving Care Transitions of Older Adults (RNCT_2017) <input type="checkbox"/>	 Medication Management in Home Care (RNMM_2017) <input type="checkbox"/>	 Positively Representing Your Organization (NAPR_2017) <input type="checkbox"/>
 Neurological Diseases and Conditions (HD_NC_2017) <input type="checkbox"/>	 Mental Disorders (HD_MD_2017) <input type="checkbox"/>	 Immunological Diseases and Conditions (HD_ID_2017) <input type="checkbox"/>

Currently Assigned Courses

No courses assigned currently

You will be prompted with the following:



Select the "Apply to Role" radio button, and then check off the roles you want to assign the courses to.

When new employees create accounts, assign them a job role. Once they have been assigned a job role, they will automatically be assigned the courses you assigned to that job role.