USER GUIDE
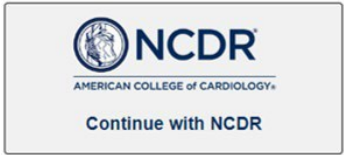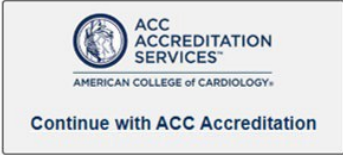
The following instructions provide steps needed to access and navigate the QII Learning Center.

Step One - How to login to the QII Learning Center

1. Go to https://qiilearningcenter.acc.org/Public/FederatedSSO/NCDR.aspx
   Note: Bookmark webpage for quick and easy access.
2. Select how you would like to login: **NCDR** or **ACC Accreditation Services**

NCDR — AMERICAN COLLEGE of CARDIOLOGY® **Continue with NCDR**	ACC ACCREDITATION SERVICES™ — AMERICAN COLLEGE of CARDIOLOGY® **Continue with ACC Accreditation**
Login using your Participant ID, Username or Email address, and Password.	Login using your Username and Password.
Select a Registry.	Navigate to the left menu – Click '**Additional Resources**' then click on '**QII Learning Center**' tab.
Navigate to the left menu – Click '**Resources**' then click on '**Learning Center**.'	**Click Here to Access the QII Learning Center** above the logo.
Click Here to Access the QII Learning Center above the logo.	If you are unsure if you have access to the Learning Center, use the Contact Us Form.
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Step Two – How to navigate through the QII Learning Center

1. **For NEW Users:** If you are NOT a physician or a nurse, a credit type prompt will appear. You will be informed that you are eligible for COP (Certificate of Participation) and prompted to type in your ASRT ID# if you would like to receive ARRT CE.

ARRT CE Eligibility

Your credential is not detected. You are eligible for CNE, COP, ACHE. Please access your individual MyACC profile and update your credential if this information is incorrect.

If you would also like to receive ARRT CE, please enter your ASRT ID below. If you do not want to receive ARRT CE, please leave the ASRT ID box empty and click the save button.

ARRT – The American Registry of Radiologic Technologists
ASRT – American Society of Radiologic Technologists
CE – Continuing Education
COP – Certificate of Participation

ASRT ID [ ]

Save

Your Educational Resource for Learning You Need. When You Need It.

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Step Two – How to navigate through the QII Learning Center (continued)

2. If you would like to receive ARRT CE, enter your ASRT ID in the field and click on the SAVE button. If you do not want to receive ARRT CE, leave the field empty and click the SAVE button.

ARRT CE Eligibility

Your credential is not detected. You are eligible for CNE, COP, ACHE. Please access your individual MyACC profile and update your credential if this information is incorrect.

If you would also like to receive ARRT CE, please enter your ASRT ID below. If you do not want to receive ARRT CE, please leave the ASRT ID box empty and click the save button.

ARRT – The American Registry of Radiologic Technologists
ASRT – American Society of Radiologic Technologists
CE – Continuing Education
COP – Certificate of Participation

ASRT ID [   ]

Save

3. You are now on the QII Learning Center Dashboard. From this screen you can browse all available QII Learning Center courses or resources. Use the search bar to find specific courses or resources and browse by category.

Step Two – How to navigate through the QII Learning Center (continued)

If you would like to explore courses or resources related to a specific topic, you can select one of the provided categories from the drop-down menu at the top of the dashboard. This will show you all the available courses or resources tagged in this category, along with the credits that are available to you based on your credentials.
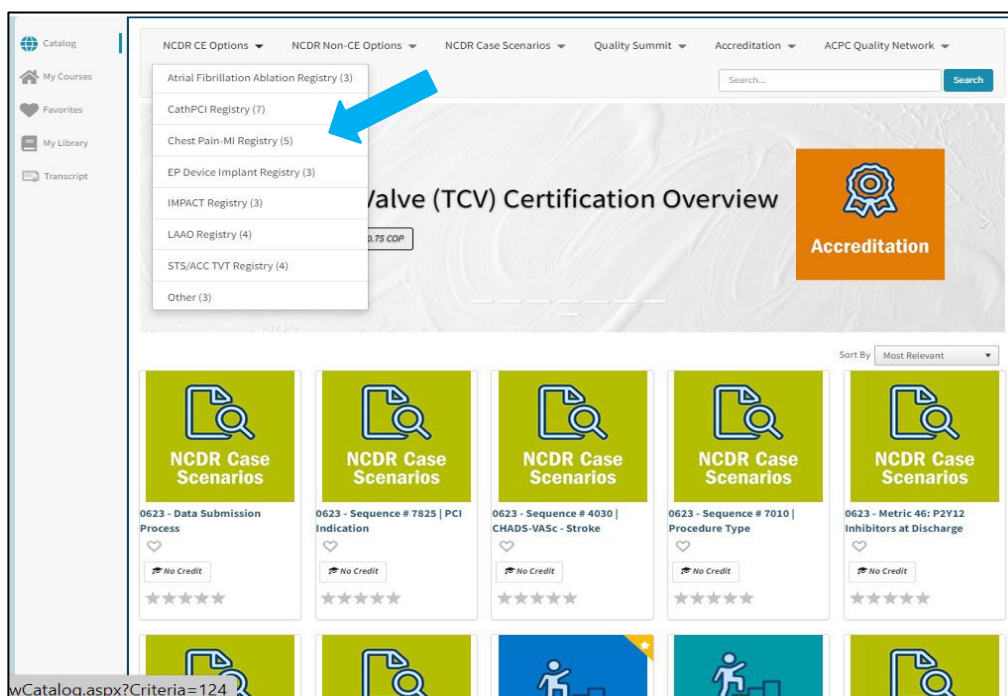
4. Once you have found the course or resource you would like to complete, click the green **Start →** button.
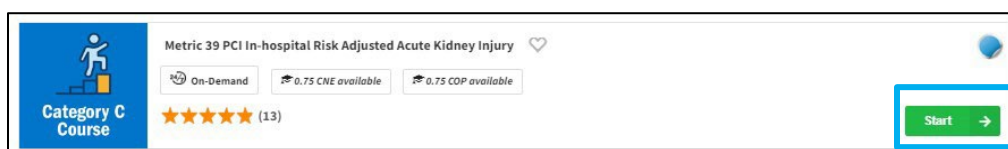
5. This will bring you to a new window with a brief summary of the course or resource, the Availability, and Credits offered. Select the "Get Started" button to begin the course.
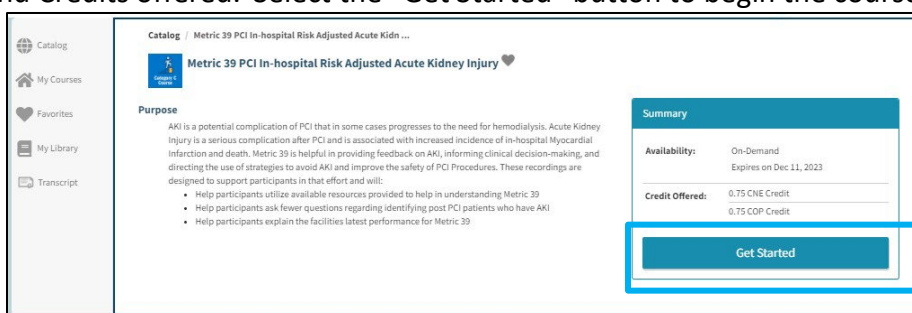
Step Three - How to navigate within a CE Course

1. Each CE course consists of an Acknowledgement, a Pre-Exam, Course Material (video lessons), a Post Exam, and an Evaluation (course feedback survey).

2. To advance to the course content, you must read through the Acknowledgement, check the box at the bottom, and then selecting "Start".

3. This will bring you to Course Overview and Content page. Select the "Course" tab at the top of the page.

4. You now have access to the Course Content. In order to progress through the course, you must complete the Pre-Exam, access the Course Material (video lessons), and pass the Post Exam. Each section is locked until you complete or pass the previous item.

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## Step Three - How to navigate within a CE Course (continued)

5. You should see the course outline with Pre-Exam at the top. Click the blue start button. You will now see an overview of the Pre-Exam. Click "Start Exam."
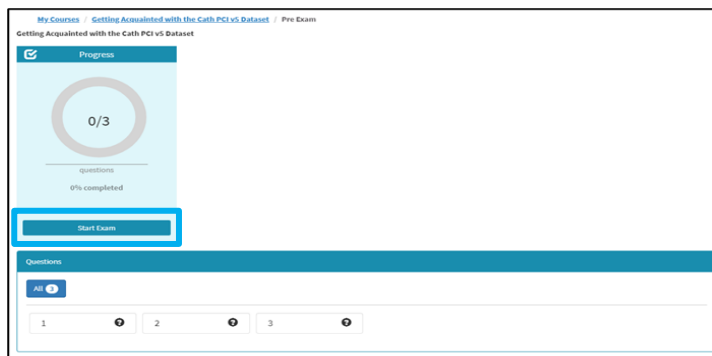
6. Take the Pre-Exam by selecting your answer and clicking the submit button. Repeat this process for all Pre-Exam questions. When all Pre-Exam questions are answered, a pop-up message will appear. Click the "Proceed" button.
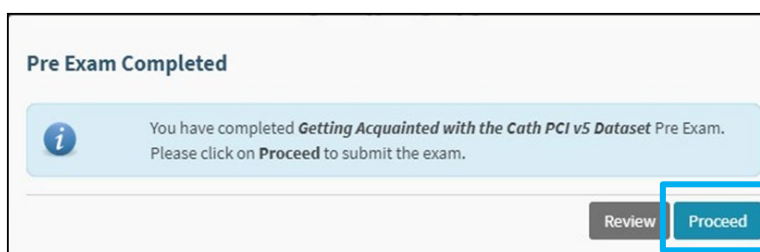
7. You can now access the Course Material (video lessons). Select and review the video(s) in the order in which they appear. Each lesson is a video which will open and play when selected. After the completion of each video lesson(s), the right menu listing the lesson(s) will turn green.
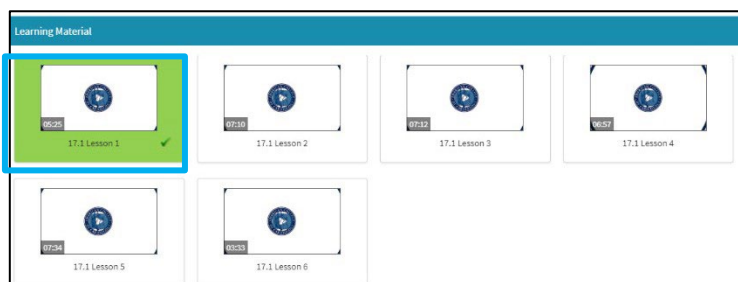
At the completion of the video lesson(s) click on the "Mark as Complete" button on the bottom right corner. You will go to a page stating that you have completed all lessons where you will also be given an opportunity to review the lesson(s) as necessary. Click on the "Go to the Post Exam" button on the top right corner. You will be taken to the Post Exam page.

Step Three - How to navigate within a CE Course (continued)

8. Complete the Post Exam by selecting your answer and clicking the "Check Answer" button. Repeat this process for all Post Exam questions. When all Post Exam questions are answered, a pop-up message will appear. Click the "Proceed" button.

9. You can now either review your Post Exam or submit it to be graded. If you achieved a passing grade of 80%, you will be directed to the Evaluation (course feedback survey). Select "Start" and complete the evaluation to claim your education credit.

10. You can either click on "Request Later" or Claim your CNE, CME, COP, etc. based on your credentials. After you have claimed the available credits, you can also opt to download a certificate which will appear as a downloaded document.