

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.

<u>Log-in and other information for all group training sessions:</u>

- 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:

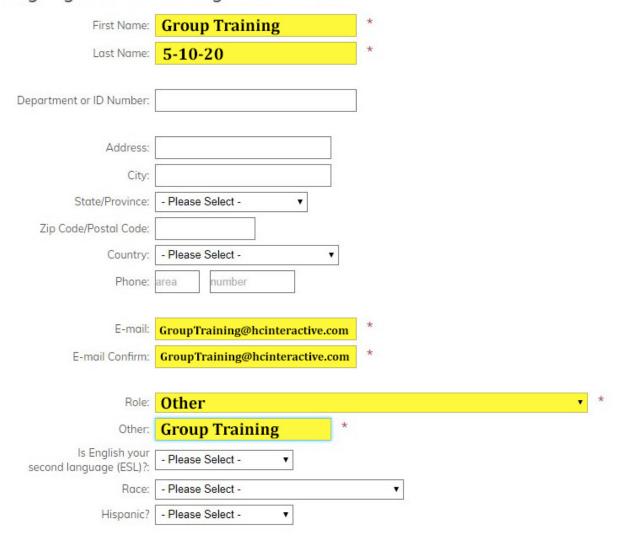
- A record of the group session will be viewable in the Admin Tracking Report under your "My Account" page. You must keep a sign-in sheet of individual attendees.
 Note: It is important to keep the attendee sign-in sheet record on file for auditing purposes.
- 2. The trainer or administrator will print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

Ouestions?

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



Training Log In: New User Registration Form



Click the green Yes button if prompted with this question.

