

Accessing the Online GAIN-Q3 Site Training Course

Username: See information included in e-mail

Password: See information included in e-mail

Important Notes: Read Before Beginning Course:

- **Firefox and Adobe Flash Player Needed:**
 - Firefox is the recommended browser for this course. Additionally, Adobe Flash Player is required to use the features of this course. If you do not have these services downloaded on your computer, please see instructions included at the end of this packet.
- **Turn Off Pop-up Blocker:**
 - You will need to turn off your pop-up blocker or set it to allow pop-ups from <http://training.gaincc.org> in order to complete the lessons.
- **Course Contains Audio:**
 - Please turn up your speakers or plug in your headphones prior to beginning the course.

STEP-BY-STEP Process

1. Step One: Click Link and Login

- Using Firefox, go to: <http://training.gaincc.org>. You'll see the screen below:
- Your username and password have been provided in an e-mail.



The screenshot shows the website for Chestnut Health Systems. At the top left is the logo with three trees and the text "Chestnut Health Systems". To the right of the logo is the tagline "Making a Difference: Improving quality of life through excellence in service." and a link "You are not logged in. (Login)". Below the logo is a navigation menu with "Home", "About", "Courses", "Resources", and "Contact". The main content area is divided into three columns. The left column has a "Navigation" sidebar with "Home", "Site news", and "Courses". Below that is a "Latest news" section with "(No news has been posted yet)" and a "Calendar" for May 2012. The middle column features a large image of four people smiling, with the text "Welcome to the GAIN Coordinating Center Online Training Center and A-CRA/ACC Online Training Center" below it. The right column has a "Login" form with "Username" and "Password" input fields, a "Login" button circled in red, and links for "Create new account" and "Lost password?".

2. Step Two: Access Course (Left Navigation Menu)

- In the Left Navigation Menu, click on “My Courses.”
- From here, a list of your courses will appear underneath “My Courses” in the navigation menu. Click on “**GAIN-Q3 Site Training Course**”

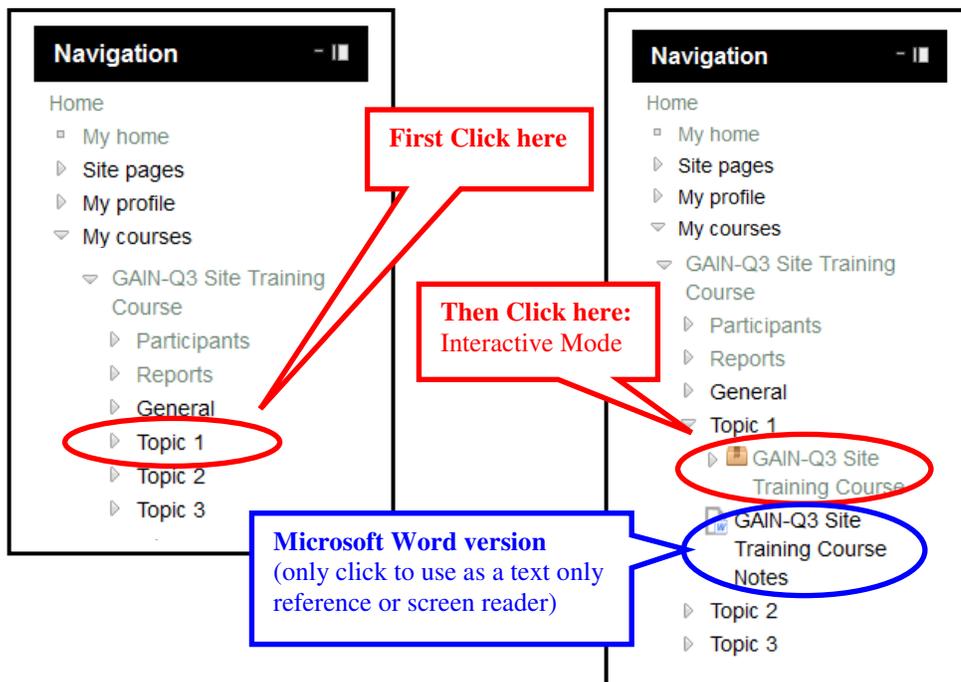


3. Step Three: Welcome Page for Course

- Read the welcome message. Follow the Left Navigation Menu to access the lessons (the lessons can also be viewed by scrolling down on the homepage).

4. Step Four: Click “Topic 1” then open Lesson 1

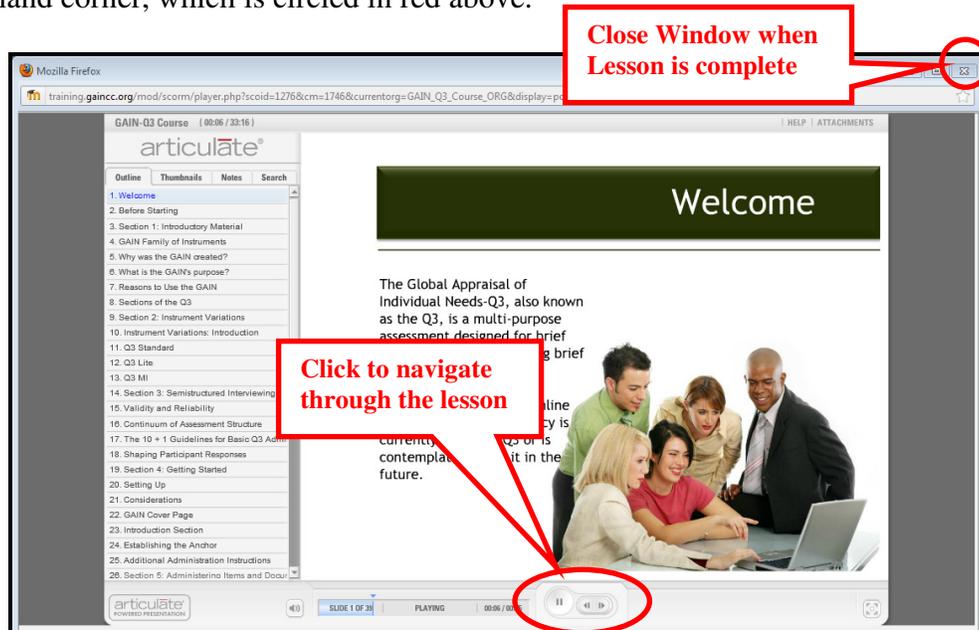
- To access the first lesson, click on Topic 1 in the Left Navigation Menu.
- From here, click on the link next to the brown file folders (See Lesson 1 circled in red below). The second link in each lesson is a Microsoft Word version of the lesson content that you can download as a reference or use with a screen reader.



5. Step Five: Click Enter

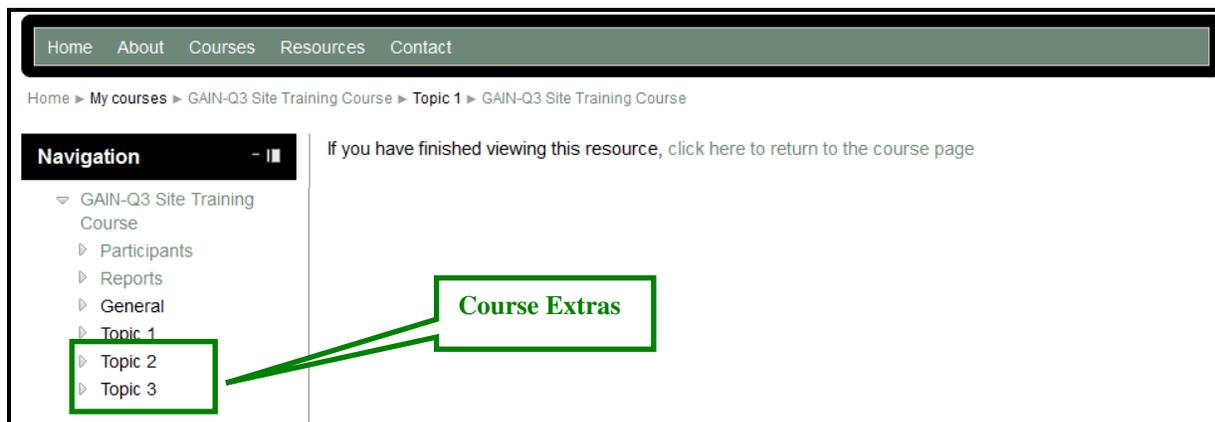
6. Step Six: Navigating Lesson

- Entering the lesson will open a new window
- The ◀ ▶ buttons can be used to move forward and backward within the lesson. You can also click on the slide titles in the outline on the left-hand side of the window.
 - **Note:** Some slides contain buttons within the slide with extra information. Be sure to view all content before moving to the next slide.
- When you have completed Lesson 1, close the lesson window by clicking on the X in the upper right-hand corner, which is circled in red above.



7. Step Seven: Course Extras

- Once you have closed out of Topic 1, you will be taken to the screen below. In the Left Navigation Menu, click Topics 2 and 3 for extra topics.



- **Topic 2 (Optional Quiz):** Your GAIN trainer may ask you to complete the quiz and print it out to verify completion of the course.
- **Topic 3 (Course Evaluation):** Your responses are confidential and will be used to improve our online coursework.

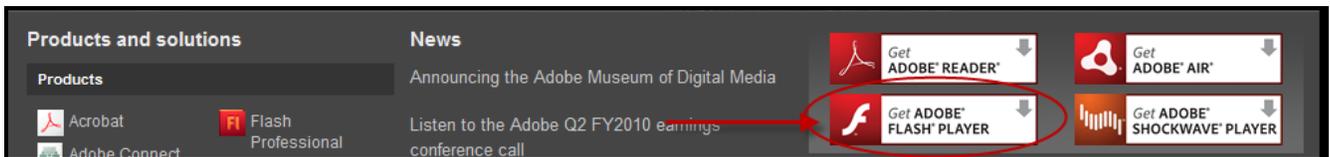
Thank you for taking the GAIN-Q3 Site Training Course!

Instructions for Downloading Firefox and Adobe Flash Player

To download Firefox, go to <http://www.mozilla.com/en-US/firefox/ie.html> and click on the “Free Download” button. Follow the instructions that pop up.



To download Adobe Flash Player, go to <http://www.adobe.com/> and click on the “Get Adobe Flash Player” button. Follow the instructions that pop up.



Please contact your local MIS department with any questions about installation.

Once you have both Firefox and Adobe Flash Player on your computer, follow the instructions below to access the online course and complete the lessons.