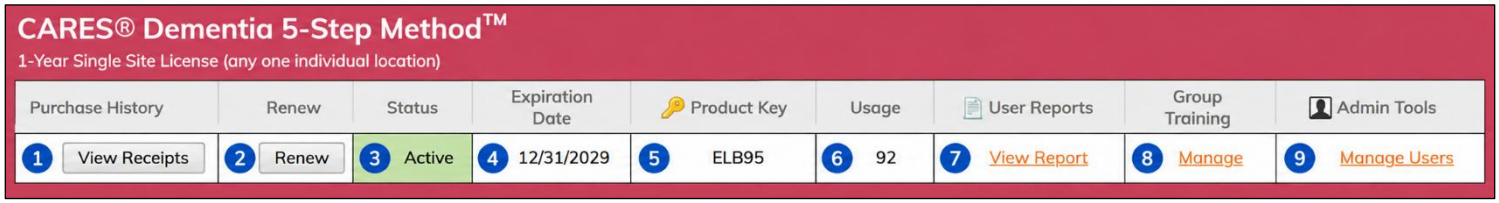
Administrative Portal – Quick Guide



Log In to your account at www.hcinteractive.com/account.

1. **Purchase History**
   - This is a history of all purchases made by you or your organization.

2. **Renew**
   - To renew this product, click the Renew button and follow the directions.

3. **Status**
   - A green "Active" status means that your current product key is active and accessible by you or your staff. A red Expired or Inactive status means your product key has expired.

4. **Expiration Date**
   - This date shows the date this Product Key will expire.

5. **Product Key**
   - This is the log-in code to access this program. Log in at www.hcinteractive.com/login.

6. **Usage**
   - This is a quick visual indicator of how many users have *started* this program. See User Reports for real-time, detailed training and certification data.

7. **User Reports**
   - Click View Reports to view each staff member's training progress.
   - Export a full staff report to Excel for sorting, filtering, and creating pivot tables.
   - Print training completion certificates and certification certificates.

8. **Group Training**
   - If you have a single-site "unlimited user" site license, you can present CARES® to staff in a classroom setting and mark them off as completed within your license. Click Manage and follow the directions.

9. **Admin Tools**
   - Click Manage Users to update staff information, combine user accounts, and archive old staff.

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