User Guide
For RQI Cart Programs

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Revision History

Revision Number	Effective Date	Notes
1.0	04/02/2020	Initial version
2.0	10/21/2020	Renamed document. Added references to Shop CPR and Reference Library. Updated certificate site information.

Purpose

The purpose of this guide is to describe the user interactions in the RQI1Stop system, to access RQI and HeartCode courses.

WI: First Login for a New User

1. A learner receives an email after they are added to the RQI1Stop system.
2. The email will contain the following text:

> Dear {Learner First Name},
>
> Your account has been created successfully in RQI1Stop. Please click here to reset your password.
>
> If you need assistance, please visit our FAQs.
>
> Thank you,
> The RQI Partners and RQI1Stop Team

3. Click the link in the email to reset the password.

4. Enter a new password in the fields, following the password rules.
5. Click the Create Password button.

After the password is created, the Success page is shown.

END OF INSTRUCTIONS

WI: Log In to RQI1Stop

1. Using Google Chrome, navigate to the website:
   https://ucdavishc.rqi1stop.com

2. Click the "Login" button
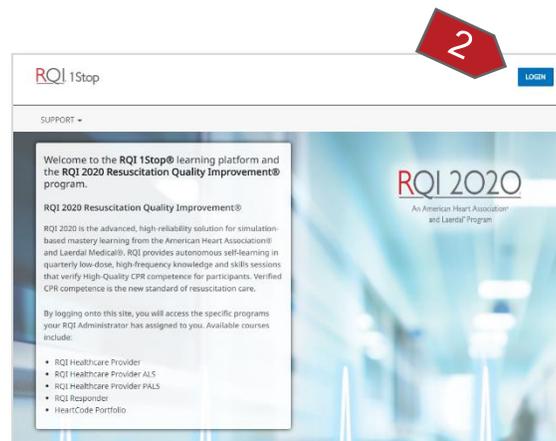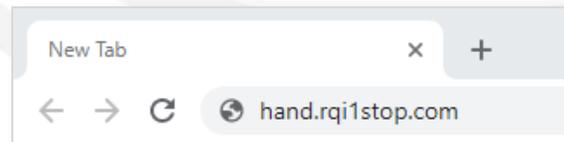
3. Enter the username and password
4. Click the "Log In" button
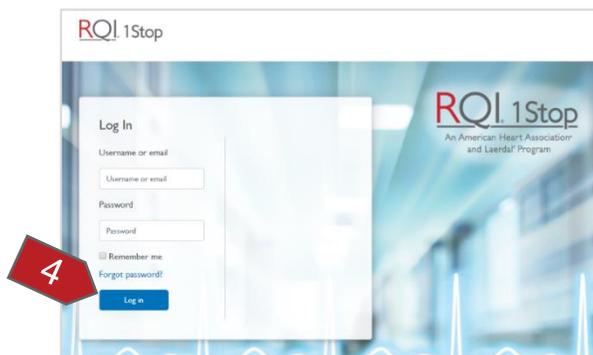
   The Learner screen is shown.
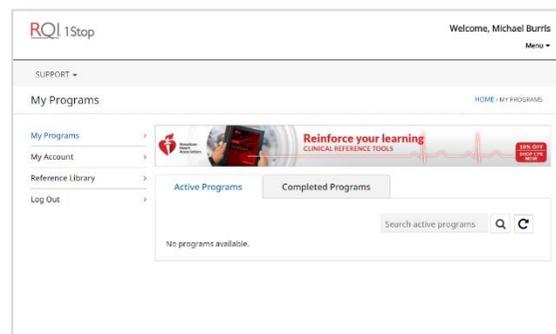
END OF INSTRUCTIONS

WI: Forgot Password

1. Using Google Chrome, navigate to the website: https://ucdavishc.rqi1stop.com

2. Click the "Login" button
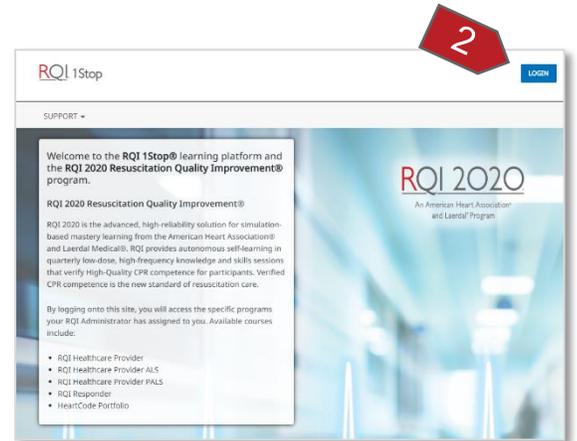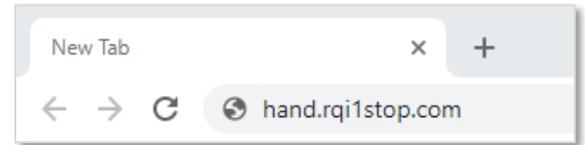
3. Click the "Forgot Password?" link.
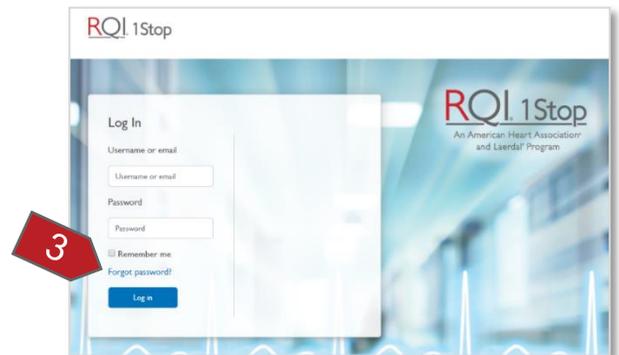
4. Enter the email address and click the "Send" button.
   Note: If the email address matches a learner in RQI1Stop, a password reset email will be sent to the learner.
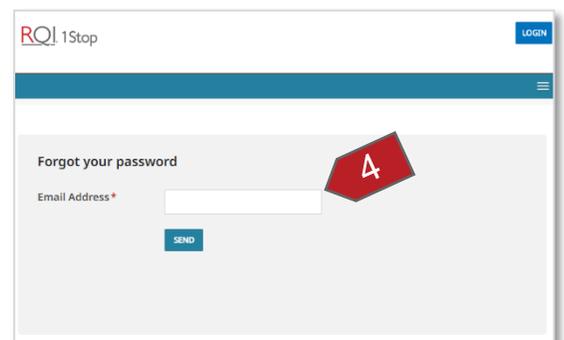
   END OF INSTRUCTIONS

My Programs Tab

The My Programs screen shows two tabs: Active Programs and Completed Programs

Shop CPR Banner

A banner above the programs listing is linked to the ShopCPR store. The ShopCPR store allows for the purchase of AHA (American Heart Association) eBooks and other items.

NOTE: This banner will appear throughout the End User Portal.

Active Programs

The active programs tab shows the courses that the learner can start or continue.

- **Program Name:** The name of the assignment or the course.
- **Date Shared:** The date the assignment was was made available to the user.
- **Shared By:** The administrator that assigned the assignment to the user.
- **Email:** The email address of the administrator that assigned the assignment to the user.
- **Assignment Due Date:** The due date of the assignment. This date is the date the administrator set in assignment properties, for once and done courses (HeartCode, Entry, Prep, etc), or the due date of the perpetual session, after session 1 is completed.
- **Assignment End Date:** The date the assignment will no longer be available to the user.
- **Action:** The action column contains a button to Activate, Launch, or Resume a course.

Completed Programs

The completed programs tab shows the courses that the learner has completed. The learner can review the previously completed programs and claim CME/CE credits.

NOTE: eCard / eCredentials can be obtained by clicking the "Review" button.

- **Program Name:** The name of the assignment or the course.
- **Completion Date:** The date the program was completed.
- **Assignment End Date:** The expiration date of the program, based on the date of activation. The program will not be available for review after this date.
- **CME/CE Credits:** Indicates if the course allows for CME/CE Credits.
- **Ecard:** Provides a direct link to the eCard, if available. eCards are also available by reviewing the course.

# Reference Library Tab

The Reference Library tab provides quick access to the organization's reference library. A ShopCPR banner appears above the link to the Reference Library.

Course Launch Page

The Course Launch screen also contains a link to "Go to Reference Library".

NOTE: The Reference Library links will only display if the organization subscribes to the reference library.

# WI: Launch or Continue a Course

1. Login to RQI1Stop.
2. Navigate to the My Programs tab.
3. Navigate to the Active Programs tab.
4. Click the "Activate" button (if available).
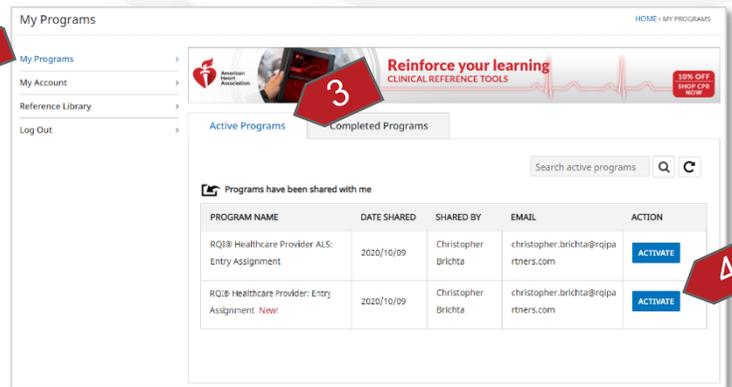
5. Click the "Launch" button.
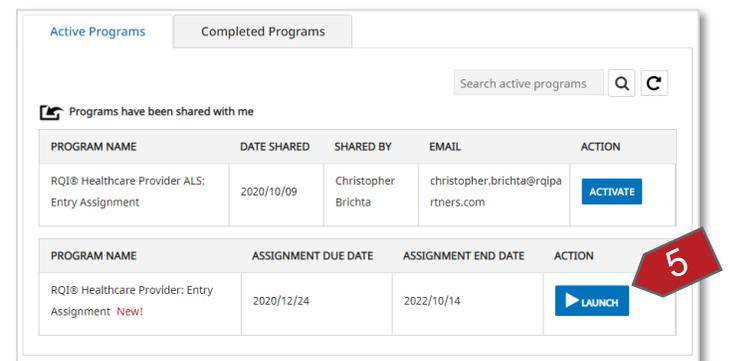
The course launch screen will load.

6. Click the "Start" button to start the activities for the course.
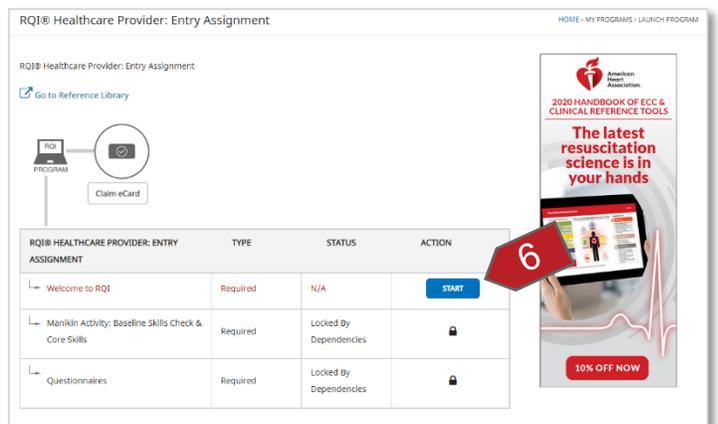
> END OF INSTRUCTIONS

WI: View the eCard / eCredential for a Completed Course

1. Log in to RQI1Stop.
2. Navigate to the "Completed Programs" tab.
3. Click the "Review" button.
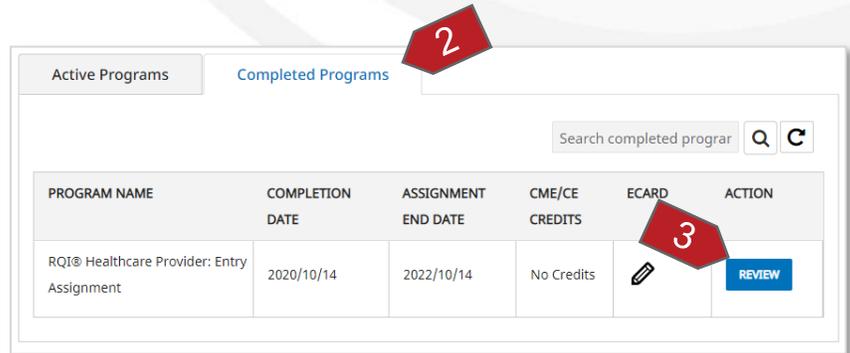
4. Click the "View eCard" button.
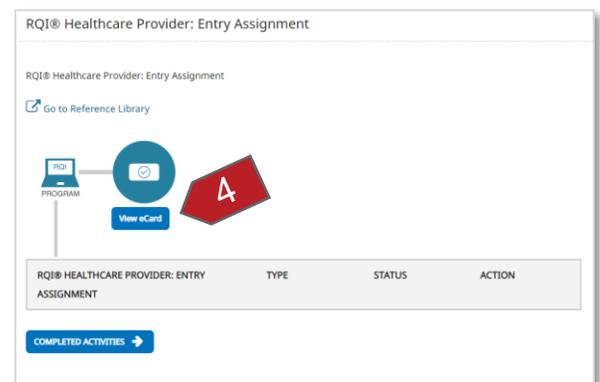
The Certificate Site will load, showing all valid eCards / eCredentials available.

5. Click the "Show" button to view the eCard / eCredential for the course.

The eCard / eCredential will load. *NOTE: In this example, the eCredential for RQI Healthcare Provider is shown.*

END OF INSTRUCTIONS

CME/CE Credits

Courses Available for CME/CE Credits

The following courses are available for CME/CE credits:

- RQI Courses (credits are available annually after completing Session 4):
  - RQI Provider
  - RQI ALS
  - RQI PALS
- Heartcode Complete and Heartcode Online courses (credits are available after completing the course):
  - Heartcode BLS
  - Heartcode ACLS
  - Heartcode PALS

Certificate Availability

- After a learner claims the CME/CE credits, the certificate will be available for download until replaced by the next CME/CE credit for the course.

How to Claim CME/CE Credits (Overview)

- Learner completes the required course learning criteria.
- Learner completes the Evaluation.
- Learner claims the CME/CE credits.
- Learner downloads the CME/CE certificate.

## WI: How to Claim CME/CE Credits (Details)

1. Log in to RQI1Stop.
2. Navigate to the "Completed Programs" tab.
3. Click the "Review" button.
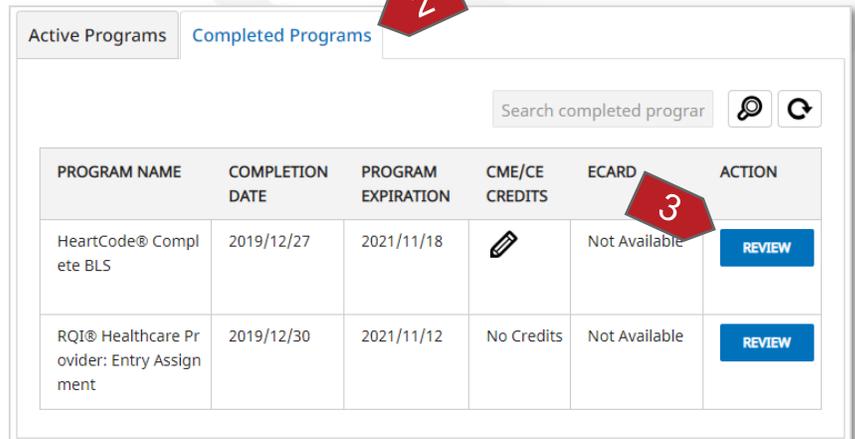
PROGRAM NAME	COMPLETION DATE	PROGRAM EXPIRATION	CME/CE CREDITS	ECARD	ACTION
HeartCode® Complete BLS	2019/12/27	2021/11/18	✏️	Not Available	REVIEW
RQI® Healthcare Provider: Entry Assignment	2019/12/30	2021/11/12	No Credits	Not Available	REVIEW

The "Evaluation" button will be available after the learner completes the required course learning criteria.

4. The learner clicks on the "Evaluation" button and completes the evaluation.

MOC_2020_BLS Provider

Start Date: 2020/03/12

MOC_2020_BLS Provider

5. The "Claim CME/CE" button will be available after the learner completes the evaluation.

MOC_2020_BLS Provider

Start Date: 2020/03/12

MOC_2020_BLS Provider

END OF INSTRUCTIONS