

- User Log in Instructions

**Step 1: Log In**

1. Go to: [www.hcinteractive.com/login](http://www.hcinteractive.com/login)
2. Enter the following "**Product Key**":
  - CARES® Dementia Basics™: \_\_\_\_\_
  - CARES® Advanced Care™: \_\_\_\_\_
  - CARES® Dementia Related Behavior™: \_\_\_\_\_
  - CARES® Elder Abuse™: \_\_\_\_\_
  - CARES® Activities of Daily Living™: \_\_\_\_\_
  - CARES® End-of-Life Dementia Care™: \_\_\_\_\_
  - CARES® Dementia Care for Families™: \_\_\_\_\_
  - CARES® Serious Mental Illness™: \_\_\_\_\_
3. **Product Key Confirmation:** Click "Yes" if this is you.
4. **User Account:**
  - First time in the program? Click the "**New User**" button and fill out the registration form.
  - Returning to the program? Click the "**Existing User**" button and enter your name. You do not need to complete the training in one session. You can come back to the training the program at any time as it automatically saves your progress.
5. **Disclaimer and Visitor Agreement:** Read the disclaimer and click the "I Agree" button.

**Step 2: Complete Each Program**

1. **Start Program:** Click on each module, beginning with Module 1.
2. To complete a module, you must visit each screen in the module and meet the minimum time requirements.
3. Check your progress at any time by clicking the "View Course Progress" button on the Main Menu.
  - A **green check mark** ✓ means you have completed the module.
  - A **red X** ✗ means you have not completed the module's screen and time requirements.

**Step 3: Write Down Your Completion Codes**

1. Print out the C.D.S. Credential Submission Form at [www.hcinteractive.com/CDSsubmission](http://www.hcinteractive.com/CDSsubmission).
2. After you complete each program, write your CARES Completion Code on the form.
3. You will need to submit this form to complete the C.D.S. credentialing process.

**Step 4: Get Certified in CARES Dementia Certification**

1. After you complete all modules, you are eligible to take the CARES certification exam. Return to the Main Menu and click the "Take Certification Exam" button to begin the exam. Many people completing CARES Dementia Specialist (C.D.S.) take the certification exams as their "practice tests" for the final C.D.S. credentialing exam.

**Step 5: Take the Final 100-Point C.D.S. Credentialing Exam**

1. Check your account (or ask your administrator) for a C.D.S. Exam Voucher Code.
2. Go to [www.training.hcinteractive.com/redeemCDS](http://www.training.hcinteractive.com/redeemCDS) to begin the exam.
  - Pass the exam with at least 90% correct. If you don't pass, you will have the opportunity to retake the exam.
  - Print out your certificate of completion for passing the C.D.S. exam. You will need to submit this to complete the C.D.S. credentialing process.

**Questions?**

Contact us at **(952) 928-7722** or [support@hcinteractive.com](mailto:support@hcinteractive.com) between 9:00 a.m. and 4:30 p.m., Monday through Friday Central time. You can also chat with us at [www.hcinteractive.com/chat](http://www.hcinteractive.com/chat).