

1. Sign onto website: https://www.med.mun.ca/transfusion/safe_transfusion_practice/
2. For first time participants, you will be required to register and set up an account. For participants who have used the module previously, login using your email address and password. If you do not recall your password (or are not sure if you have one) click on **Forgot Password** and an email should be received within 10 minutes with a temporary password. Once you sign on using this temporary password, change the password to one that you will recall.
3. Next screen will reveal your account login information. On this screen you can update your account information, print certificate for any year that the module was successfully completed, and **Launch** the program. Once launched, you do not need to complete the module all at one time. You can exit the module and re-enter where you left off within a predetermined time frame.

Launch Program

1. Once you have clicked the **Launch** button, it brings you to the introduction on page 1 of the module. The role of each of the buttons starting clockwise from the **Course Menu** button is as follows:
2. **Course Menu** button (top left) reveals a drop down table of contents and you can navigate to what section you would like to go to by simply clicking on it.
3. **Home** button brings you right back to the account login page.
4. **Ask the Provincial Administrator** allows you to send an email directly to the Provincial Blood Coordinating Program if you require assistance.
5. **My Account** is account login page.
6. **Logout** is for sign off.

7. The **Resources** box appears throughout the module to provide additional material and helpful tools and links for the area of Transfusion Medicine.
8. **Start/Back** and **Next** are the navigational buttons for the course. For more information on course navigation please refer to page 2.
9. The competency test is found on page 29 of the module. The passing grade is 85% and the participant has up to three attempts to successfully complete the module before they are instructed to contact their administrator for an additional attempt.
10. Once you are successful in completing the module, you may **Print Certificate** of completion from the account login page or from page 29 (top or bottom of page).

We hope that this educational opportunity is beneficial to all staff involved in transfusion medicine!