



# Using the Quiz Management System

AY2019-2020

If you used the system last year, your previous username and password have been saved. You may reuse the account!

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

## Creating a New User Account

When you are ready to take the General Orientation Quiz – or any facility-specific orientation quiz, you will need to log in to the TCPS Quiz Management System (QMS).

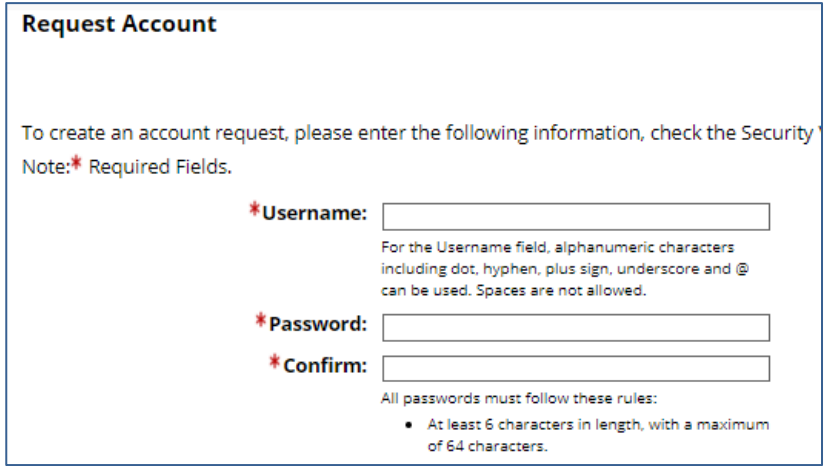
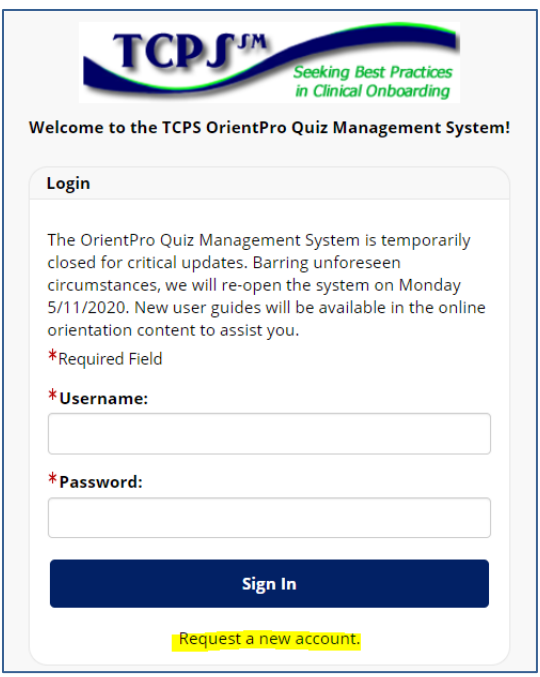
The first time you visit the QMS, you will need to request a new account where you will establish your QUIZ USERNAME and PASSWORD. On subsequent visits to the quiz section, you will only need to enter your QUIZ Username and Password to access the Quiz Catalog.

**NOTE: You may NOT use the CONTENT Password as your QUIZ Username.**

Click on the Request a new account link below the Username and Password fields on the login screen.

Several fields are required. These are denoted by red asterisks (\*). The first required fields are your USERNAME and Password.

**Select a Username & Password** that you can remember to minimize the chance of forgetting this critical piece of information you will need in subsequent visits to the QMS.



**Write down your QUIZ USERNAME and PASSWORD for future reference! You will need it to take quizzes in the future and to reprint certificates!**

**Write down your username and password HERE!**  
**Username =**  
**Password =**

Complete the required fields for setting up your account!

1. Your First Name
2. Middle Initial – is optional. If you have a common name, the use of your middle initial will often be helpful for faculty and facility users to match your name with other documentation.
3. Your Last Name
4. Your email address - this should be your school email address if one is supplied by your school. Remember that all communication between you and the TCPS system will come via this email address, so type the address carefully!
5. System – Select **the appropriate state for your program** from the dropdown menu.
6. **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!
7. **Type in the full name of your school & program – no acronyms.**
8. **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.
9. **Program of Study** - Select the type of healthcare program you are enrolled in. The list is arranged by Nursing, Allied Health, and then MD/PA/DO, Non-Clinical & HOSA.

The screenshot shows a registration form with the following fields:

- \*First Name:  Initial:
- \*Last Name:
- \*Email Address:
- \*Confirm Email Address:
- \*1-TCPS System:
- \*2-State & School:
- \*3-Type Full School Name - Use N/A if NonClinical:
- \*4-Student or Employee ID:
- \*5-Program of Study:
- \*6-Role:
- \*7-Select a facility you have been assigned to this term:
- \*Security Verification:  I'm not a robot

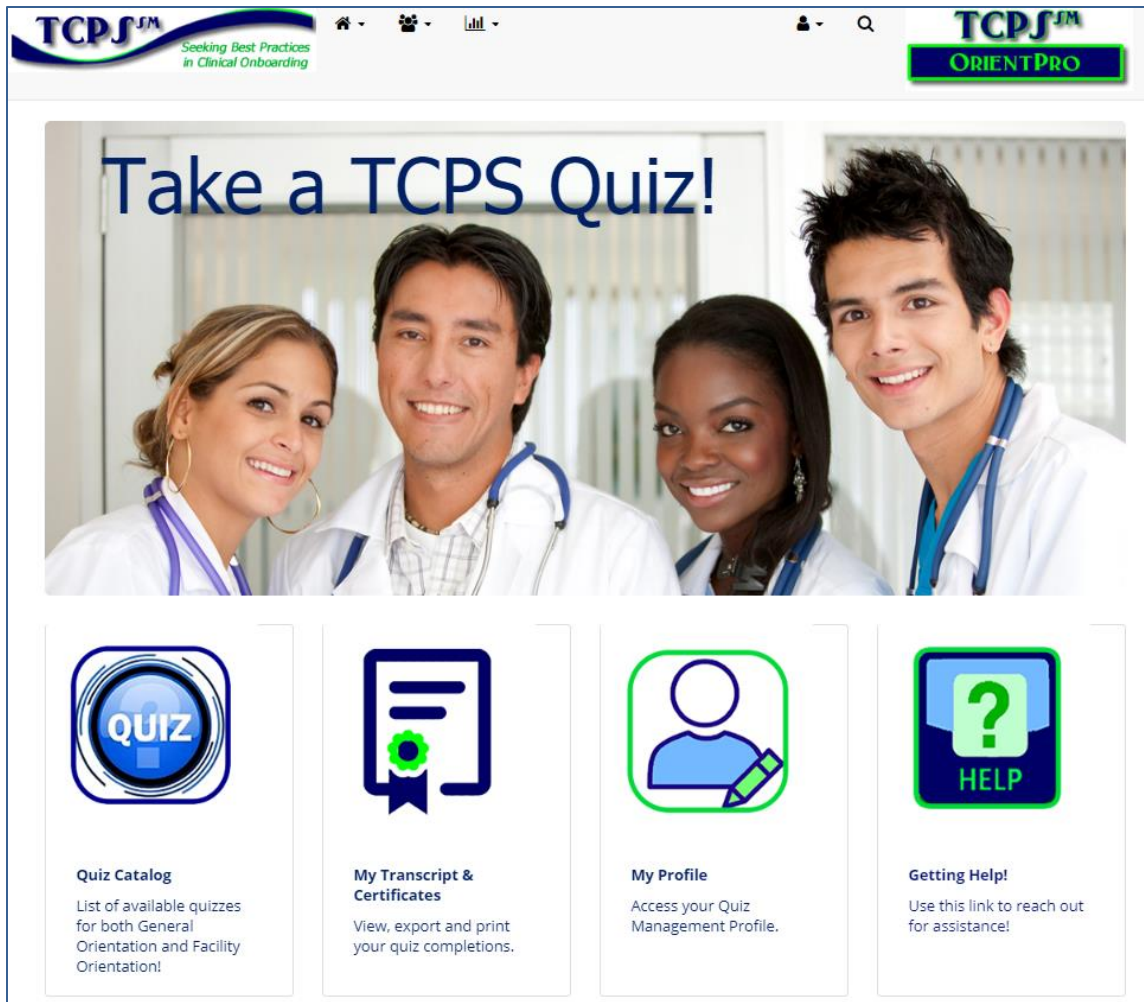
Nursing	Allied Healthcare Professionals	
1A: Nursing Assistant/Tech	AH: Anesthesia Tech	AH: Phlebotomy
1B: Practical Nursing	AH: Cardiovascular Tech/Perfusionist	AH: Physical Therapy (PT/PTA)
1C: Associate Degree Nursing	AH: Clinical Laboratory	AH: Polysomnography
1D: Bachelor's Degree Nursing	AH: Dietetics/Nutrition	AH: Psychiatric Tech
1E: RN to BSN	AH: Echocardiography	AH: Recreation Therapy
1F: Graduate/Advanced Practice Nursing	AH: EKG Tech	AH: Respiratory Therapy
1G: Anesthesia (SRNA)	AH: EMT/AEMT	AH: Sonography
Others:	AH: Exercise Science/Athletic Training	AH: Speech Therapy
O: MD/PA/DO	AH: First Assist Surgery	AH: Surgical Tech
NC: Chaplain/Pastoral Care	AH: Imaging/MRI/Radiation	
NC: Medical Records/Health Information	AH: Medical Assistant	
NC: Music/Art Therapy	AH: Occupational Therapy (OT/OTA)	
NC: Social Work	AH: Paramedics	
NC: Public Health	AH: Pharmacy (Pharmacist/Pharmacy Tech)	
NC: Counseling/Behavioral		
NC: Other Non-Clinical (No patient care)		
O: High School Health Sciences (HOSA)		

10. Role – student or instructor
11. 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. If you are not yet assigned to a specific facility, select Z - General Orientation Only at the bottom of the facility listing.
12. Check the “I’m Not a Robot” under the Security verification!

[Create Account](#)

**Check all fields for typos!** Click on Create Account in the lower right screen to create your account.

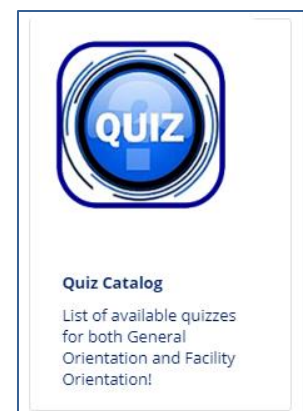
Once you have successfully registered with the TCPS QMS, you will be taken to the Learner Home Page. There are four primary icons that you will use to access information within the system: The Quiz Catalog, My Transcript & Certificates, My Profile, and Getting Help!



- The Quiz Catalog holds all quizzes in the TCPS System.
- The My Transcript and Quiz Certificates section has all your completed quiz certificates in case you need to reprint them for any reason. See [Reprinting Certificates](#) later in the document if you have questions.
- My Profile is where you can change your password if needed!
- Getting Help will connect you to the Support Team where you can enter your question via an online form.

## Using the Quiz Catalog

The Quiz Catalog holds all quizzes that are available in the TCPS Quiz Management System. All students will take a General Orientation Quiz based upon your program of study. You will also take any facility-specific quiz(zes) based upon your clinical assignments for this academic term.



Click on the Quiz Catalog link to view the various quiz titles. The FERPA/Confidentiality Agreement is listed first followed by the General Orientation Quizzes. Start with the FERPA Agreement and then return to the catalog to take the General Orientation quiz that is appropriate for your role.

1 - TCPS FERPA & Confidentiality Agreement AY  
Online Course  
Details ▶

2 - Nursing, MD, & PA General Orientation Quiz AY  
Online Course  
Details ▶ Enroll

3 - Healthcare General Orientation Quiz AY  
Online Course  
Details ▶

4 - Non-Clinical General Orientation Quiz AY  
Online Course  
Details ▶

The Nursing, MD, & PA Quiz is for all nursing students, interns, residents, and PA students.

The Healthcare Quiz is for all other healthcare professional students that deliver direct patient care.

The Non-Clinical Quiz is for healthcare students that do not do hands on patient care.

All facility-specific quizzes will follow the General Orientation quizzes in alphabetical order. Remember, you will not need to take all the quizzes listed – just the facility quizzes for where you will have a clinical rotation this academic term! There **MAY** be various versions of a facility quiz based upon healthcare roles as in the example below – so again select the quiz based upon your role.

HighPoint Healthcare Quiz AY  
Online Course  
Details ▶

HighPoint Non-Clinical Quiz AY  
Online Course  
Details ▶

HighPoint Nurses Quiz AY  
Online Course  
Details ▶

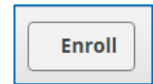
## Step 1: Completing your FERPA Release/Confidentiality Agreement

All students must complete the FERPA Release before taking any quizzes. To complete your FERPA Release:

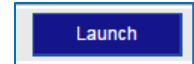
Click on the DETAILS button right below the title. The button will turn blue when you hover over the button!

1 - TCPS FERPA & Confidentiality Agreement AY  
Online Course  
Details ▶

On the next screen, click on ENROLL.  
This button will be on the right of the screen.



Finally, to access the FERPA Release, click on FERPA Agreement under the Activity Name or use the Launch button on the right of the screen.

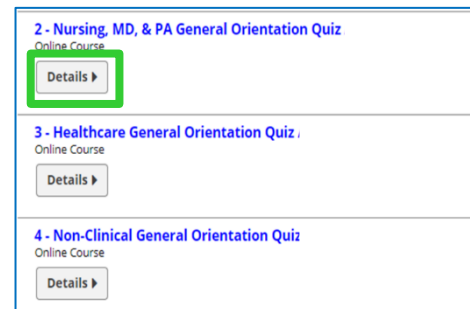


Once you have completed the FERPA Release, you will be ready to repeat these steps with your TCPS Confidentiality Agreement and then proceed with your General Orientation quiz and any Facility-Specific quizzes that you may need to complete.

## Step 2: Taking the General Orientation Quiz

You will follow the same steps to access the General Orientation Quiz that is appropriate for your role using the Quiz Catalog.

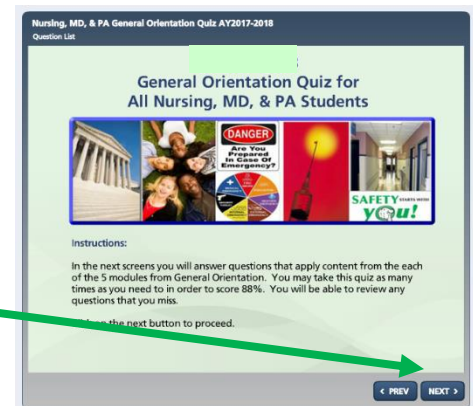
As you did with the FERPA Agreement, ENROLL in the appropriate quiz for YOUR role!



The quiz will open on the screen. Read the instructions and then proceed with the quiz by clicking on the NEXT button.

Questions will be presented, one per screen. Select the best answer clicking on the radio button to the left of each answer.

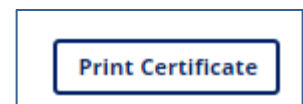
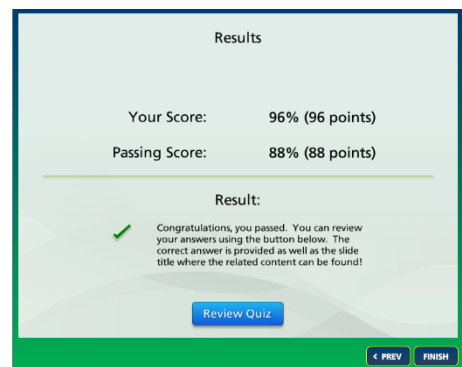
Use the NEXT to move to the next question.



You will Submit All Answers when you have answered all quiz questions. Your results will be displayed. You will have the option to review the quiz or retake it if you did not pass.

Click on Finish to return to the Quiz Management System.

If you passed the quiz, you will have the opportunity to PRINT your certificate using the Print Certificate Button on the right of the screen. You will have the option of opening the file or saving the certificate to your computer. Adobe Acrobat Reader is required to open the file. To print the certificate, you will need to OPEN the file. Your quiz score will also be recorded in the database that is reported to your school.



**Once you have passed any quiz, additional attempts to take the quiz will not improve your recorded quiz score in the quiz management system.**

If you were unsuccessful, you can repeat the quiz by clicking on the quiz title again under the Activity Name. You may take quizzes as many times as needed to pass. Once you pass, your quiz score will be recorded in the system and reported to your school.

You may close the Quiz Management System Tab/Window in your browser to return to the TCPS Orientation Content. You will still need to complete the Facility Specific orientation based upon the facility you have been assigned to for a clinical rotation. To find your facility-specific orientation, use the TCPS OrientPro Menu at the top right of the screen!

## Taking a Facility Quiz

All the facilities that use TCPS to present their orientation content have included an online quiz as a component of their orientation content. These quizzes are noted in the facility content area by the quiz icon. You will be taken back to the TCPS QMS whenever you click on Take the Quiz link. If you plan to take several facility quizzes at once, be sure and **write down the quiz titles you need to avoid taking needless quizzes**. Some facilities belong to larger health systems and share a single quiz. This will be noted in the facility orientation content page.



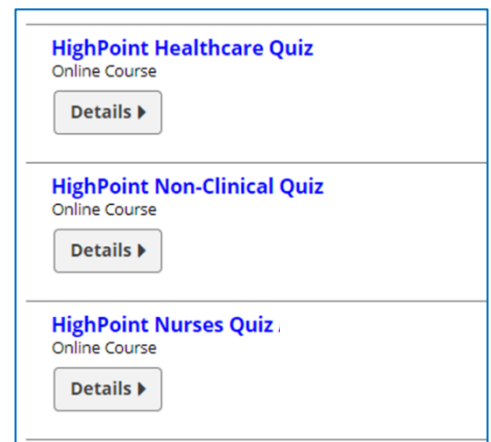
To access the quiz, you will need your QUIZ USERNAME and PASSWORD that you created when you took the General Orientation quiz. If you have forgotten these important user identification credentials, See **Forgot My Username or Password on page 8**.

Once you have logged into the system, click on the Quiz Catalog link to find the facility-specific quiz your need to take. These are listed alphabetically in the quiz catalog AFTER the General Orientation quizzes. **Make sure you only take the facility quizzes where you are assigned!**

The facility quiz is for all assigned students unless noted in the title. Several facilities have provided different quizzes for Nursing (all levels) and other Healthcare Professionals. These are identified within the quiz title. If the quiz does not have “Nursing” or “Healthcare” or “Non-Clinical” in the title, the quiz is for all students. Nursing Students, Nurses, MDs, & PAs should take Nursing Quizzes unless otherwise specified. **Be sure and select the appropriate quiz for your program of study and role!**

Remember when you pass the quiz, you will have the opportunity to PRINT or SAVE your certificate using the Print Certificate Button.

If you were unsuccessful, you can repeat the quiz as many times as needed to pass. Remember, once you pass, your quiz score will be recorded in the system and reported to your school. **Again, additional attempts to take the quiz will not improve your quiz score once you have passed the quiz.**

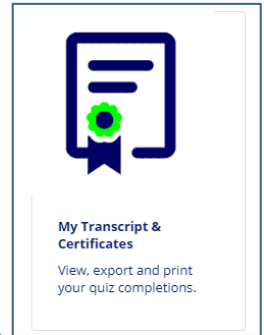


## Accessing Your Completion Certificates

Click on the My Transcript & Certificates icon on the QMS Learner Home page.

The screen will display all quizzes that you have taken. You can export or print your entire transcript by using the buttons in the upper right corner.

OR ... select the Quiz Name of the certificate you need to reprint and click on Activities.



My Transcript: ██████████

**Export** **Print**

**Information: URL missing for courses**  
Courses with an Inactive or Archived status will not have a URL associated with the course name listed below.

**MY TRANSCRIPT**

Search  **Advanced Search**

Completed between:   And:

Displaying 1-30 of 30 records. 10 25 50 100 200

**Activities**

Select	Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration Status	Gr
	1 - FERPA Release	1 - FERPA Release	Completed	6/23/2012 2:54 PM	6/23/2012 3:03 PM	0	Enrolled	10

Click on the PRINT CERTIFICATE icon to retrieve your certificate. Adobe PDF Reader is required. You will have the option of opening the file or saving it to your computer. To print the certificate, you will need to OPEN the certificate and have print capabilities with your computer.

1 - TCPS FERPA & Confidentiality Agreement AY ██████████ **Close Record**

Progress: Completed Status: Enrolled Required: No **Print Certificate**

**Activities**

To access a learning activity, select the activity name and click Launch or Open.

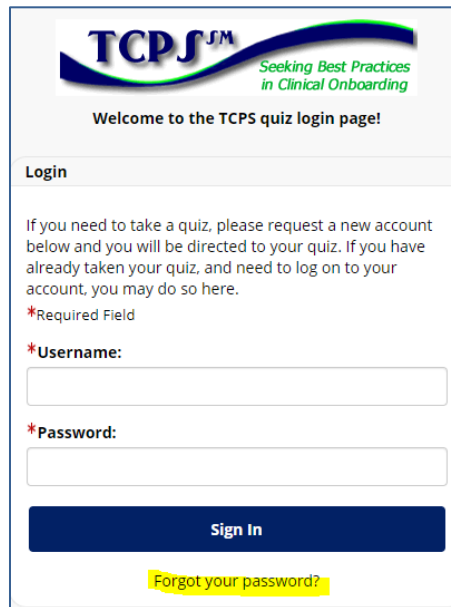
Activity Name	Type	Score	Progress	Last Accessed	Time Taken	Attempts	Action
<input checked="" type="checkbox"/> 1 - TCPS FERPA & Confidentiality Agreement AY ██████████	Online Course	100%	Completed	5/9/2020 10:06:16 AM	0h 1m	1	<b>Launch</b>

## I Forgot My Quiz Username or Password

- If you had a user account for a previous academic year, this account should be used for subsequent completions.
- **DO NOT** set up more than one **NEW** account during the academic year. Schools are allotted active user accounts based upon student headcounts. **YOU** may be charged a fee by your school if you set up multiple accounts in the system.

If you have forgotten your Quiz **USERNAME**, please use the Get Help link to request assistance.

If you have forgotten your Quiz **PASSWORD**, click on the Forgot Your Password? link on the login screen of the TCPS Quiz Management System (QMS).



TCPS<sup>SM</sup>  
Seeking Best Practices  
in Clinical Onboarding

Welcome to the TCPS quiz login page!

**Login**

If you need to take a quiz, please request a new account below and you will be directed to your quiz. If you have already taken your quiz, and need to log on to your account, you may do so here.

\*Required Field

\*Username:

\*Password:

**Sign In**

[Forgot your password?](#)

You should **immediately** receive an email with a system-generated password to the email address that you entered in the QMS when you set up your account - most likely your school email address if you followed the instructions for setting up an account. Be sure and look in your JUNK or SPAM folder if this email is not found in your Inbox. This email will alert you of the new password.

You will be prompted to change this password when you next log in. Use the password that was emailed to you as the OLD password and then change your password to something you can remember. Ideally, you should write this down with your username for future reference. **Note: The system-generated password is only good for 7 days. If you fail to log in and change the password in this timeframe, you will be locked out of your account.**

If you have difficulty with this process, use the **Get Help** link to request assistance and/or ask for a manual password reset.