NRP LP

Learner (Individual/Global)

Quick Start Guide

Rev 6.0

Table of Contents

Table of Work Instructions (WI)

Revision History

Revision Number	Effective Date	Notes
1.0	07/02/2021	Initial version. Created based on the full User Guide.
2.0	08/17/2021	Added updated images
3.0	09/30/2021	Enhanced the concept of 'NRP Global Account'
4.0	12/01/2021	Added the concept of Bulk Purchase
5.0	12/21/2021	Added process of adding CE Profile Details
6.0	04/04/2022	Updated Screenshots and WI

General Information

Purpose

This guide provides a quick introduction to the common Learner interactions on the NRP Learning Platform, to access AAP NRP courses/curricula.

Quick Start Guide Structure

This Quick Start Guide contains information grouped into major topics, with task-specific work instructions (abbreviated WI:).

Definitions

- **AAP:** The American Academy of Pediatrics (AAP) is an American professional association of pediatricians. The Academy runs continuing medical education (CME) programs for pediatricians and sub-specialists.
- **AAP Admin:** The AAP NRP representative who manages the users in the NRP Learning Platform.
- **Advanced Provider (AP):** Advanced Provider focus on the course that delivers the online components of the blended learning course, who may participate in neonatal resuscitation beyond positive pressure ventilation.
- **Course/Curriculum:** A collection of learning components of the program, including the Online Learning Assessment (Adaptive eLearning) and the Exam (if Any). These online components along with respective ILE will assess and verify the foundational knowledge of the Neonatal Resuscitation Program.
- **Essentials Provider (EP):** Essential focus on the course that delivers the online components of the blended learning course, which is appropriate for anyone involved in the care of a newborn and who may be called on to initiate resuscitation and provide positive-pressure ventilation.
- **Guest:** A website visitor browsing the NRP Site (without active registrations) is deemed as a guest user. Existing registered users who have been deactivated can browse as guest visitor.
- **Learner (not a rank):** A registered user has not enrolled or enrolled to any course or has ongoing learning activities on the NRP Learning platform. These courses can be self-enrolled or assigned to the learner.
- **NRP:** The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery.
- **RQI Implementer / Implementer:** The RQI Partners representative who manages the users and events in the NRP Learning Platform.
- **Learner (not a rank):** A registered user has not enrolled or enrolled to any course or has ongoing learning activities on the NRP Learning platform. These courses can be self-enrolled or assigned to the learner.
- **User:** A guest, registered user, RQI Implementer or AAP Admin on the NRP Learning Platform.
- **WI (Work Instructions):** Steps with screenshots to perform a task.

User Registration

NRP LP Landing Page

The NRP LP Landing Page offers some basic functionality for users who are not logged in, such as:

- Login to the NRP LP
- Self-Register for an account
- Recover a forgotten username or password
- View information about the AAP NRP
- View the NRP Catalog of courses
- Bulk Purchase of courses
- View general help information
- Redeem the course
- Verify a certificate's authenticity
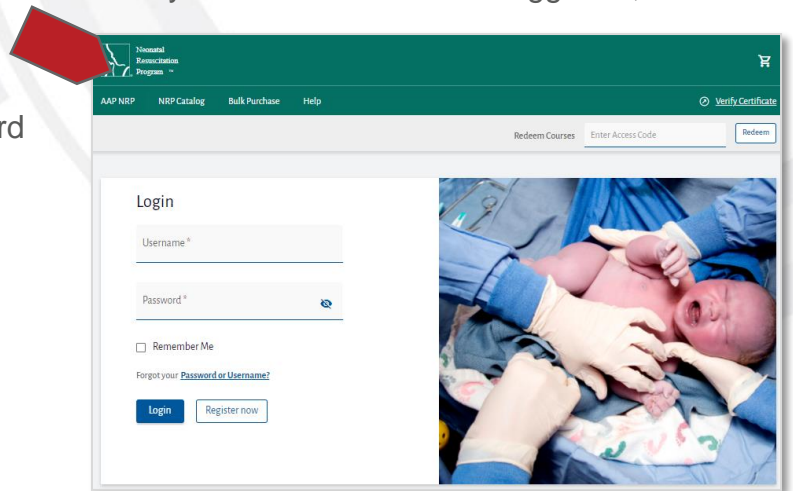
Self-Registration User Journey

Users of the NRP platform are required to self-register. The registration process involves:

- Navigating to the NRP Learning Platform
- Self-Registering with some basic information
- Activating the account via a link in an email
- Adding additional user details to complete the user profile

Navigate to the NRP LP → Self Register → Activate Account via link in email → Add additional user details

NRP Global Account / B2C

The NRP LP uses an auto-generated NRP Global ID, which is the global identifier used for NRP Global Account on the NRP Learning Platform. This allows the user to link their individual consumer account with all organizational profiles that is associated by using the NRP Global ID as a single point of entry. This enables the user to use a single set of credentials to login to their customer account or any of their linked organizational profiles. The NRP Global Account can be accessed via: www.nrplearningplatform.com

The benefits of NRP Global Account are as follows:
- Single sign on for global & organizational profiles
- Access to NRP Catalog based on Global Account
- Self-enroll to NRP curriculums
- Initiate/Resume/Complete a course assigned within the NRP LP (even after org separation)
- View Learning History of self-enrolled & Organizational assignments through dedicated dashboards
- View the eCards achieved from all the profiles

Multiple widgets can be accessed using NRP Global ID to switch a role between Admin and Learner roles.

NOTE: The role-specific widgets are made available only for the users having multiple roles in the NRP LP. Switching the role is possible at any point in time.

Multiple profiles can be accessed using NRP Global ID to switch a profile between individual and associated organizational accounts.
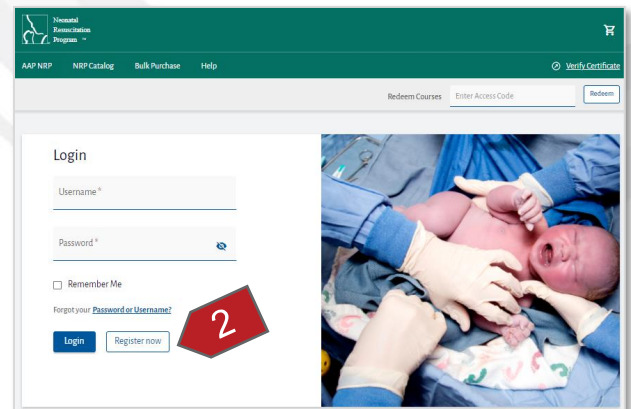
NOTE: The drop-down shows multiple profiles to switch only for the users associated with multiple profiles (individual or organizations) on the NRP LP. Switching the profile is possible at any point in time.
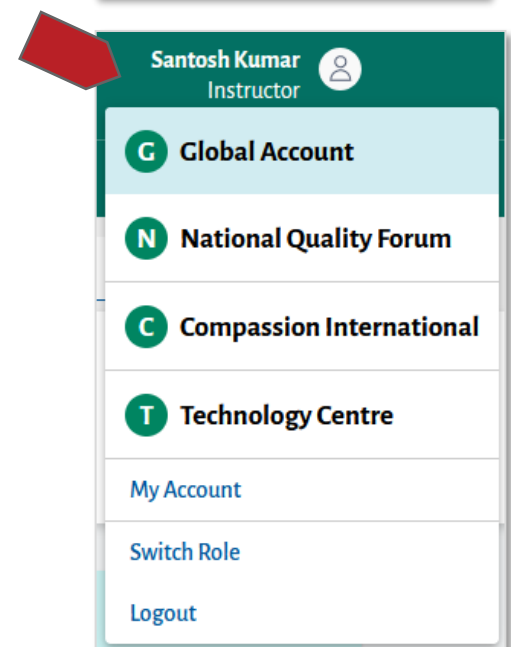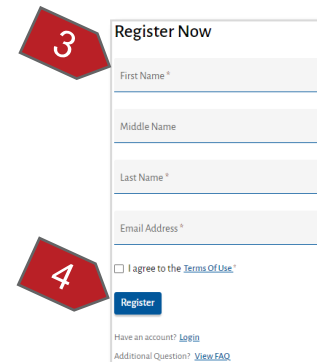
WI: Self-Registration on the NRP Learning Platform

This work instruction applies to non-registered users who land on the NRP Learning Platform (https://www.nrplearningplatform.com/) directly or through AAP website (aap.org -> NRP (under Quick Links) -> Login (NRP LMS Login)). This work instruction does not apply to users who use their organization's login to access NRP learning Platform.

1. Using any web browser, navigate to the website: https://nrplearningplatform.com/
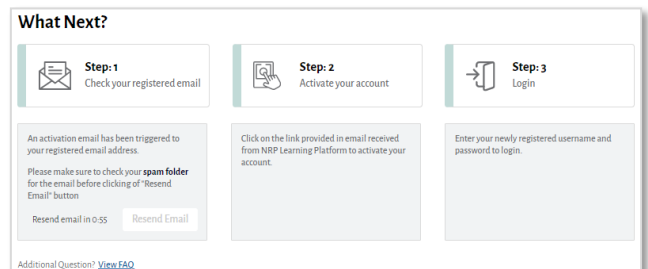
2. Click on the "Register now" button.

3. Complete the "Register Now" form with the user information. Required fields are marked by a red asterisk (*).

4. Click on the "Register" button.

   A green bar at the top of the page indicates that the user has been registered successfully.

   The "What's Next" is shown. The next steps are:
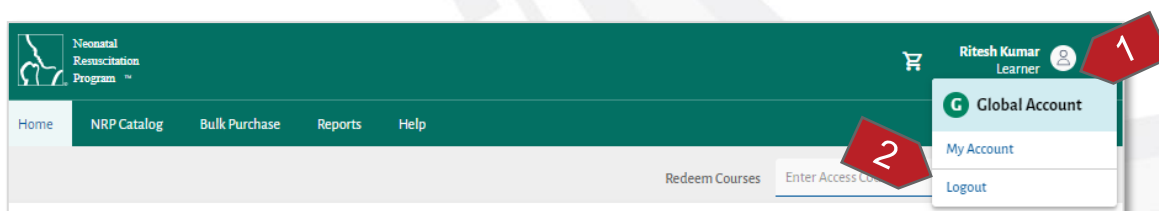   - Check the email used during registration.
   - Click the link to activate the account and add user details to complete the profile.
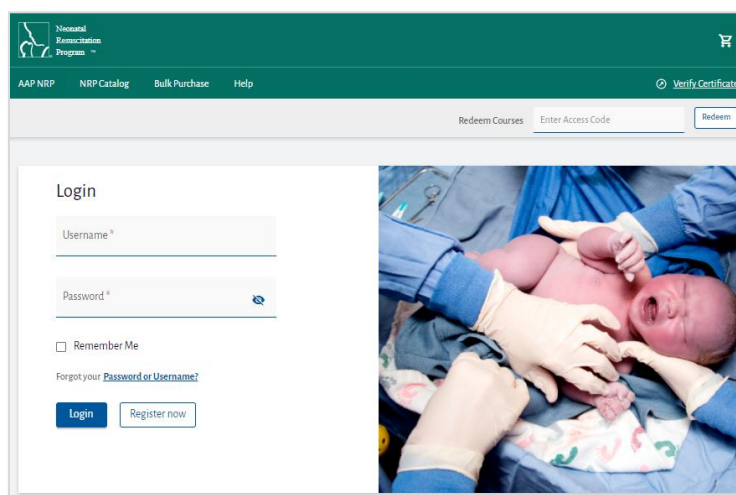   - Login to the NRP LP.


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END OF INSTRUCTIONS
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WI: Logging Out from NRP Learning Platform

1. Click the user icon.

2. Click the "Logout" option from the drop-down menu.

The user will be logged out from the NRP Learning Platform & navigated to Login page.

END OF INSTRUCTIONS

Courses

The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery.

Instructor-Led Provider Courses

Overview
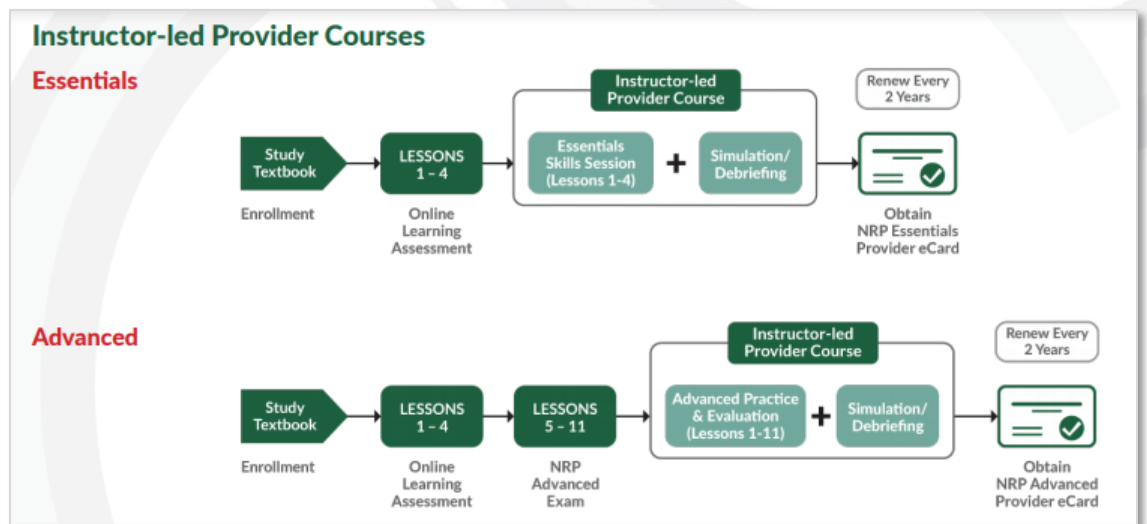
NRP Essentials

This course content delivers curricula for Essentials Providers, which is appropriate for everyone involved in the care of a newborn and who may be called upon to initiate resuscitation including positive pressure ventilation.

NRP Advanced

This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond positive pressure ventilation.

Activities in a Course

The "Activity" page shows the different activities that are part of the course. The page shows a summary at the top, and details below, with buttons to act on the activity.

Home Menu

The Home Menu is the landing page after logging in to the NRP LP. The side menu shows three tabs:

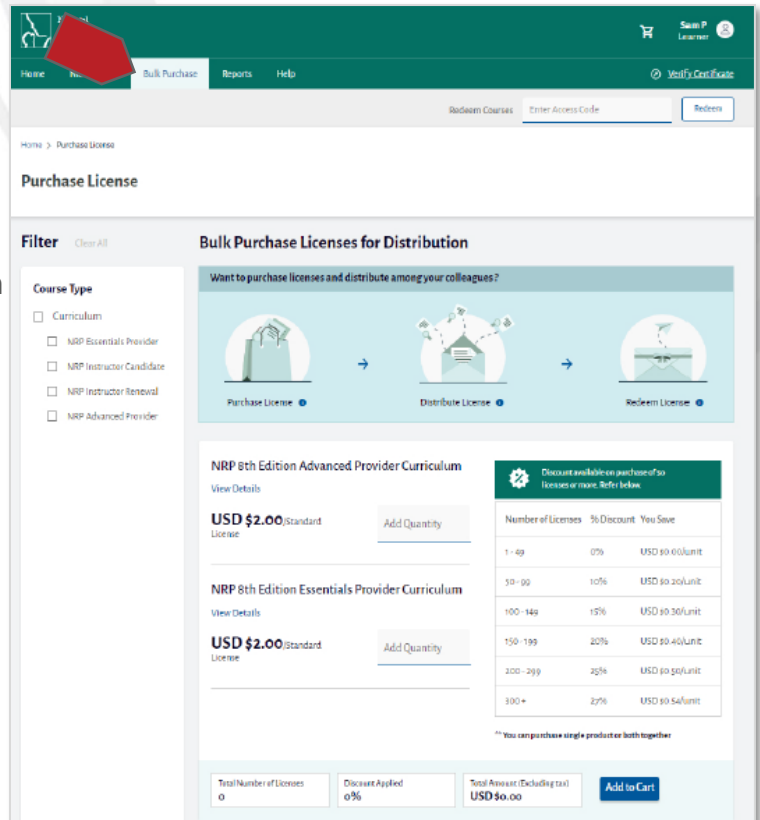- Dashboard – Provides quick access to common tasks, such as continuing or enrolling in courses, viewing learning history, etc.
- My Learnings – Shows the Active Learnings as well as the Completed Learnings.
- My Certificates & eCards – Shows the certificates and eCards that the learner has earned.
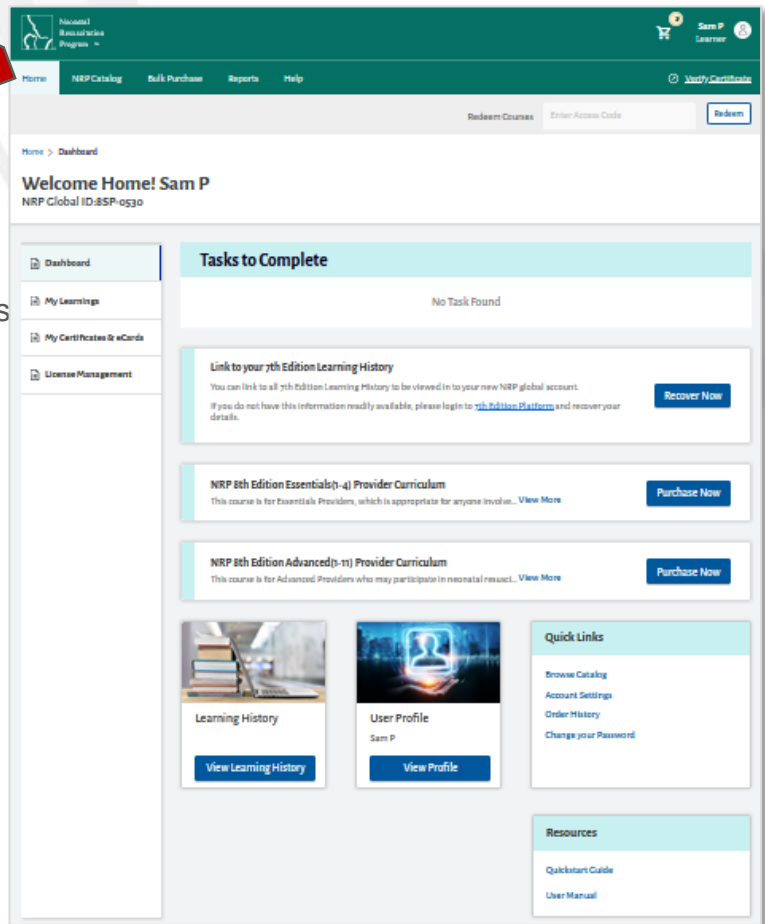
Bulk Purchase

The "Bulk Purchase" menu shows all the NRP courses/curricula available on the NRP LP to purchase in bulk along with an information about discounts based on the quantity of the bulk purchase.

The retail user can purchase course licenses in bulk and distributes them to other learners via an email address of a student (termed as Bulk Purchaser). The student will receive an activation code that can be redeemed on the NRP LP.

Shopping Cart

The 'Shopping Cart' icon available on the top-right corner of the page lists all the product(s), which are added to the cart of bulk purchases.

Redeem Course (Pre-Login & Post-Login)

The 'Redeem Course' facility allows a user to redeem a course using an 'Access Code' received through an email. The user must login to the NRP Learning Platform for redeeming the course.
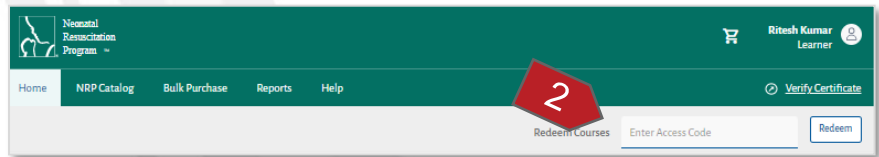
NOTE: The "Access Code" is sent to the user through an email when a course has been assigned by a bulk purchaser.

Reports

The 'Reports' menu shows 'Progress Report – Bulk Purchase' report that contains the information of the user's progress report assigned by a bulk purchaser.
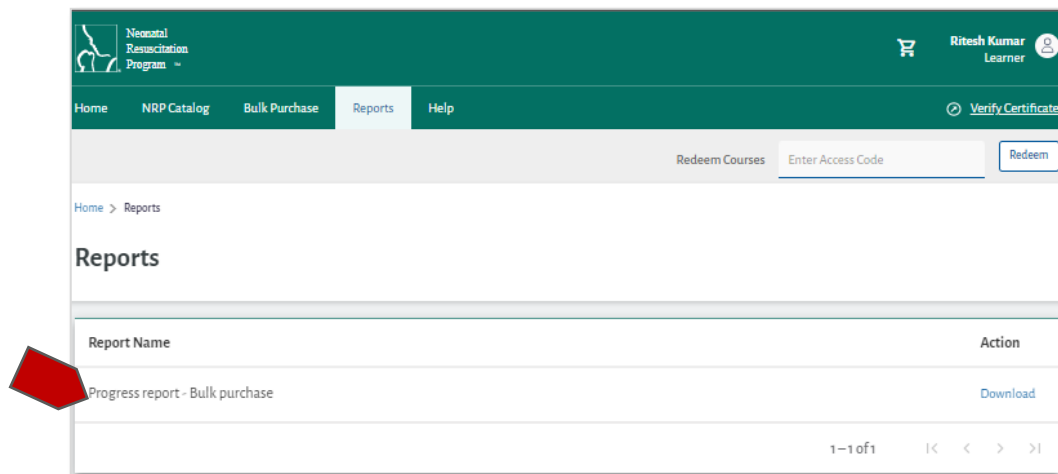
Common Course Actions

WI: COURSE – Searching For and Purchasing a Course

1. Login to the NRP Learning Platform.

2. Click on the "NRP Catalog" link at the top of the screen.

3. Click on the "Purchase Now" button for the desired course.
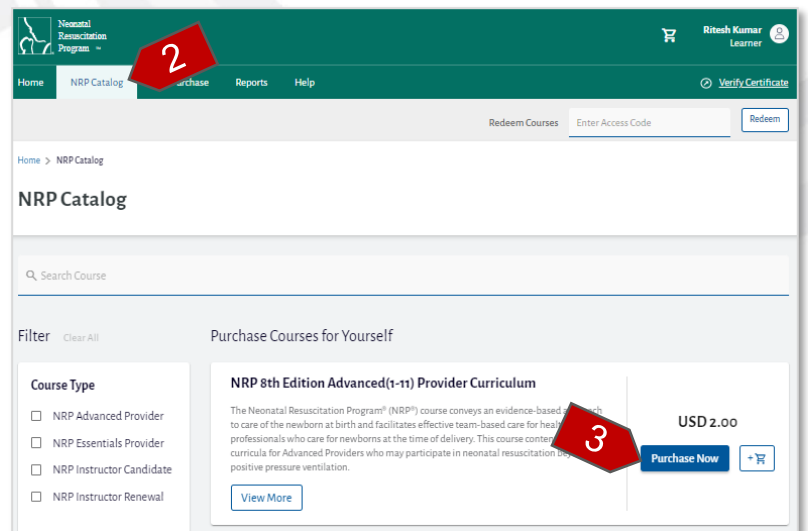
4. Click on the "Add Billing Address" button. (Adding a billing address is a one-time activity.)

   Fill in the billing address details and click the "Save" button to return to this screen.

5. After the Billing Address has been completed, click on the "Proceed to Payment" button.

Neonatal Resuscitation Program®

6. Enter the credit card details.

7. Click on the "Pay Now" button.

The "Payment Successful!" message is displayed that indicates to the user that the payment has been successful.

8. Click on the "Dashboard" button to navigate to the Dashboard.

END OF INSTRUCTIONS

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WI: COURSE – Starting or Resuming the Course

1. Login to NRP Learning Platform.

   The dashboard will load, showing the "Tasks to Complete" section.

2. Click on "Start" or "Resume" button accordingly.

   ┌─────────────────────────────┐
   │   END OF INSTRUCTIONS   │
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Neonatal Resuscitation Program®

WI: ILE – Searching/Registering for Instructor-Led Event (ILE)

1. Login to the NRP Learning Platform.

   The Dashboard will load.

   Welcome Home! Prachujya Saikia

   Dashboard

   My Learnings

   My Certificates & eCards

   Tasks to Complete

   NRP Provider 8th Edition Advanced
   In Progress
   Resume

   NRP Provider 8th Edition Essential
   Not Started
   Start

2. Click on the "Start" or "Resume" button accordingly from the "Tasks to Complete" section.

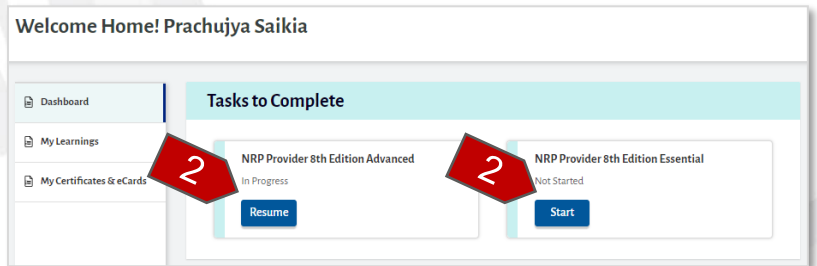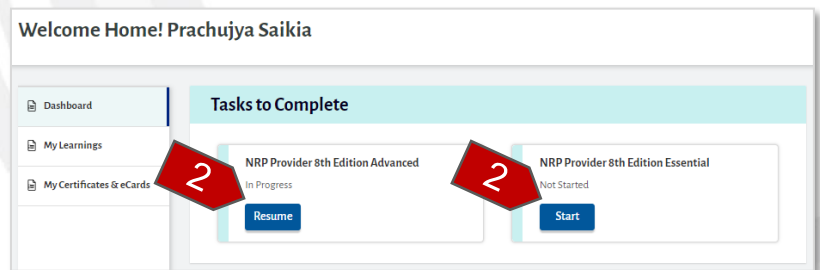3. On the Activity page, click on the "Register for Event" button.

Activity Name	Status	Results	Action
Instructor Led Event	Not Registered	N/A	Register for Event

   The Instructor Led Event screen will load.

4. The list could be searched by using the search box.

   Instructor-Led Event
   Register for any one of the events as per your convenient date and time.

   Q Search by Event Name

5. The Filter section allows filtering the listing based on the following:
   - Date Range
   - Timings
   - Country
   - State / Province
   - City
   - Zip code
   - Instructor Name

   Filter   Clear All

   Event Listing   Sort by Date - Nearest First   1—5 of 8

   Choose Date Range

   Timings
   ☐ Morning (8am - 12pm)
   ☐ Afternoon (1pm - 4pm)
   ☐ Evening (4pm - 6pm)

   Country

   State/Province

   City

   Zip Code

   Instructor Name

   8th Ed ILE E & A Mar24 MN-Copy
   Open for all users to register
   Dallas, LBLR, Dallas, Texas, United States of America, 75231
   Instructor: qa inst
   Mar 29, 2022
   08:30 PM - 09:30 PM IST
   Register
   View More Details ⌄

   abc test
   Open for all users to register
   olive dive, Los angel, New York, New York, United States of America, 10001
   Instructor: Vinay Pagad
   Mar 30, 2022
   01:30 AM - 02:30 AM IST
   Register
   View More Details ⌄

   ILE To check
   Open for all users to register
   test, NRP, Bahah, Al Bahah, Saudi Arabia,
   Instructor: Aish Test
   Mar 31, 2022
   Register

6. Click the "Register" button to register for the event.

   The Activity page will load. A green bar will appear at the top of the page indicating the user has successfully registered for the event.

   ✓ Successfully registered for an event.
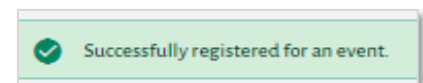
   An email confirmation will be sent to the user.

   END OF INSTRUCTIONS

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An American Heart Association®
and Laerdal Program

WI: ILE - Actions on a Registered ILE

1. Login to the NRP Learning Platform.

   The Dashboard will load.

Welcome Home! Prachujya Saikia

|	Tasks to Complete
Dashboard	
My Learnings	NRP Provider 8th Edition Advanced — In Progress — **Resume**
My Certificates & eCards	NRP Provider 8th Edition Essential — Not Started — **Start**

2. Click on the "Start" or "Resume" button accordingly from the "Tasks to Complete" section.
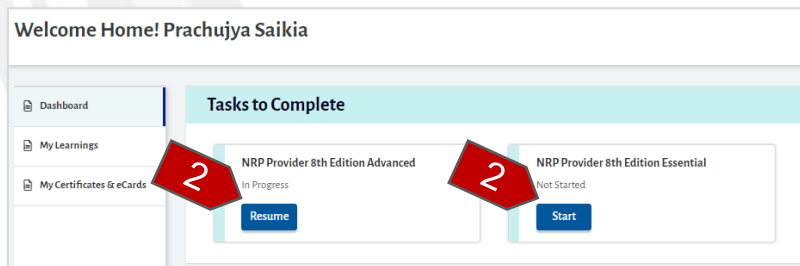
3. On the Activity page, click on the Action button (the three dots under the Actions column).

Part 2

Activity Name	Status	Results	Action
Instructor Led Event	Registered	N/A	⋮

Change Event
Withdraw from Event
View Event Details

A menu opens a menu to perform actions on the registered event, including:

- Change Event – Allows the user to change the registered event to a different event.
- Withdraw from Event – Allows the user to withdraw from a registered event.
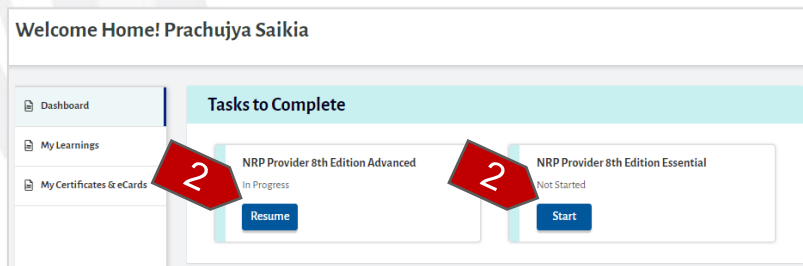- View Event Details – Allows the user to view additional details of the registered event.
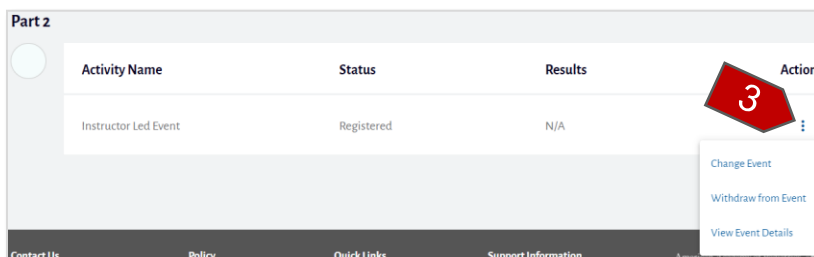
<div style="border:1px solid black; padding:8px; display:inline-block;">
END OF INSTRUCTIONS
</div>
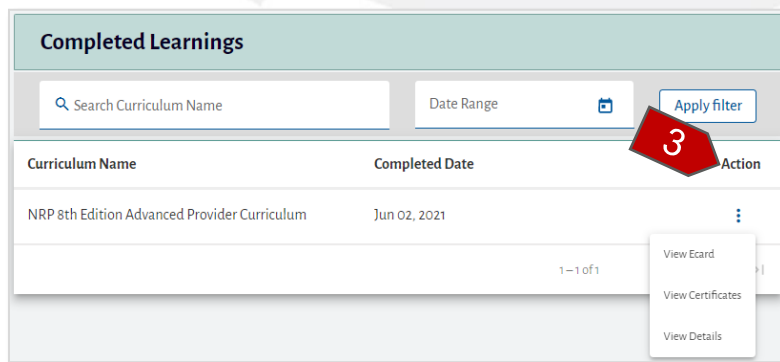
WI: COURSE – Viewing Certificate/eCard

1. Login to the NRP Learning Platform.

   The Dashboard will load.

2. Click the "My Learnings" tab.

3. In the Completed Learnings section, click on the Action button, (the three dots under the Action column).

   A menu will open. Click on one of the options.

- View eCard – Allows the user to view the eCard for the course.
- View Certificate – Allows the user to view the certificates for the course.
- View Details – Allows the user to view the Activity page to view the details of the course.
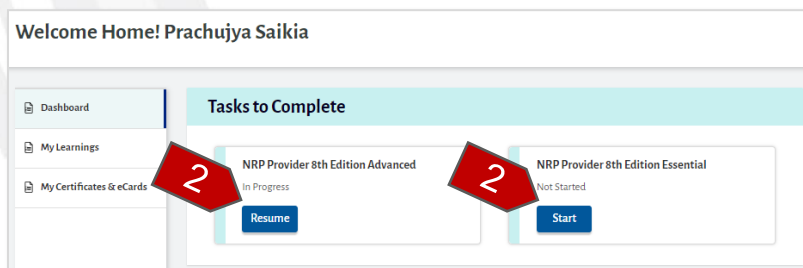
END OF INSTRUCTIONS

WI: eCARDS – Viewing Certificate/eCard and Other Actions

1. Login to the NRP Learning Platform.
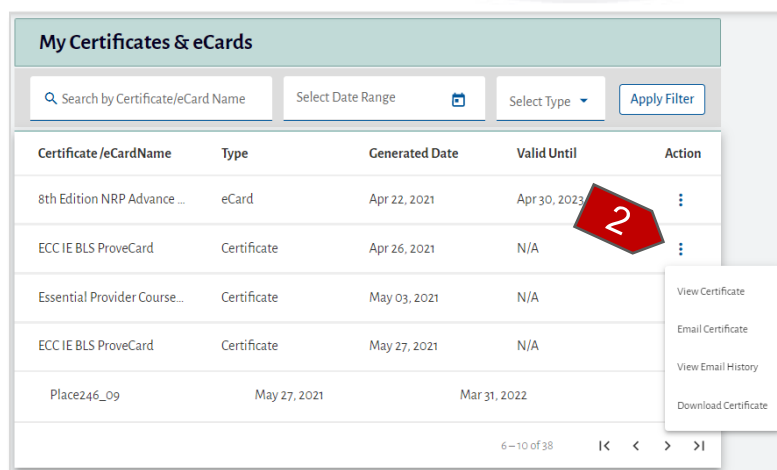
   The Dashboard will load.

2. Click the "My Certificates & eCards" tab.

   The Certificates and eCards for the completed courses will be shown in the list.

3. Click on the Action button, (the three dots under the Action column).

   A menu will open. Click on one of the options:

   - View Certificate/eCard – Allows the user to view the certificate/eCard for the course.
   - Email Certificate/eCard – Allows the user to send the certificate/eCard to any email address.
   - View Email History – Allows the user to view the email addresses to whom the user has emailed the certificate or eCard.
   - Download Certificate/eCard – Allows the user to download a PDF of the certificate/eCard.

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   END OF INSTRUCTIONS
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