

## How to Print Group Training Certificates

### **Process**

1. Go to [www.hcinteractive.com/MyAccount](http://www.hcinteractive.com/MyAccount).
2. Enter your account Username and Password that was set up when the program was purchased.
3. Once in the Administrative Dashboard locate the program/license you want to print certificates for.
4. Under the **Group Training** heading, click **Manage** (see picture on next page).
5. First search if the user is a current user under student search. If user is found, highlight their name below and hit enter. If user is not found, click "User not found? Create a new user." and fill in the form and click continue (see pictures on next page).
6. Select the module or modules that the user has completed, then certify you have the training documentation and click continue. If the user has completed all the modules in the program, click "Check All", select the date the group training was completed, certify and print the certificate.

### **Note: For a printed certificate to be valid:**

1. Use the sign-in sheet as proof of attendance.
2. Sign the certificate.
3. Staple a copy of the sign-in sheet to individual certificate(s) for each employee's personnel record.

Empowering Caregivers Through Education

HealthCare Interactive, Inc.

8800 West Highway 7 | Suite 331 | Minneapolis, MN | 55426

Phone: 952-928-7722 | Fax: 1-866-896-9151

[www.hcinteractive.com](http://www.hcinteractive.com)

**Step 4 - Under the Group Training heading, click Manage**

CARES® Dementia Basics™ 1-Year Single Site License (any one individual location)								
Purchase History	Renew	Status	Expiration Date	Product Key	Usage	User Reports	Group Training	Admin Tools
<a href="#">View Receipts</a>	<a href="#">Renew</a>	Active	7/9/2021	ELB95	40	<a href="#">View Report</a>	<a href="#">Manage</a>	<a href="#">Manage Users</a>

**Step 5 - First search if the user is a current user under student search. If user is found, highlight their name below and hit enter. If user is not found, click "User not found? Create a new user."**

**Group Training: Student Search**

Search

+ [User not found? Create a new user.](#)

**Step 5 – Fill in form. Include first name, last name, email, and role then click continue.**

If you use this program in a live, group setting for one or more modules, use this feature to mark one or more modules as completed. Please note: documentation and an authorized signature is required to use this function. Please [contact us](#) if you have questions.

**User's Information**

---

First Name: \*

Last Name: \*

City:

State/Province:

- Please Select -

Country:

United States

Zip Code/Postal Code:

E-mail:

E-mail Confirm:

Role: \*

▼

**Empowering Caregivers Through Education**