



New NRP® Learning Management System (LMS) Quick Start Guide

All instructors who complete steps 1 & 2 below by June 30, 2016 will be entered into a raffle for a prize!

Welcome to the future of NRP!

Beginning May 23, instructors will have one week to preview a portion of the new LMS, and complete some first steps before the full LMS (exam & courses, etc) is available to all on June 1.

Follow the steps below to:

- Login
- Setup your Master Account (HealthStream ID)
- Schedule, View, and Manage 7th Edition Instructor-led Events (courses)
- Review or change your Instructor Mentor status

Beginning June 1, LMS How-To Guides will be available to instructors on the [NRP Website!](#)

1 Login to the new NRP LMS

- Go to <https://www.healthstream.com/hlc/aap>
- Enter **User ID & Password**
User ID = NRP Instructor ID; Password = last name (lower case)
- Click **LOGIN**



For the best experience, we recommend using Google Chrome as your web browser. Make sure to check your system configuration before beginning.

2 Set up Your Master Account (HealthStream ID)

Use your **personal email address** to establish your master account. Your master account allows you to access your course records and eCard even if you move to another institution.

Step	From This Screen	Do These Actions
2A	Sign In	Enter User ID & Password . Click LOGIN .
2B	Select Affiliation	Select radio button under Student/Manager . Click PROCEED WITH LOGIN .
2C	Highlights Message	Click CONTINUE .
2D	My To-Do List	Click Profile tab. Choose Resuscitation Cards from drop-down menu.
2E	My Resuscitation Cards	Locate Options box (on right side of screen). Click Manage HealthStream ID .
2F	Create HealthStream ID (box)	Click CREATE ID . (If you already have a HealthStream ID, click I ALREADY HAVE ONE , then sign in.)
2G	Create HealthStream ID (box)	Type in information as requested: • Enter your first & last name. • Use your personal email address. • Create a password. • Check "Yes, I've read the Terms of Use." • Click CREATE ACCOUNT .
2H	Create HealthStream ID (box)	• You will see a message that a confirmation email has been sent to your email address. • Click CLOSE . • Go to your email inbox, locate the email, click on the link provided.
2I	Portable Account Confirmed	You will see a message that your email address is successfully confirmed.

Get stuck? We can help!



NRP

Call: 800-433-9016, selection 4#,
Monday - Friday, 8am - 4:30pm CST

Email: lifesupport@aap.org



Call: 800-521-0574, selection 2,
Monday - Friday, 7am - 7pm CST

Email: nrponline@healthstream.com



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3 Schedule 7th Edition Instructor-led Events

All NRP 7th Edition Instructor-led Events (formerly called “courses”) must be registered in advance. Here is how to post your Instructor-led Events in advance of teaching so that learners can enroll.

Step	From This Screen	Do These Actions
3A	Sign In	Enter User ID & Password . Click LOGIN .
3B	Select Affiliation	Select radio button under Administrator . Click PROCEED WITH LOGIN . Then CONTINUE if prompted.
3C	NRP 7th Edition Instructor-led Event Management	Click NRP 7th Edition Instructor-led Events .
3D	My Events	Click Scheduling tab.
3E	Event Calendar	Click ADD EVENT (at bottom left of screen).
3F	Add Event	<p>General</p> <ul style="list-style-type: none"> Type in the name of your event. Select the Start & End dates & times. Check “Cross-Organization” if you want the course to be accessible to all learners in the HealthStream system. <p>Registration</p> <ul style="list-style-type: none"> Set Minimum & Maximum number of learners. Select Registration Access. Set Registration Rules to reflect when you want self-registration to end. <p>Grading</p> <p><i>Note: All NRP courses will be “pass-fail.” You are not able to change this default.</i></p> <p>When finished, click SAVE.</p>
3G	Resources & Personnel	<p>Event Defined Resource</p> <ul style="list-style-type: none"> Type in location information & any notes you would like to add. <p>Personnel</p> <ul style="list-style-type: none"> Add the instructors (include yourself & any assisting instructors) in the “Select Personnel” field. To find a specific instructor, you may do the following: <ul style="list-style-type: none"> Type a few letters of the last name to do a “Quick Search.” Type in the instructor’s user ID Click Browse All Personnel to select from a list <p>When finished, click SAVE.</p> <p>You may click the My Events tab to view & make changes to Instructor-led Events that you are scheduled to instruct (see 4D-4F).</p>

4 View & Manage Your Events

Once you have been scheduled as an instructor for an Instructor-led Event, you can view & make changes from the **My Events** tab.

Step	From This Screen	Do These Actions
4A	Sign In	Enter User ID & Password . Click LOGIN .
4B	Select Affiliation	Select radio button under Administrator . Click PROCEED WITH LOGIN . Then CONTINUE if prompted.
4C	NRP 7th Edition Instructor-led Event Management	Click NRP 7th Edition Instructor-led Events .
4D	My Events	To view course details: <ul style="list-style-type: none"> Click Course Name to see Start & End dates & times & instructors assigned to the course. Click Show additional information to see a list of the instructors & the location.
4E	My Events	To make changes to a course: <ul style="list-style-type: none"> Click Options & choose Manage Event from drop-down menu.
4F	Course Name	<ul style="list-style-type: none"> Click Settings tab to change General & Registration information. Click Resources & Personnel tab to change location & instructors assigned to the course. <p>After entering changes, you must click SAVE at bottom of each screen.</p>

5 Review or Change Your Mentor Status

All instructors who have taught at least 4 NRP courses since becoming an instructor will be identified as an Instructor Mentor. If you qualify as an Instructor Mentor, then you may confirm or change your mentor status.

Step	From This Screen	Do These Actions
5A	Sign In	Enter User ID & Password . Click LOGIN .
5B	Select Affiliation	Select radio button under Student/Manager . Click PROCEED WITH LOGIN . Then CONTINUE if prompted.
5C	My To-Do List (To Do tab)	<ul style="list-style-type: none"> Click Profile tab. Choose Resuscitation Cards from drop-down menu.
5D	My Resuscitation Cards	<ul style="list-style-type: none"> Locate NRP Instructor-NRP Instructor Card (6th Edition). Click OPTIONS (to the right). Choose Manage from the drop-down menu.
5E	Manage Resuscitation Card (box)	<ul style="list-style-type: none"> If you see “Opt-Out of Instructor Mentor,” you have been identified as a mentor. <ul style="list-style-type: none"> To opt out, check “I do not want to be an Instructor Mentor.” If you do not see “Opt-Out of Instructor Mentor”, then you have not been identified as an Instructor Mentor. Click SAVE (if you made changes) or CANCEL.