

# South Carolina Student Passport

*Setting up your subscription for the first time.*

Follow these steps to setup your careLearning online account and classroom of orientation courses.

1. Enter this URL into your web browser's address bar and **Press Enter**:

<http://info.carelearning.com/passport>

2. **Scroll Down** and **Click Subscribe**:

The screenshot shows a web browser window with a yellow header bar containing a "Return to Course Catalog" link. Below the header, the page title is "(z4003) South Carolina Common Nursing Orientation Project". The subscription details are listed as follows:

Subscription Fee:	\$10.00 USD
Subscription Duration:	9999 Days
Subscription Type:	Private-student pays
Available Seats:	9999
Sponsoring Organization:	South Carolina Common Nursing Orientation Project (sconop_sc)
Requires Approval:	No

Below the details is a link for "Subscription Description" which points to a text box containing the following text: "This subscription is required for students of all colleges participating in the South Carolina Common Nursing Orientation Project. There is a one time fee of \$10 that will be paid online before the courses are available."

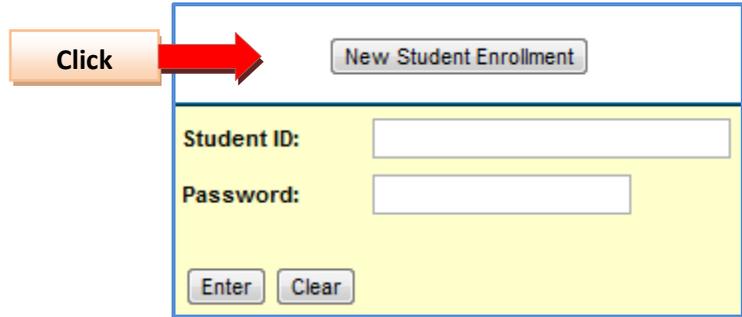
At the bottom of the first screenshot is a table with the following columns: "Select", "Course No.", and "Course Title". A red arrow labeled "Scroll Down" points from this table to the second screenshot.

The second screenshot shows the same table with two rows of course data:

Select	Course No.	Course Title
<input checked="" type="checkbox"/>	z4003a	<a href="#">AIDET</a>
<input checked="" type="checkbox"/>	hsc13	<a href="#">Abuse and Neglect</a> Lessons: 12 Seats: 9999
<input checked="" type="checkbox"/>	hsc15	<a href="#">Hand Hygiene</a> Lessons: 16 Seats: 9999

Below the table is a disclaimer: "Since your identity is not known when you enter the external Course Catalog, it cannot be determined whether you have paid for this subscription and, if so, whether you are registered for any of its courses." Below the disclaimer is the text "If you want to subscribe to this subscription" followed by a "Subscribe" button. A red arrow labeled "Click Subscribe" points to the "Subscribe" button.

### 3. Click New Student Enrollment



Click 

Student ID:

Password:

### 4. Setup your careLearning account:

- Fill out all bolded fields on the form.
- Your Student ID should be your first initial, last name, and a four digit number. Example: jsmith1986 **IT CAN NOT BE MORE THAN 15 CHARACTERS** so leave off any letters in your name that will make the ID longer.
- Write this down somewhere and do not share your information with other students
- Please make sure to select the University/College you attend.

**Assign yourself a Student ID and Password.**

**Student ID:**

**Password:**

**Verify Password:**

**Your Name:**

**Student Time Zone:** US/Eastern

**College or University:**

Social Security No:

Address:

City:

State:

Zip Code:

Country:

Phone:

E-mail:

5. Confirm your subscription by **Scrolling Down** and **Clicking Subscribe** again:

The screenshot shows a web interface for a subscription. At the top, there is a link "Return to Course Catalog". Below it, the subscription details are listed: "Subscription Fee: \$10.00 USD", "Subscription Duration: 9999 Days", "Subscription Type: Private-student pays", "Available Seats: 9999", "Sponsoring Organization: South Carolina Common Nursing Orientation Project (sconop\_sc)", and "Requires Approval: No". A link for "Subscription Description" is provided. The description states: "This subscription is required for students of all colleges participating in the South Carolina Common Nursing Orientation Project. There is a one time fee of \$10 that will be paid online before the courses are available." Below the description is a table with columns "Select", "Course No.", and "Course Title". The table contains one row: 

Select	Course No.	Course Title
<input checked="" type="checkbox"/>	z4003a	<a href="#">AIDET</a>

 A red arrow labeled "Scroll Down" points to the next screenshot. The second screenshot shows a table with two rows: 

<input checked="" type="checkbox"/>	hsc13	<a href="#">Abuse and Neglect</a> Lessons: 12	Seats: 9999
<input checked="" type="checkbox"/>	hsc15	<a href="#">Hand Hygiene</a> Lessons: 16	Seats: 9999

 Below the table, there is a warning: "Since your identity is not known when you enter the external Course Catalog, it cannot be determined whether you have paid for this subscription and, if so, whether you are registered for any of its courses." Below the warning, there is a "Subscribe" button and a red arrow labeled "Click Subscribe" pointing to it.

6. You will now be directed to a secured page and asked to pay for your subscription with a valid Credit Card. We accept both Visa and MasterCard. Enter your Credit Card's information, checkmark the agreement checkbox, and press the send button once.

The screenshot shows a payment form with the following fields: "Total Amount: \$10.00 USD", "Card Holder's Name: [text input]", "Card Type: MasterCard (dropdown)", "Card Number: [text input]", "Card Expiration Date: [MM] / [YY] (MM/YY)", "Card Security Code (CSC): [text input]". Below the fields, there is a warning: "Your credit card information may take several minutes to process. Attempting to re-send your information may lead to multiple charges on your statement." Below the warning, there is a checkbox: "By selecting this box and clicking the Send button, I agree to the Terms and Conditions." Below the checkbox, there are "Send" and "Reset" buttons. At the bottom left, there is a "SECURED BY GeoTrust" logo and a timestamp: "20-Jul-12 19:57 GMT".

- After your card has been processed you will see a screen that confirms your subscription has been accepted. You can scroll down and print a receipt for your records. You are now ready to login and access your courses.

Your subscription has been accepted. The cost of the subscription, \$10.00 USD, has been charged to your credit card. You can display a receipt that can be printed by clicking the **Receipt** button.

Please retain and use the following Order ID when making inquiries about this transaction.

**bobtest1220257932**

Your registration request for subscription course z4003a has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course z4003b has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course z4003c has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course z4003d has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course z4003e has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course z4003f has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course z4003g has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course z4003h has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course z4003i has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course z4003k has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course z4003l has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course hsc02 has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course hsc03 has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course hsc04 has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course hsc05 has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course hsc06 has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course hsc07 has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course hsc08 has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course hsc09 has been accepted. You may return to the Student Main Menu and enter the course.

Your registration request for subscription course hsc10 has been accepted. You may return to the Student Main Menu and enter the course.

**Receipt** 

**South Carolina Common Nursing Orientation Project Online Training Receipt**

<b>Credit card will be billed as:</b>	<b>Date:</b>
Chesapeake Hoare Forum	7/20/2012 4:05:32PM US/Eastern
1000 Center Point Rd.	<b>Order ID:</b>
Columbia SC 29210	bobtest1220257932
United States	

Charged to credit card number: XXXX XXXX XXXX 4771

<b>To:</b>	<b>Ship To:</b>
Test Bob	SAME

Date	Description	Unit Price	Line Total
7/20/2012 4:05:32PM	South Carolina Common Nursing Orientation Project (z4003)	\$10.00 USD	\$10.00 USD
	Total Price		\$10.00 USD
	Discount		-
	Subtotal		\$10.00 USD
	Taxes		-
	Other Fees		-
	Credit Charge		(\$10.00) USD
	Total Due		\$0.00 USD

This receipt reflects charges that have been paid by the student to the specified organization for access to online courseware. Additional fees and charges paid to educational or other institutions may also apply but are not covered by this receipt.

If you have any questions regarding this receipt, call 803-609-6863 or e-mail [souten@scha.org](mailto:souten@scha.org).

# South Carolina Student Passport

## Accessing your online orientation classroom.

Follow these steps to access your careLearning online orientation courses.

1. Enter this URL into your web browser's address bar. **Press Enter** and then click **Student Login**:

<http://www.carelearning.com>



2. Enter your **Student ID** and **Password** that you created during your subscription purchase and then **Press Enter**.

**Student ID:**

**Password:**

3. After a successful login you will now see a screen with all of the courses you have been registered for. All students are required to take the following courses:

Abuse & Neglect	HIPPA
AIDET	Isolation and Standard Precautions
Bloodborne Pathogens	Lewis Blackman Patient Safety Act
Disaster Preparedness	Moving, Lifting and Repetitive Motion
Electrical Safety	GHO Online Competency Introduction 2013
Fire Safety	GHO Online Competency Culture of Safety
Hand Hygiene	SC Student Passport Survey
Hazard Communications	

4. To take a course: click the **GO** button to the right of the course's title.

Some courses have a test while others require you to view all the material. Upon completion of a course you will receive a green check mark next to the course's title. If the green check mark does not appear immediately make sure you refresh the page.

You only need to print and bring into the office the confidentiality forms.