



User Manual

FOR LEARNERS

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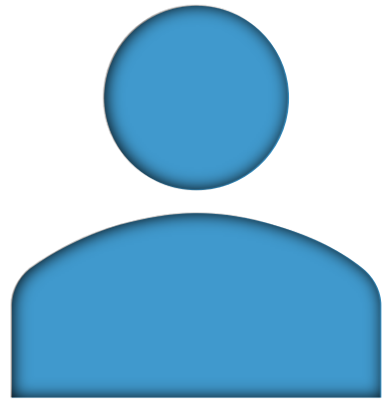
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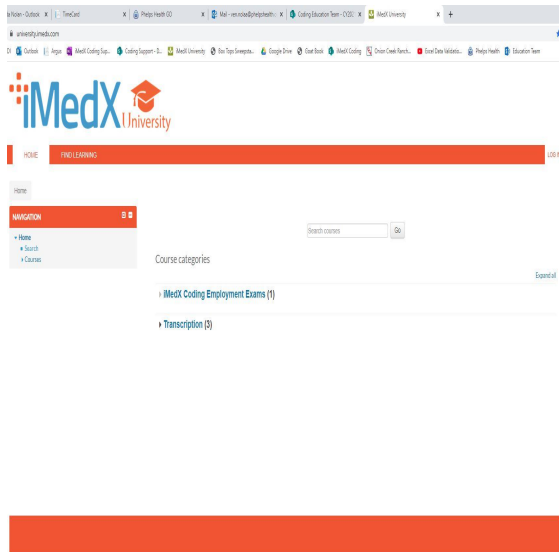
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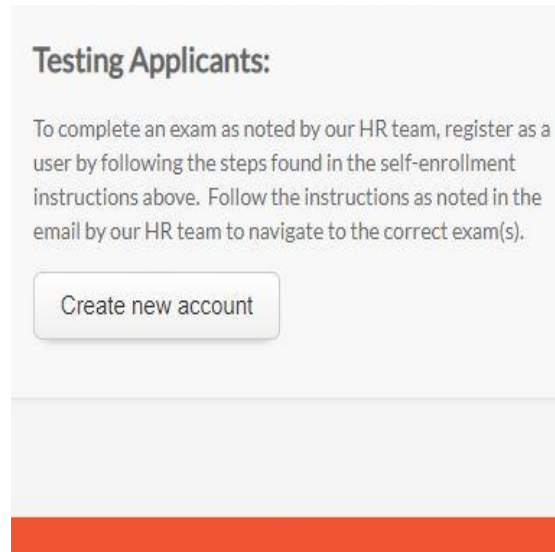


Creating a User Account

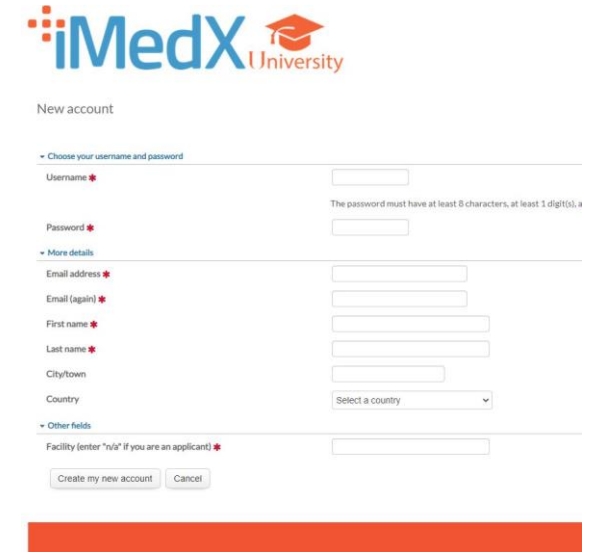
Creating a User Account



Visit the [iMedX University](https://www.imedx.com) site and click on **LOG IN** at the top right corner. You'll be taken to the log in screen.

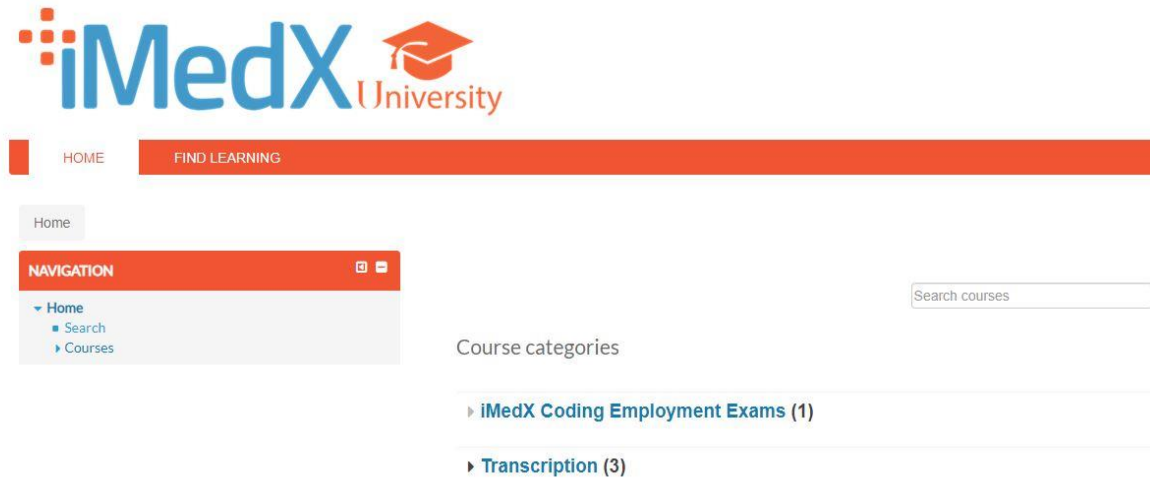


Scroll down to the bottom of the instructions on the right and select the **“Create new account”** button.



Fill out the **“New account form”** with your details. An email will immediately be sent to your email address.

Creating a User Account



Read your email and **click on the web link** provided. Your account will be confirmed and you will be logged in.



Accessing a Course

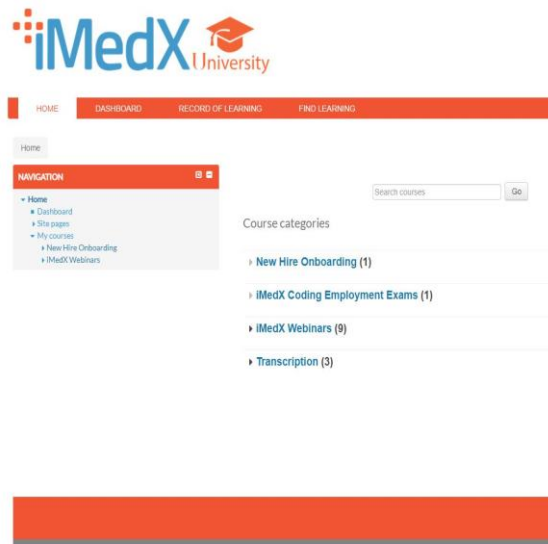
Accessing a Course

1. Once logged in you can view the available course categories found on your home page. Click the title of the course you would like to enroll in. Category and course set ups/access can be different from one another. You will only see courses available to you, either because you have been enrolled, have an enrollment key, or have the option to purchase the course.
2. If an **“Enrollment Key”** is required for the course, you will need to input it when prompted. If no Enrollment key is required, continue to step 3.
3. Select the **“Enroll me”** button. If you have not been granted access you will need to complete the payment portion to purchase the course. If access has already been granted and you were provided a password, enter the password when prompted, otherwise, no further action is needed.
4. You can now access the full course.
5. For future logins you will only need to enter your personal username and password to log in and access any course you have enrolled in.

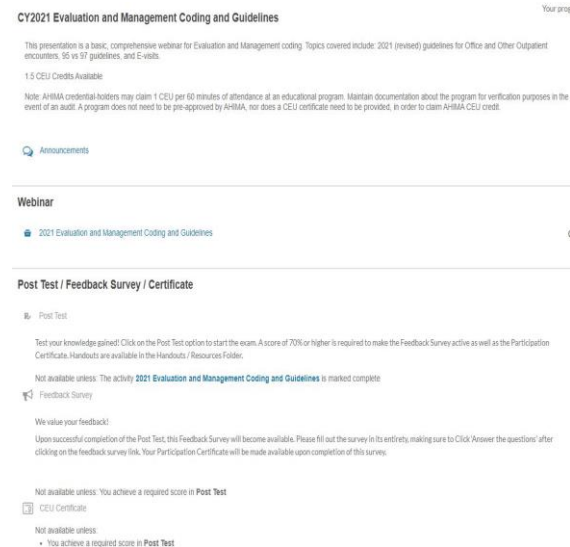


Navigation within a Course

Navigation within a Course



Navigation within each category can be set up differently. Some will take you directly to the course and others may have subcategories or multiple courses to choose from within that category. To begin, click on the title of the course you want to enter.



Once in the course you selected, the activities for that course are shown. Some courses allow you to jump around, while others may require completing them in order before the next activity becomes available.

Post Test / Feedback Survey / Certificate

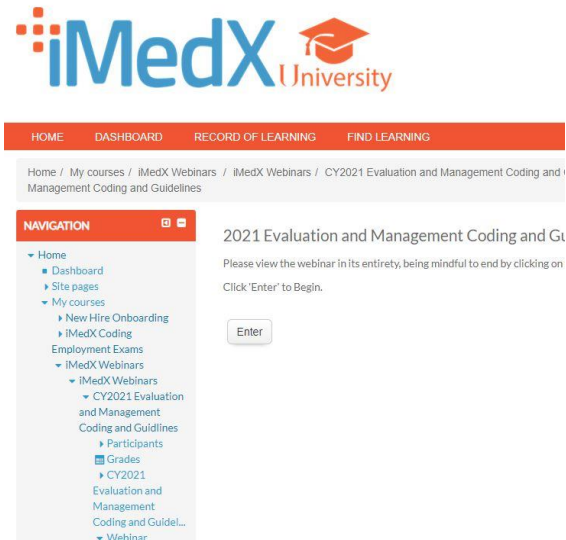
Post Test

Test your knowledge gained! Click on the Post Test option to start the exam. A score of 70% or higher is required to make the Feedback Survey active as well as the Participation Certificate. Handouts are available in the Handouts / Resources Folder.

Not available unless: The activity **2021 Evaluation and Management Coding and Guidelines** is marked complete

Many of the courses or activities list specific instructions for completing that course or activity.

Training Modules



Accessing a Training Module:
To begin, click on the title of the training module activity. Then select "Enter" to begin the module.



The module will open. Modules may be set up differently from one another in how it is displayed or the options the users have to navigate through it.



When you have completed the module select the exit button within the module or click the X on your browser to close out. Upon exit, you will be redirected back to the course.

Exams/Assessments

Each exam and or assessment may be setup differently depending on the purpose of the exam/assessment. Here are some important tips when navigating within your exam/assessment:

Multiple Attempts

Some exams/assessments allow the user to complete more than one attempt. For the exams/assessments that allow this, you can start a new attempt by marking the **"Start a new attempt"** checkbox and clicking **"Enter"**. If your assessment/exam displays a summary screen at the end of your first attempt, the summary of the first attempt will be lost after beginning another attempt. **The assessment/exam will only display the summary of the last attempt taken by the user.**

Grades

Some exams/assessments allow for unlimited attempts by the user. Which are setup to track your highest attempt. To access your grades, open the course of the exam/assessment you want to view. Locate **"Course Administration"** found on the left-hand side of your screen in the side bar, then click **"Grades"**.

Please Note: The site manager can view the scores from your attempts, but only the highest attempt is saved as valid.

Exams/Assessments

Saving and Closing an Incomplete Exam/Assessment

Your progress will save when you close out of an unfinished exam/assessment either by closing out of the window the exam/assessment is displaying in or by clicking the “**Save and Exit**” button found within the window of the exam/assessment.

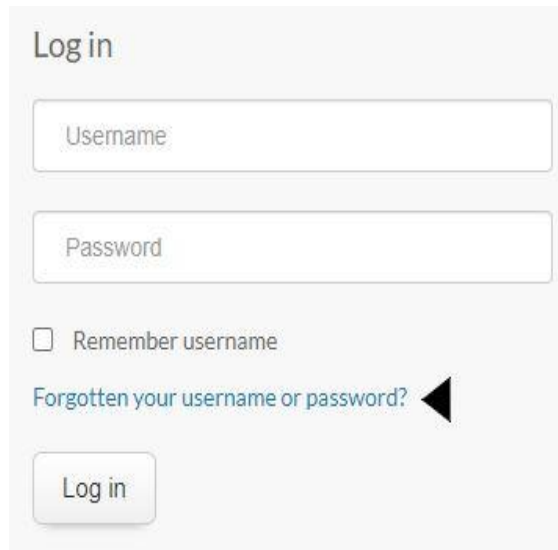
Please Note: If you save and exit (or close out of) an unfinished exam/assessment, you may see a partial grade for the attempt you have in progress – **THIS IS NOT YOUR FINAL SCORE**. Your final score is saved as such when you go back in and complete the exam/assessment.

To continue with your unfinished exam/assessment, navigate back to the course page and click “**Enter**”.



Forgotten Your Username or Password

Forgotten Your Username or Password



Log in

Username

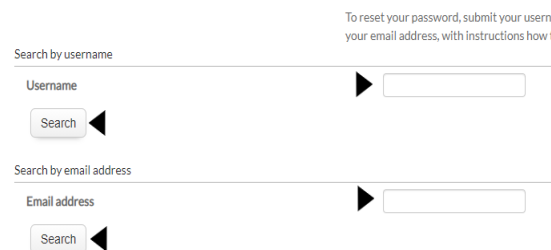
Password

Remember username

[Forgotten your username or password?](#)

Log in

At the [login](#) screen, click on “[Forgotten your username or password?](#)”



To reset your password, submit your username or email address, with instructions how to

Search by username

Username

Search

Search by email address

Email address

Search

Enter your Username or the email address associated with your iMedX University User Account. (You would have provided this when setting up your user account.) Then select “**Search**”.

If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

Continue

iMedX Support will send an email to your associated email address providing your username and an option to reset your password. Follow the instructions in the email to update your password.