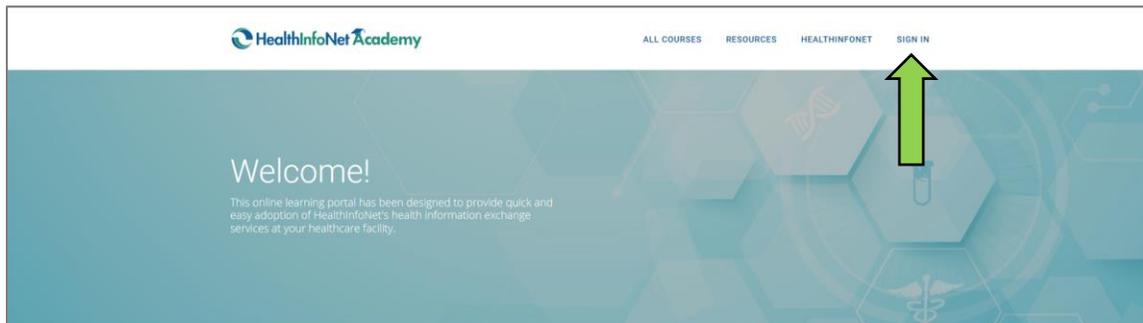


HealthInfoNet Academy Quick Start Guide

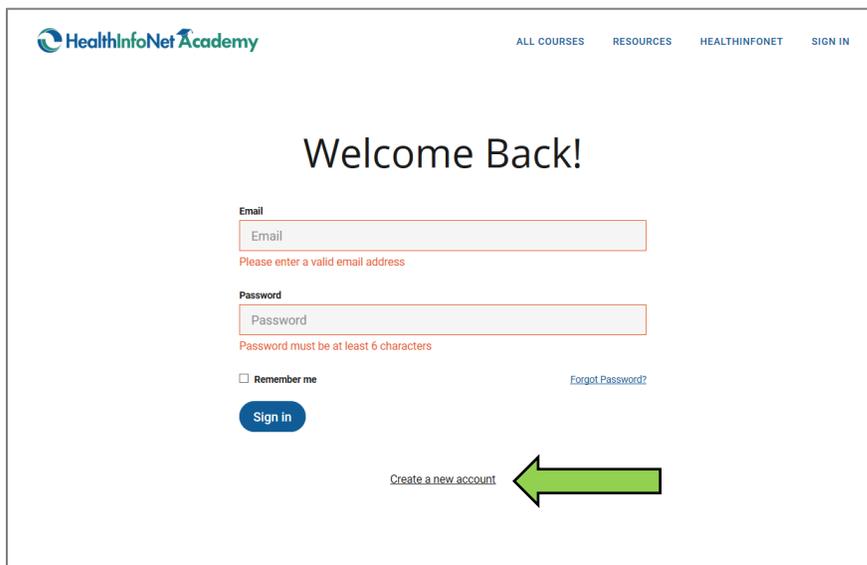
HealthInfoNet Academy is an online learning portal that has been designed to provide quick and easy adoption of HealthInfoNet's Health Information Exchange (HIE) services at your healthcare facility. This Quick Start Guide provides instructions on how to access and begin using the site.

Accessing and Registering for HealthInfoNet Academy

1. Access the HealthInfoNet Academy homepage by visiting the following URL:
<http://hinfonetacademy.org/>
2. Register as a new user by clicking the **SIGN IN** button located in the top-right corner of the screen.



3. At the bottom of the screen, click the option to **CREATE NEW ACCOUNT**.



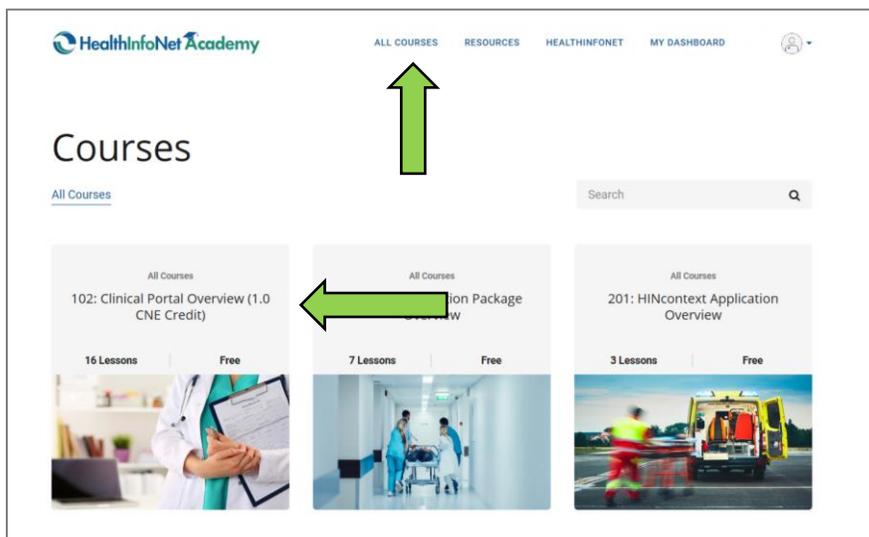
4. Complete the required new account fields by entering the necessary information. When finished, click the **SIGN UP** button located at the bottom of the screen.

The screenshot shows a registration form titled "Create a new account". It includes fields for "First Name", "Last Name", "Email", "Password", "Job Title (required)", "Organization Type (e.g., Ambulatory, Hospital, etc.) (required)", and "Organization Name (required)". A blue "Sign up" button is located at the bottom left, with a green arrow pointing to it from the right. Below the button is a link that says "I already have an account!".

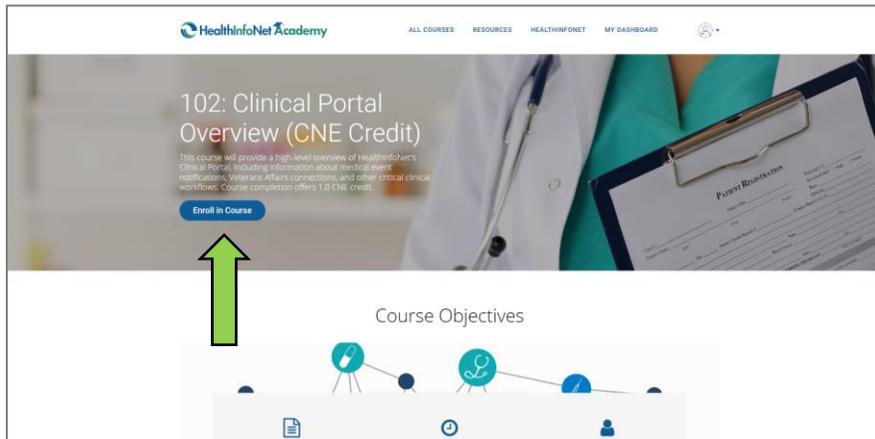
Enrolling in and Navigating a Course

1. Once registered as a user in HealthInfoNet Academy, a listing of available courses should automatically appear; if not, click the **ALL COURSES** button from the main menu.

Once a course of interest has been identified, select the course by clicking on its **TITLE BOX**.



- From the selected course's page, enroll in the course by clicking the **ENROLL IN COURSE** button.
Note: Course descriptions, objectives, and curriculum outlines can be found by scrolling down.

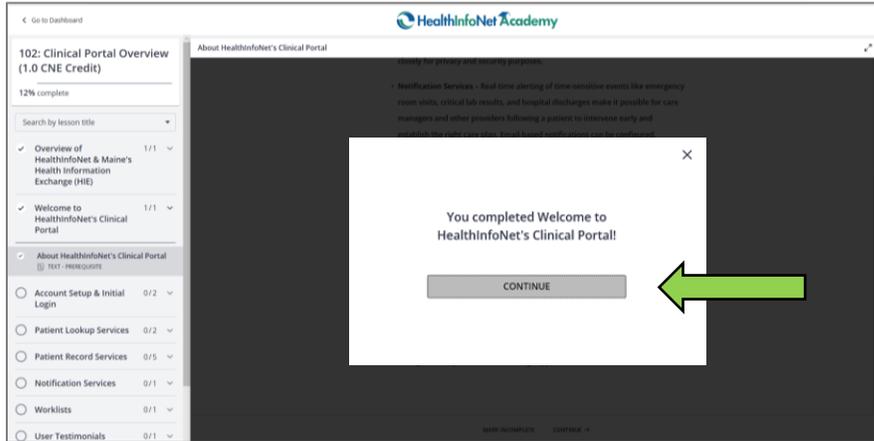


- Once enrolled, the course will automatically play, beginning with the first chapter.

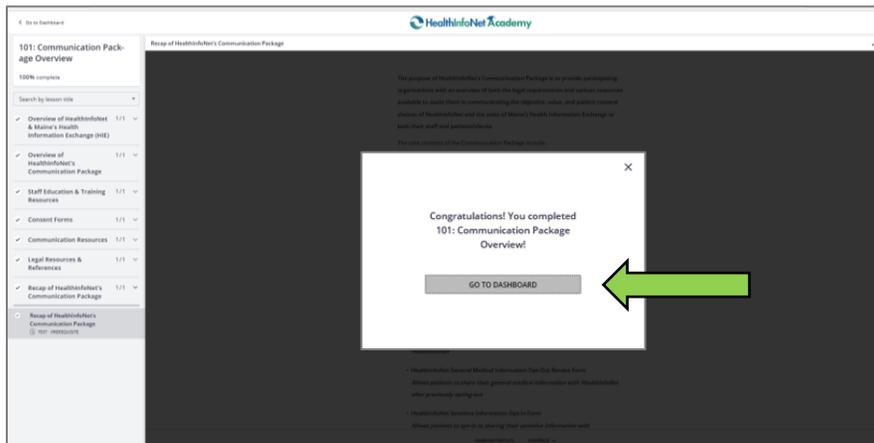


5. At the end of each chapter, click the **CONTINUE** button to move on to the next chapter.

Note: For some courses, chapters are required to follow in order while others allow jumping around.

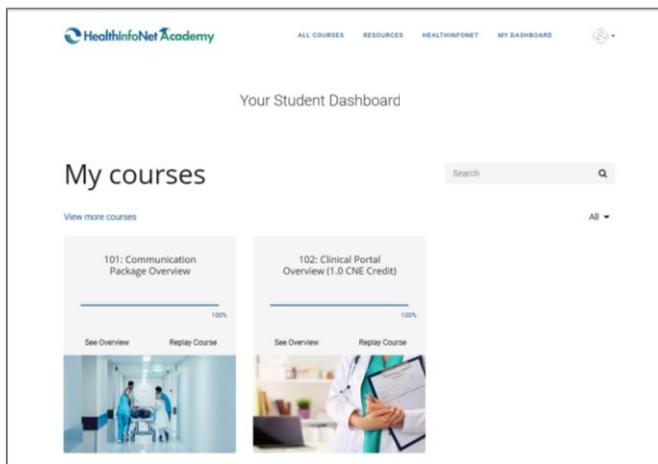


6. After completing the course, click the **GO TO DASHBOARD** button to view the student dashboard.



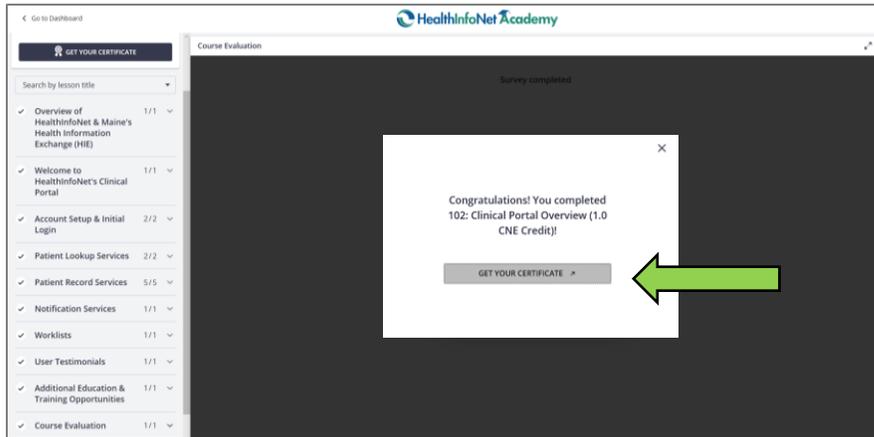
7. From the **STUDENT DASHBOARD** screen, all of a user's enrolled courses are visible.

Note: The menu at the top of the screen can be used to navigate throughout the rest of the site.



Receiving CNE Credit(s)

1. Only the course, “102: Clinical Portal Overview,” provides users with the option to obtain one (1.0) CNE credit. To receive a credit, all chapters of the course must be completed in chronological order and the course evaluation must be completed.
2. Once the course has been completed in its entirety, click the **GET YOUR CERTIFICATE** button.



3. Upon doing so, a CNE course certificate will be displayed, which can be downloaded and/or printed using the buttons located at the bottom of the screen.

