

Instructions for Using CARES[®] Programs in Group Training Sessions

For the Administrative Tracking System to keep accurate records of group training sessions, all training group leaders need to log in with specific information for **EVERY** class. If this is not done, each class will replace the old class information, and there will not be a separate record tracked for each class.

Log-in and other information for all group training sessions:

1. Go to the CARES website: www.hcinteractive.com/login
2. Enter the "**Product Key**" issued specifically for your site.
3. For each training session, you should log in as a **New User**. You will only need to do this one time.
 - In the box for your first name type in **Group Training**.
 - In the box for your last name, type in the **Date of the Class (ex: 5-10-20)**.
 - In the e-mail box, type in **GroupTraining@hcinteractive.com** and then again in the e-mail confirmation box.
 - When you get to the last question that asks for ROLE, select "**Other**" and enter the words **Group Training**.
 - Please see the next page for a complete example of step 3.
4. The system may ask Is this your own personal/work email address? Click the green yes button if prompted. See an example on the next page.
5. Please keep track of everyone in your group, so you can easily print certificates from the administrative portal. You can use the [group sign-in](#) sheet.

Finally:

1. A record of the group session will be viewable in the Admin Tracking Report under your "My Account" page. You must keep a sign-in sheet of individual attendees.
Note: It is important to keep the attendee sign-in sheet record on file for auditing purposes.
2. The trainer or administrator will print out customized certificates for those who complete the program via group training sessions. See separate instruction sheet.

Questions?

Call Customer Service at (952) 928-7722 (Monday to Friday, 9 a.m. to 4:30 p.m. Central time). Or e-mail/chat with us at www.hcinteractive.com/contact.

Empowering Caregivers Through Education

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Training Log In: New User Registration Form

First Name: **Group Training** *

Last Name: **5-10-20** *

Department or ID Number:

Address:

City:

State/Province:

Zip Code/Postal Code:

Country:

Phone:

E-mail: **GroupTraining@hcinteractive.com** *

E-mail Confirm: **GroupTraining@hcinteractive.com** *

Role: **Other** *

Other: **Group Training** *

Is English your second language (ESL)?

Race:

Hispanic?

Click the green Yes button if prompted with this question.

Is this your own personal/work e-mail address?

To register for our programs, you can no longer use a shared e-mail address (such as admin@nursinghome.com) for multiple employees. Is grouptraining@hcinteractive.com an e-mail address used only by you, Group Training 5-10-20?

Yes

No

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