

## CAP Education Quick Guide Instructions

### PURPOSE

The purpose of this guide is to help you:

- Log in to the CAP Web site.
- Navigate to the Education Catalog.
- Search for an activity.
- Register for a live event.
- Register for an online activity.
- Register for the *Archives* Test Your Memory program.
- Bookmark an online activity.
- Complete an online activity.
- Use the Training Schedule.
- Claim credits earned for an activity.
- Access your certificate.
- View your Training Transcript.
- Add a non-CAP activity to your Training Transcript.
- Access answers to FAQs.

### LOG IN TO THE CAP WEB SITE

1. Go to <http://www.cap.org>.
2. Type your individual **User ID** and **Password**.

NOTE: If you do not know if you have a CAP Web account, or do not remember your User ID and Password, click on the **Forgot your user ID or password?** link. You may either enter the requested security information, or you may enter your last name and e-mail address so that the system can send you a temporary ID and password.

If you do not have an individual Web account, click on the **Create an Account** link. Complete and submit the request form.

3. Click the **Login** button.

### NAVIGATE TO THE EDUCATION COURSE CATALOG

1. Click the **Education Programs** tab on the CAP Home page.



2. Under the *Course Catalog*, click the **Search/View all courses** link. *Result:* This will open the Education Catalog in a new browser window.

NOTE: You may also click on any of the sub-category links under the *Course Catalog* to view that particular section in a new browser window.

### SEARCH FOR AN ACTIVITY

From the Catalog page, you may browse the catalog or search for an activity.

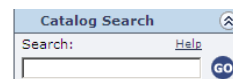
#### BROWSE CATALOG

1. Click a category link (e.g., Anatomic Pathology, Practice Management, etc.) to view its sub-categories.
2. Click the sub-categories links until you reach the activity for which you want to register.

### SEARCH

There is also a new search feature available. The search allows you to use the asterisk as a wildcard character. For example, you can search for "CPT\*" and see a list of all the activity titles which contain "CPT."

1. Click on the **My Education Home** link near the top of the page. You should see a Catalog Search box on the upper left side of the screen.
2. In the Catalog Search text box, type the exact title of the desired activity or type a keyword from the title and add the asterisk.
3. Click the **GO** button.



The screenshot shows a search box titled "Catalog Search" with a search input field, a "Help" link, and a "GO" button.

### REGISTER FOR A LIVE EVENT

Once you have located the desired activity, click the **Register** button and read the *Registration Instructions*. You will be prompted to complete the registration process differently depending on whether or not the activity has a fee.

#### No FEE

1. Click the **Submit** button.

#### FEE

1. Click the **Purchase** button.
2. Select to pay using a credit card.
3. Enter your credit card details and then click the **Purchase** button.

NOTE: To pay for an activity by check, follow the *Registration Instructions* for the activity.

### REGISTER FOR AN ONLINE ACTIVITY

Once you have located the desired activity, click the **Register** button and read the *Registration Instructions*. You will be prompted to complete the registration process differently depending on whether or not the activity has a fee and/or validation associated with it.

#### No FEE

1. Click the **Submit** button.

#### FEE

1. Click the **Purchase** button.
2. Select to pay using a credit card.
3. Enter your credit card details and then click the **Purchase** button.

#### VALIDATION

1. Click the **Submit** or **Purchase** button.
2. Enter the Kit and CAP numbers associated with the activity and then click the **Submit** button.

NOTE: To pay for an activity by check, follow the *Registration Instructions* for the activity.






### BOOKMARK AN ONLINE ACTIVITY

The online activities have a bookmark feature and may be exited and reaccessed at any time. You may reaccess the activity through your list of Current Registrations in your Training Schedule. NOTE: See the "Use the Training Schedule" section.

### COMPLETE AN ONLINE ACTIVITY

After you have successfully registered for an activity, you will be presented with a **Start** button . Click the **Start** button to launch the activity and follow the directions to complete it.

If you are registering for an *Online Course and Evaluation* curriculum, note that there is a separate end-of-course evaluation associated with the activity. You must complete the activity before the evaluation, and you must complete them both to claim credit and access your certificate, if applicable.

Start 	Name	Status
	Online Course and Evaluation: <a href="#">Team Leader Update Training</a>	
	Activity: <a href="#">Team Leader Update Training</a>	
Start 	Online Course: <a href="#">Team Leader Update Training</a>	Registered
	Activity: <a href="#">Team Leader Update Training Evaluation</a>	
Start 	Course: <a href="#">Evaluation - Team Leader Update Training</a>	Registered


### USE THE TRAINING SCHEDULE

The *Training Schedule* is a new feature that enables you to manage all of your education activities.

- Click the *Learning Menu* from the top of the page and select **Training Schedule**.
- From the View drop-down menu on the right, select one of the following views:
  - Current Registrations** - A list of individual learning activities and learning activity curricula (i.e., individual learning activities organized under one main heading) for which you are registered. You may start any of your in progress online activities from here.
  - Completed Registrations** - A list of learning activity curricula you have completed.
  - Current Activities** - A list of learning activities for which you are registered, but have not yet completed.
  - Upcoming Activities** - A list of upcoming live events for which you are registered.
  - Completed Activities** - A list of individual learning activities you have completed.
  - Canceled Activities** - A list of activities for which your registration has been canceled.


NOTE: You may also access your *Training Schedule* from the CAP Home page. It is available to you from the list of *Personalized Options* in the left navigator after you log in.

### CLAIM CREDITS EARNED FOR AN ACTIVITY


- From your *Training Schedule*, select the **Completed Registrations** view from the View menu on the left side of the screen.
- Locate the desired activity.
- Click the self-claim icon  next to the title.
- Select the credit type and the amount of credit you earned from the drop down lists.
- Click the **OK** button.

### ACCESS YOUR CERTIFICATE

#### From Your Training Schedule:

- From your *Training Schedule*, select the **Completed Registrations** view.
- Locate the curriculum or activity for which you claimed credit.
- Click the activity title.
- Click the certificate icon  next to the title.
- Click the **Print** button to print your certificate.

#### From Your Training Transcript:

- Locate the curriculum or activity for which you claimed credit.
- Click the activity title.
- Click the certificate icon  next to the title.
- Click the **Print** button to print your certificate.

### VIEW YOUR TRAINING TRANSCRIPT

Your Training Transcript is a complete view of all your completed curricula and activities. It will reflect the credits claimed, as well as the date each activity was completed. This view will also contain any non-CAP activity (Self-Reported Training) that you have entered.

To view your Training Transcript, click the *Learning Menu* and select **Learning Activity Reports > Training Transcript**.

### ADD A NON-CAP ACTIVITY

You may add a non-CAP activity to your Training Transcript.

- Click the *Learning Menu* from the top of the page and select **Self-Reported Training**.
- Click the **New** button.
- Enter all relevant details about the training.
- Click the **OK** button. *Result:* This non-CAP activity is added to your Training Transcript.

### ACCESS ANSWERS TO FAQs

A running list of Frequently Asked Questions regarding the Education Catalog is available on the CAP Web site.

- Go to <http://www.cap.org>.
- Click the **Education Programs** tab.
- Go to the **Resources** section.

For problems with the CAP Education Course Catalog, call the Customer Contact Center at 800-323-4040, Option 1#.