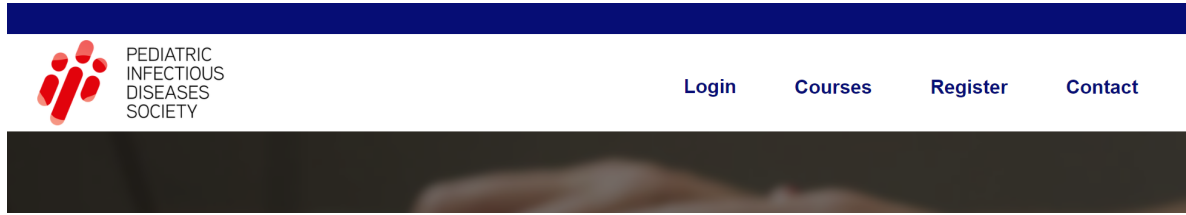
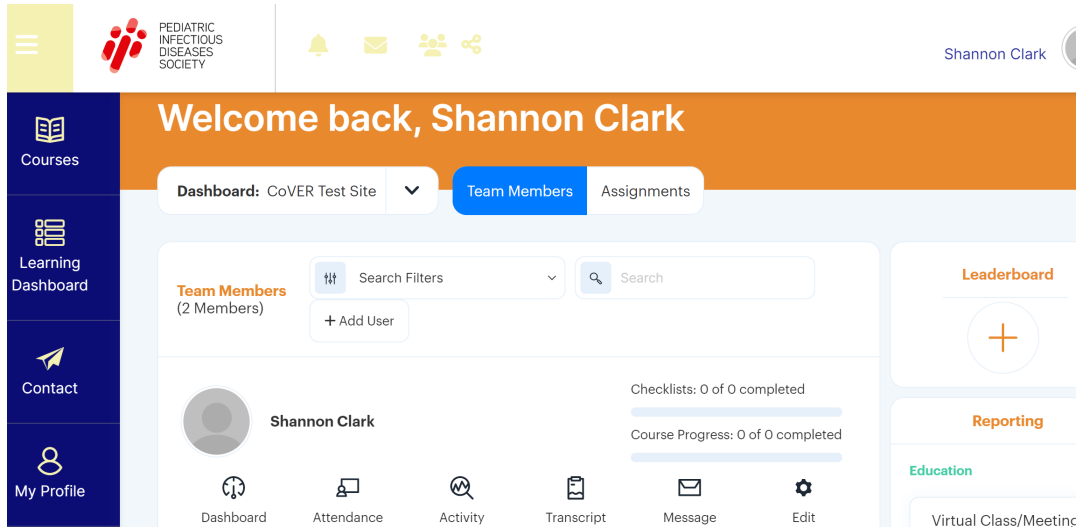


Site User Group Enrollment Guide

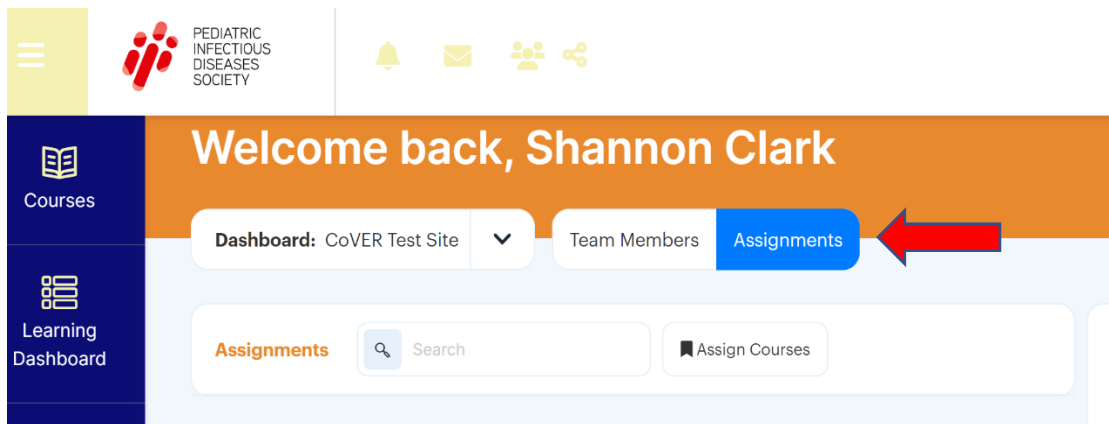
1. Notify PIDS of your interest in the CoVER/PIDS Vaccine Education educational program.
2. Designate a team lead at your institution and have that person [register as a user](#).



3. Complete the CSV Excel template for the trainees at your site and send back to PIDS. Note: Do not complete 'username' column and put a 'X' for each user under your site name. Once uploaded to the site by PIDS personnel, your trainees will receive a welcome/invitation email.
4. The site dashboard will look like the screenshot below (you may choose to view your personal or individual site dashboard). If you do not see something similar to the below image, contact Christy Phillips with PIDS at cphillips@idsociety.org.



5. Courses may be assigned via the dashboard.



Choose an Assignment title (example: CoVER Vaccine Education) and select which courses you are assigning. Click the +Select button to get out of the course window.

Assign Courses

Assignment Title

4 courses selected Select Courses

Select Courses

+ Select

Select	Title	Category
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Vaccine Fundamentals (2022)	General Courses
<input type="checkbox"/>	Rotavirus (2022)	General Courses
<input type="checkbox"/>	Bacterial Meningitis (2022)	General Courses
<input checked="" type="checkbox"/>	Vaccine Safety (2022)	General Courses
<input checked="" type="checkbox"/>	Vaccine Preventable Diseases (2022)	General Courses
<input checked="" type="checkbox"/>	Vaccine Communication (2022)	General Courses
<input type="checkbox"/>	HPV (2022)	General Courses

Choose if 1) courses are assigned or recommended and 2) courses are assigned to one user group (all trainees at your site) or specific users (only certain trainees at your site).

Are these course(s) Recommended or Assigned?

- Assigned
- Recommended

Assign to Specific Users or User Groups?

- User Groups
- Specific Users

Select User Groups:

Select Groups

Select Groups


+ Select

Select	Title
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	CoVER Test Site

« ‹ 1 › » ↻

Choose if courses have a due date and click save.

When are these course(s) due? (optional)



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6. Using your site dashboard, you will be able to view trainee progress, edit assignments, run reports, and message trainees directly. Contact PIDS for questions.