# GA Orientation Instructions AY2021-2022

**USE THIS LINK:** https://tcps-us.com/georgia/
**NOTE:** There are multiple TCPS sites so be sure your use the **GEORGIA** site!

## Keep this handout for future reference!

**Be sure you are using either Firefox or Chrome as your browser!**
**Use the GET HELP link if you should need help accessing any portion of the OrientPro Program!**

Click on the **Student & Faculty Orientation** on the TCPS website to access Orientation:
Enter the Password: **2022@GA<** (include the characters **@** and **<** )

### Step 1: General Orientation - Choose your orientation based upon your **ROLE.**
Review all content by clicking on each **section** starting with the instructions!

| CLICK EACH SECTION TITLE TO REVIEW THE CONTENT! |
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| SECTION 1: INSTRUCTIONS - READ THIS FIRST. SCROLL DOWN TO THE ORIENTATION CONTENT! |
| SECTION 2: GENERAL ORIENTATION CONTENT |
| SECTION 3: TAKE THE QUIZ |
| SECTION 4: EVALUATE GENERAL ORIENTATION |
| SECTION 5: CONTINUE WITH FACILITY ORIENTATION … |

There are 5 content modules in the **General Orientation Content Section**. You may review the multimedia lecture or download a script to read. Most students will spend 2-3 hours completing General Orientation!

### Take the Quiz Section:
As a part of General Orientation, note that you will take 2 Quizzes: The FERPA Release/Confidentiality Agreement, & the General Orientation Quiz for your Role. To take the quiz click on the link. A **NEW window will open** with a login area.

**RETURNING USERS -** Use the Quiz account you set up last academic year. Log in as you did last year. Forgot your password? Click on the Forgot Password link.
Enter the requested information. An immediate email is sent to reset your password to the **email account you used when setting up your account last year**. Check your SPAM folderif you don't' receive this email. You may set up a new account for this year, but your last year's completions will not be in your transcript.

**NEW USERS for AY2020-2021:** Click on the "Request a new account" link.
1. Complete all required fields:
   - Name & SCHOOL Email Address
   - Username & Password
   - System – Select **GEORGIA** from the dropdown menu.
   - **State & School** – Select your school from the dropdown menu. All schools are listed in alphabetical order by state. **Failure to select the correct school will result in your school not receiving validation of your completion!**
   - **Type in the full name of your school & program** – no acronyms.

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**STUDENTS & FACULTY ORIENTATION**

**STEP 1: GENERAL ORIENTATION**

Choose the content that is appropriate for your program of study using the links below! Expect to spend at least 2.5- 3 hours to complete the General Orientation content & quiz.

**Nursing, Physicians, Physician Assistant & Related Faculty**

Choose this orientation if you are **a nursing student** (PN, ASN, BSN, APRN/SRNA & other graduate programs), **a physician, medical student, intern, physician assistant student, and a physician assistant – or are related faculty.**

**Healthcare Professionals & Related Faculty**

Choose this orientation if you in a healthcare program of study such as **Respiratory, Medical Lab, Radiology/Imaging, Pharmacy, EMT & Paramedics, Physical/Occupational/Speech Therapies, Nursing Assistants, or any other healthcare professional that provides care to patients – or are related Faculty.**

**Non-Clinical Healthcare Professionals & Related Faculty**

Choose this orientation if you are a Healthcare Professional or Student that does **NOT do physical patient care**, or are related Faculty. Examples of these professionals can include but are not limited to health information management, medical records, social work, chaplains, music/art therapy, counseling/behavioral health, and public health.

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\*Required Field
\*Username:

\*Password:

**Sign In**

Forgot your password?          Request a new account.

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**Write down your username & password HERE!**
**Username =**

**Password =**

- **Enter your student or employee identification code** – For students, this is the code you use to register for classes, access your grades, etc. It is generally a letter with some numbers but may be a number with several leading zeros. Be sure and enter the ENTIRE student ID! If your school does not use student IDs, check with your faculty to determine what code you should enter! Faculty should enter their employee ID.
- **Program of Study** - Select the type of healthcare program you are enrolled in from the list provided. The list is arranged by Nursing, MD/PA/DO, Allied Health, and then Non-Clinical. **Failure to select the correct program of study will result in your school not receiving validation of your completion! If you are unsure, ASK your faculty!**
- **Role** – student or instructor
- **Select the facility you have been assigned to for this first rotation.** If you are assigned to more than one, you may only select one facility! Facilities are arranged alphabetically by state.

2. **Check all fields for typos** – especially your **name, student/employee ID, SCHOOL, Program of Study, and email address**!
3. **If you didn't write down your Username & Password earlier, do it now! You will use it again next term!**
4. Click on Create Account – you will be taken to the HOME page.

**From the Quiz Management Homepage**
1. Click on the Quiz & Attestation Catalog icon
   The first selection listed in the system is the FERPA/Confidentiality Agreements. This is a pre-requisite for all other quizzes!
2. Click on the name link of the Agreement/Quiz in the catalog listing.
3. Click on ENROLL
4. Click on the **name** under Activity Name – The Agreement or Quiz will open in a new window. If your quiz doesn't open, popups are being blocked or you do not have Java or FLASH on your computer. Review the Technical Requirements link on the TCPS site.
5. Once you have completed the FERPA/Confidentiality agreement, return to the catalog and enroll in the Role-Specific General Orientation Quiz your program of study!
6. Once you pass a quiz, **subsequent attempts to improve your score are not recorded!**
7. **Print your certificate if required by your school.**
8. Close the Quiz Management System window/tab in your browser to return to the General Orientation page.
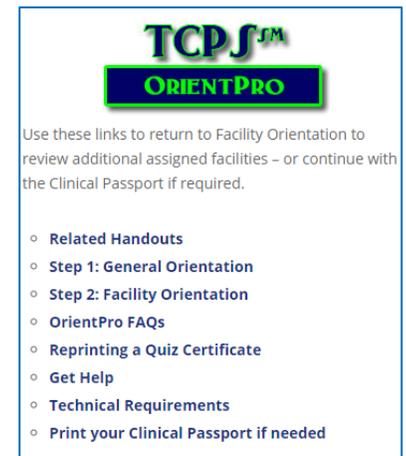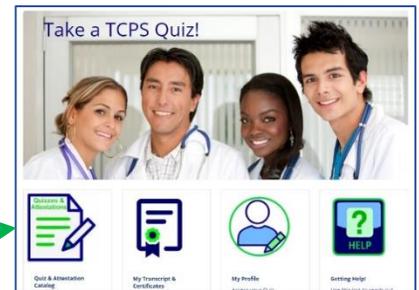
Note the TCPS OrientPro menu on the right of all screens provide navigation through the Orientation process, additional resources, and a GET HELP link!

**Take a TCPS Quiz!**

**TCPS℠ ORIENTPRO**

Use these links to return to Facility Orientation to review additional assigned facilities – or continue with the Clinical Passport if required.

- Related Handouts
- Step 1: General Orientation
- Step 2: Facility Orientation
- OrientPro FAQs
- Reprinting a Quiz Certificate
- Get Help
- Technical Requirements
- Print your Clinical Passport if needed

**Step 2: Facility Orientation -** Visit the **Facility Orientation link** to select your assigned facility(ies). Orientations for Redmond Regional and Cartersville Medical Center are available. Plan on spending ~1 hour per facility!

1. Click on your **assigned** facility! Don't complete needless orientations!
2. Review the content under each section!
3. Download any forms or documents that you must sign and take to the facility on your first day of clinical or provide to your instructor.
4. Go back to the Quiz Management System and complete the required Facility Quiz(zes) and/or Attestations. **Facility Names can be similar, so be sure and write down the name of the quiz(zes)/attestations you need to take! Many are role-specific! Do NOT take quizzes for facilities where you are not assigned this term!**
5. Provide feedback about the facility orientation under the Evaluation Section. This is important and is used by facilities to improve their content presentation!

**If you forget your password this year …** Click on the **Forgot your Password link.** Enter the requested information. You should immediately receive an email to the address used for your account. Check your SPAM if you do not receive this email. **Note: This password reset link is only good for 7 days. If you fail to log in and change the password in this timeframe, your account will lock.** Use the **GET HELP** link and request a manual password reset or to retrieve your username! **Do not set up another quiz account!**