ABOUT THE PREPMOD TRAINING COURSE

The PrepMod Training Course was developed in partnership with the State of Alaska (SOA) and Area Health Education Center (AHEC) at the College of Health at the University of Alaska Anchorage (UAA) to offer several online trainings relating to PrepMod, the electronic tool that assists in the logistical coordination of vaccine clinic scheduling, clinic operations, vaccine record maintenance, and POD events.

AVAILABLE TRAININGS

Once registered for the **COVID PrepMod Training Course**, users can self-enroll into the appropriate training(s). Currently, the PrepMod 101 Training is available for enrollment. Other trainings will be made available soon.

PrepMod 101 Training: *This training is oriented toward Provider Administrators and will provide foundational instruction to assist in creating and managing a clinic from start to finish. Other staff (such as Venue Admin, Lead Staff, etc.) may also benefit from this training.*
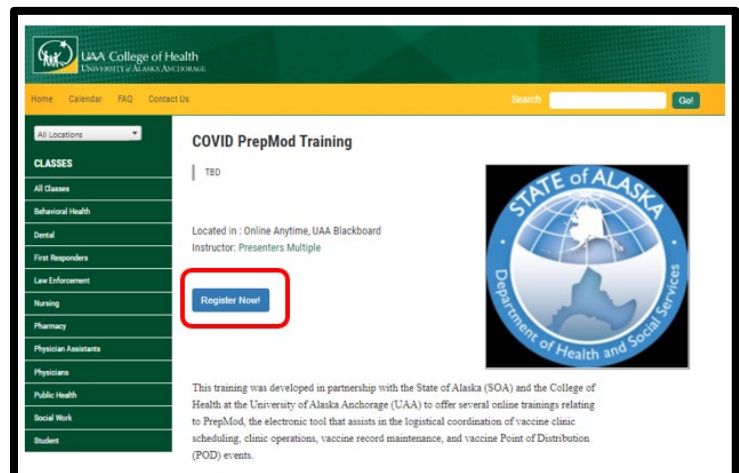
REGISTRATION INFORMATION

Course registration is managed through AHEC's Continuing Education platform through the UAA College of Health. Registration is open and available to those who are offering or participating in vaccination clinics or are interested in utilizing PrepMod. Once registered, a tutorial video is available to orient users to navigating Blackboard and the course structure.

HOW TO REGISTER FOR THE COURSE

Click the link below to access the course registration page and follow the outlined registration instructions.

- https://bit.ly/COVID-PrepMod

1. Select the blue **REGISTER NOW** button in the COVID PrepMod Training course informational page *(shown right)*.

COVID 19 PREPMOD TRAINING COURSE

2. The course should appear in the shopping cart. *There is no cost to participate in this course.* Select the **CHECK OUT** button.

3. Following check out, there are two registration pathways:
   - **RETURNING ASAP Users** can enter their username and password to login. Follow the prompts to fully complete the registration.
     - *If the password is unknown or forgotten, click the green **DON'T KNOW YOUR PASSWORD**? button for quick password reset steps.*
   - **NEW ASAP Users** will need to click **CREATE NEW ACCOUNT** and fill in the required fields. Follow the prompts to fully complete the registration.
     - *Personal email accounts tend to work best with this system, as agency-related addresses may be blocked.*

4. Upon successful registration, the confirmation page (***shown right***) will appear. An autogenerated email with this same information will be delivered shortly after submission.
   - *Be sure to check spam or junk folders for this email.*
   - *If this confirmation email does not arrive within 24 hours of registration, please reach out to Pat at plsammartino@alaska.edu for further assistance.*

5. Expect an additional email within two business days that contains login and password information to access the course platform, Blackboard.

    - *If this second email does not arrive within two business days of registration, please reach out to Pat at plsammartino@alaska.edu for further assistance.*
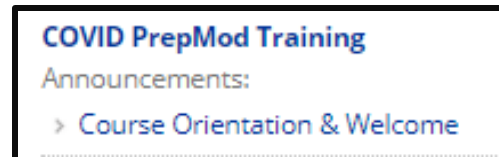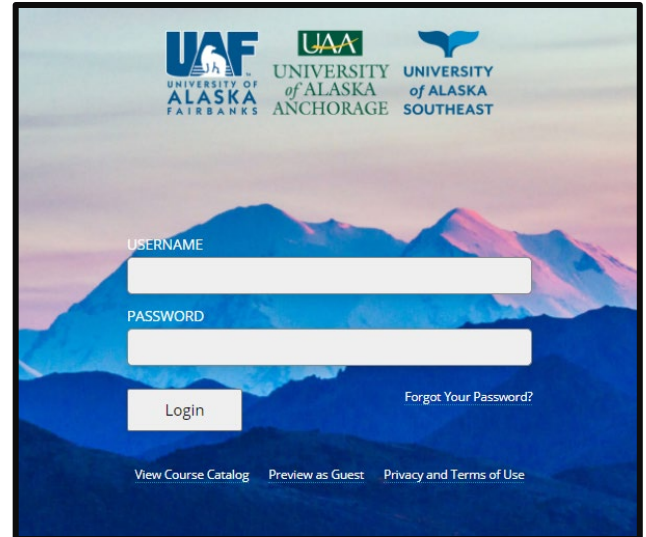
6. Once the login credentials are emailed, users can access the course through Blackboard. https://classes.alaska.edu/

    - *Users may want to create a unique password based on the steps provided in the emailed instructions.*

7. Upon logging into Blackboard, locate the COVID PrepMod Training course in the course menu. Open the course by clicking on the course title.

8. Review the Welcome & Orientation Announcements and watch the orientation video for instructions on navigating the course prior to beginning coursework.

REGISTRATION TROUBLESHOOTING TIPS

- **Full URL** for course registration: https://uaa-coh.asapconnected.com/classdetail.aspx?org=4465&pk=1858101&show=1
- Be sure to check **spam or junk folders** for the initial email with account information and instructions.
- If assistance is needed with a **password reset or logging into BLACKBOARD**, please call UAA Tech Support at 907-786-4646 or email them at uaa.techsupport@alaska.edu
- If assistance is needed with the **AHEC Course (ASAP) registration** or to report that the **registration emails did not arrive within the timeframe listed above,** please reach out to Pat at plsammartino@alaska.edu or uaa_ahec@alaska.edu for further assistance.
- If **course navigation assistance is needed**, please reach out to the training facilitators at training_support@alaska.gov for assistance.