

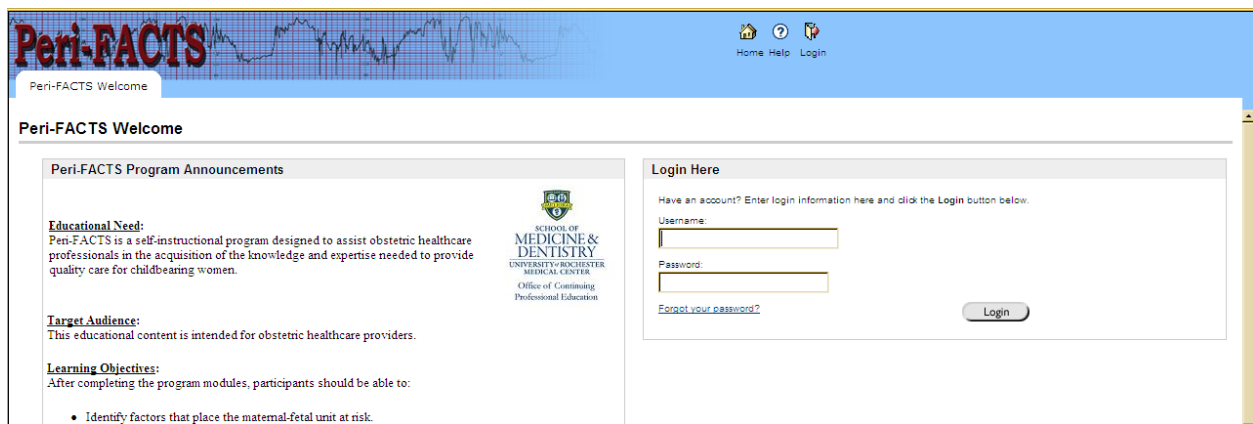
# Accessing Peri-FACTS<sup>®</sup> Online for WebGuests

Our course management system allows our participants to access the Peri-FACTS<sup>®</sup> course materials via the Internet with an assigned, unique username and password.

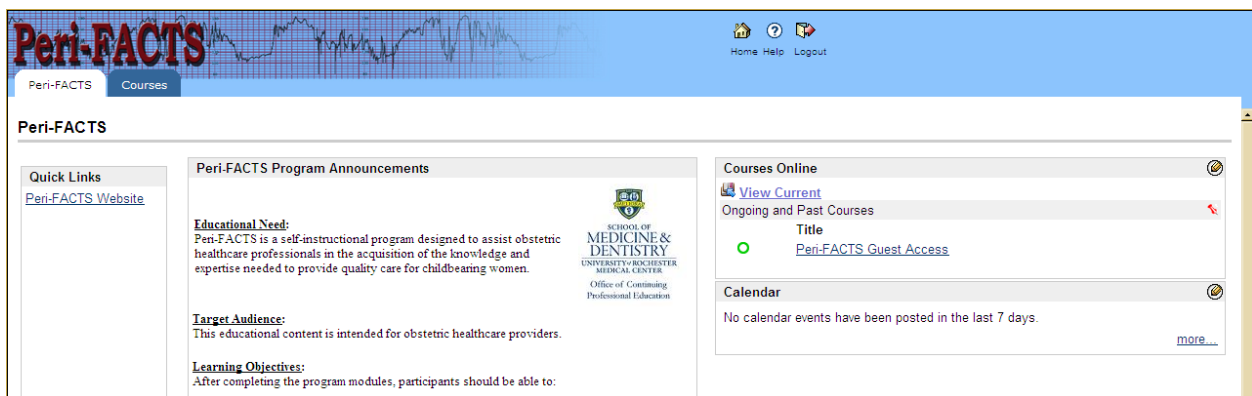
## 1. LOGGING ON

- open your Internet browser
- go to our website, <http://www.urmc.rochester.edu/obgyn/Peri-FACTS>
- click on Peri-FACTS<sup>®</sup> Subscribers Only oval (upper-right-hand side of screen)

That takes you to the Peri-FACTS<sup>®</sup> Welcome page shown below. This screen contains the login fields, as well as Peri-FACTS<sup>®</sup> Program Announcements.



- enter WebGuest in the username and password fields (type exactly as shown, passwords are case sensitive)
- click Login  
You will then be on the Peri-FACTS<sup>®</sup> tab page shown below. From the Peri-FACTS<sup>®</sup> tab page you can view the posted announcements, course calendar items, and courses in which you are enrolled.



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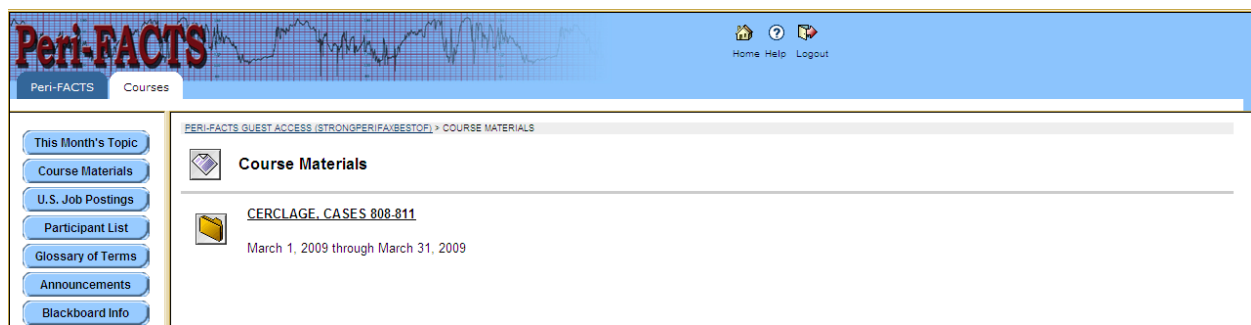
## 2. COURSE MATERIALS

- **click the Peri-FACTS Course in the Courses Online box**  
Peri-FACTS<sup>®</sup> and system announcements are posted here. The buttons on the left-hand side of your screen will direct you to more information regarding the program. The **Course Materials** and **This Month's Topic** buttons will bring you to the sample course materials.
- **click the Course Materials button**



The screenshot shows the Peri-FACTS website interface. At the top, there is a navigation bar with the Peri-FACTS logo and a graph. Below the logo, there are links for Home, Help, and Logout. The main content area is titled "PERI-FACTS GUEST ACCESS (STRONGPERIFAX@BESTOF) > ANNOUNCEMENTS". On the left side, there is a vertical menu with buttons for "This Month's Topic", "Course Materials", "U.S. Job Postings", "Participant List", "Glossary of Terms", "Announcements", "Blackboard Info", "2009 Topics", "Syllabus", "Contact Hours/CMEs", "Subscribers Manual", "Peri-FACTS Forms", "FAQs", "Discussion Board", "Contact Us", and "Disclaimer". The main content area features a "Welcome to Peri-FACTS" banner with the subtitle "A Multimedia eJournal for Obstetric Care Providers". Below the banner, there are tabs for "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". The current date range is "March 20, 2009 - March 27, 2009". A message states "No announcements found." At the bottom, there is a copyright notice for Blackboard Academic Suite.

- **click on the Topic** to view the contents of the folder  
The folder contains all of the course materials relating to that Topic.



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Inside the Topic folder you will find the following:

- **Peri-FACTS Channel Video**—Two educational videos (to view the video, click the play arrow under the video screen);
- **Articles**—Two articles that relate to that month's topic;
- **Clinical Case Studies**—Two clinical case studies (each clinical case study focuses on one of the two articles);

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- The **Printer-friendly version** is for printing and viewing the test, not for taking the test.
  - The **Online test version** is for completing the test online. Click your answers and when you are finished scroll to the bottom of the test and click submit. If you have not completed the test, you can click save. This allows you to come back and finish the test at a later time. However, you must submit the test before it closes. Online tests open on the first day of the month and close on the last day of the month.
- **Evaluation Forms**—The American Nurses Credentialing Center (ANCC) requires that participants complete the evaluation questions for every test submitted. **IF THE EVALUATION QUESTIONS ARE NOT COMPLETED, CONTACT HOUR CERTIFICATES CANNOT BE AWARDED.**
- The **Printer-friendly evaluation form version** is for printing. These evaluation forms are in a scannable format and must be printed as is. They may be reproduced on a professional copier. They must be mailed to our office when complete. Faxed copies will not be accepted.
  - The **Online evaluation form version** has the evaluation questions at the end of each online test. The evaluation questions will be submitted when you submit your test questions.

### 3. LOGGING OFF

- **click on the Logout icon at the top of your screen**
- **close your browser**

# Accessing Peri-FACTS® Online for WebGuests

## **4. CONTACT INFORMATION**

If you have any questions or concerns, feel free to contact us at the information below:

**Peri-FACTS®**

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OB/GYN, Box 668  
601 Elmwood Avenue  
Rochester, NY 14642-8668

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Local Telephone Number: 585-275-6037  
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Email Address: Peri-FACTS@urmc.rochester.edu  
Web Site: <http://www.urmc.rochester.edu/ob-gyn/Peri-FACTS>