

HHQI University Quick Start Guide

How to Register

- Go to www.HHQIUniversity.org
- To create a new account, click ‘register here’ below the login button on the right side of the screen and complete the form.
 - For future logins, there is a forgot password feature that requires your username. If you forget your username, please contact HHQI@qualityinsights.org.
- Please Note: Many HHQI University courses utilize resources from HHQI’s Best Practice Intervention Packages (BPIPs). To access these resources, you will need to be registered and logged in to www.HomeHealthQuality.org, the HHQI National Campaign’s primary website. [Registration](#) is free.



How to Enroll in Courses

- Once you’re logged in to HHQI University, click on the **COURSE CATALOG** tab to see available catalog topics and click the catalog title.



- Explore the available courses in the catalogs.
- Select the desired course by clicking on the title.
 - View the description of the course provided, including length of time to complete and applicable CEs.


- Click **Enroll** below the  icon.



The screenshot shows the HHQI University website interface. At the top, there is a navigation bar with 'HOME', 'COURSE CATALOG', 'MY ACCOUNT', and 'INSTRUCTION'. Below this, the page title is 'The State of Cardiovascular Health'. A red circle highlights the 'Enroll' button, which is accompanied by an apple icon. To the right of the button, it says 'Credits: 1' and 'Estimated Length: 1 hour(s)'. Below the button is a 'Description' section that provides details about the course content and its approval by the Alabama State Nurses Association.


How to Complete Courses & Get Certificates

- Go to the **MY ACCOUNT** tab to launch the course.
- Locate the course on the **ENROLLED** tab and click on the **green "GO" button** in the **View** column.

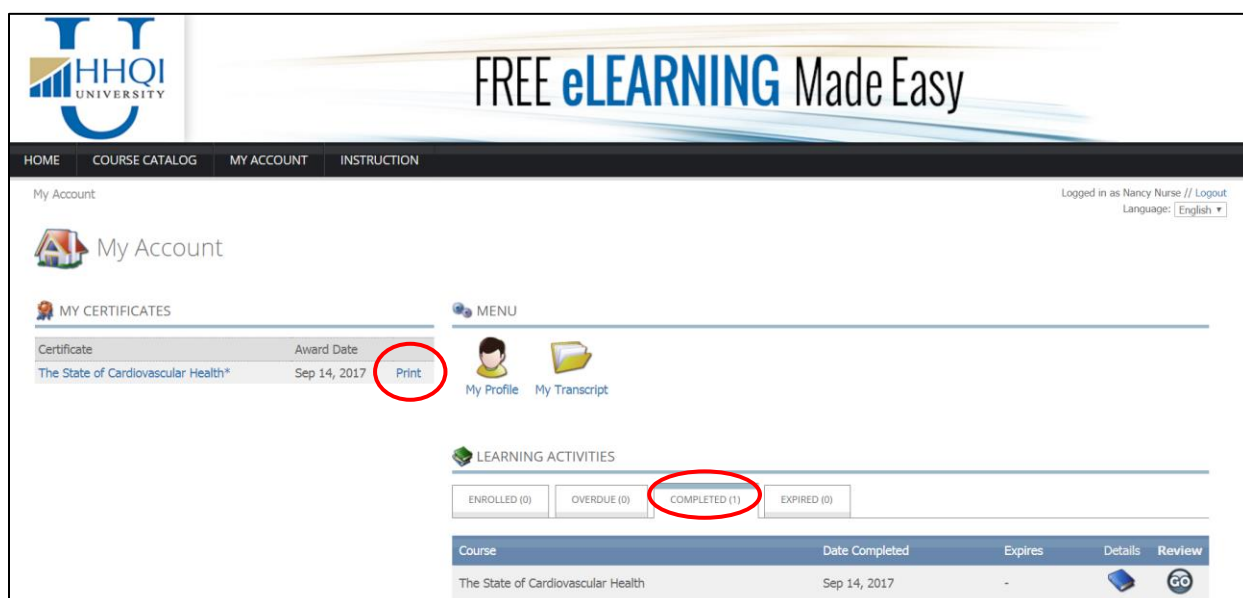


The screenshot shows the 'LEARNING ACTIVITIES' section of the user account. There are four tabs: 'ENROLLED (1)', 'OVERDUE (0)', 'COMPLETED (0)', and 'EXPIRED (0)'. The 'ENROLLED (1)' tab is selected and circled in red. Below the tabs is a table with columns for 'Course', 'Due Date', 'Expires', 'Details', and 'View'. The 'View' column for the course 'The State of Cardiovascular Health' contains a green 'GO' button, which is also circled in red.

- Start your course by clicking the **green GO button(s) in the Action column.**
 - Each course will have one or more lessons.
 - User must complete **every** lesson to complete the course.
 - You can start and stop an e-Learn (recorded session), if needed.
- When the course is completed:
 - Click the **Exit button** in the top-right corner to close the course (it will take a couple seconds).
 - **Data Saved** message will appear; click to **go back to course details**.

Lesson	Type	Status	Score	Action
1. The State of Cardiovascular Health		Not Attempted	-	
2. The State of Cardiovascular Health Evaluation		Not Attempted	-	

- If course completed successfully, **status** will change to **Passed** and the **Action** icon changes color.
- Return to **MY ACCOUNT**.
 - Course will now be located in the **COMPLETED** tab.
 - Locate your certificate on left side of the **MY ACCOUNT** page.
 - Certificates will remain on your MY ACCOUNT page and can be retrieved if needed.
 - Select the **Print** button when ready to print or save the certificates as an electronic copy (PDF).
 - Note: To print from mobile devices, scroll to the bottom of the My Account screen and click “Desktop” for printing functionality.
 - Details about CEs are included on the certificate.



How to Get Help

- Do a **System Test** (bottom left hand of screen); this will provide us with more information.

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[System Test](#)
[Desktop](#) | [Mobile](#)

- If you are using **Google Chrome** and are getting error messages when using HHQI University:
 - To see blocked pop-ups for a site, follow these steps:

1. If pop-ups have been blocked, you'll see the blocked pop-up alert icon in the address bar. Click the icon to see a list of the blocked pop-ups.
 2. Click the link for the pop-up window that you'd like to see.
 3. To always see pop-ups for the site, select "Always show pop-ups from [site]." The site will be added to the exceptions list, which you can manage in the Content Settings dialog.
- You can allow all pop-ups by disabling the pop-up blocker. Follow these steps:
 1. Click the wrench icon tools menu on the browser toolbar.
 2. Select Options (Preferences on Mac and Linux; Settings on Chrome OS).
 3. Click the Under the Hood tab.
 4. Click Content settings in the "Privacy" section.
 5. In the "Pop-ups" section, select "Allow all sites to show pop-ups."
 6. Customize permissions for specific websites by clicking Manage exceptions.
 - Email the following information to HHQI@qualityinsights.org:
 - Name and version of your internet browser (e.g., Internet Explorer, Google Chrome)
 - Course name (if applicable)
 - Issue details
 - Also see the Frequently Asked Questions about CEs at:
www.HomeHealthQuality.org/Education/HHQI-University/CE-FAQ