User Guide
for
Schools of Nursing
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Getting Started

Username & Password
- Web address for the Faculty Initiative site is
  - www.clevelandclinic.org/facultyinitiative/ or
  - www.teachnursingnow.com (no spaces)
- An initial security record, with username and password, needs to be set-up for each school by a Cleveland Clinic site administrator
- Remember username and password are both case sensitive
- If you do not have a username and password use the “Contact Us” link to request one
- A current location administrator for a school of nursing can set-up additional site administrators for their school

Adding Additional Site Administrators

From your home/welcome page select “Add Users” tab
- Change “User Type” to LocationAdmin
- Complete all required fields (* = required)
- School of Nursing will default to the location of the administrator creating the record
- Click on save button

Forgot Username and/or Password
- Use the “Forgot Username or Password” utility link to retrieve your username and a temporary password
- You will need the e-mail address for your account to retrieve the username and a temporary password
- Enter your e-mail address and click on “Forgot Username or Password” button to have your username and a temporary password sent to you
- The temporary password will need to be changed the first time you login
- If you have more than one username with the same e-mail address, please use the “Contact Us” link to request your username and have the password reset
Navigating the Initiative’s Home Page

Left Navigation

- The “Contact Us” link will send an e-mail to the current Cleveland Clinic site administrator
- “General Links For…” section contains links to:
  - Cleveland Clinic Hospitals
  - Northeast Ohio Nursing Initiative (NEONI)
  - Ohio League for Nursing
  - More Information About the Initiative
  - Frequently Asked Questions
  - Initiative Newsletters

- “Participating Schools of Nursing” contains active links to the web site for Nursing at each of the participating schools
  - Interested faculty are encouraged to visit these links to learn more about the individual schools and their nursing program(s)

- “Participating Hospitals” includes links to those hospitals that have signed a Memorandum of Understanding with Cleveland Clinic

Center Section

- The center section of the home page contains general information about the Initiative and the login box
- Remember, username and password are both case sensitive
- The “Apply Now” button is used by nurses who have an interest in completing a professional profile as potential faculty
- The “Forgot Username or Password” utility will send the username and a temporary password to the e-mail account associated with a username
- If there are two usernames associated with the same e-mail account, use the “Contact Us” link to retrieve your username and have your password reset
Navigating Your Personal Home/Welcome Page

**Page Layout**
- Function tabs to search & add courses, search & add users and logout
- Your first and last name as they appear in your profile
- Phone numbers are not included in your profile and appear as “N/A”
- The e-mail associated with the profile
- Links to Edit Profile or Change Password
- Note: after 30 minutes of inactivity, there is an automatic logout feature

**Edit Profile Screen**
- User Type - do not edit. If changed to “Faculty” you will not be able to add or search courses
- First Name and Last Name can be edited if needed. This is the name that appears on your welcome screen.
- Login Name can be edited. Note: you need to enter the password to change the Login Name.
- Password and confirm password fields can be used to change the password.

- School of Nursing displays the school associated with the profile but cannot be edited.
- Suffix has a drop-down menu and is optional
- Employee ID is optional, and primarily for Cleveland Clinic employees as a second identifier
- E-mail address associated with the profile can be changed
- Active is a Yes/No field. This can be used to inactivate a profile if you no longer want the user to have access to the application

**Change Password Screen**
- If you only need to change the password you can use the Change Password screen, accessed from the link on your Welcome screen. (See “Page Layout” at the top of this page.)
- Save to store the new password
Home & Search Courses Tabs

Home tab

- The home tab returns you to your personal home/welcome page
- The Home link, in the left navigation bar, takes you to the home page of the Faculty Initiative web-site

Search Courses tab

- Search Courses tab is used to locate the short description of existing courses
- Use this to locate courses when you want to
  - view matching faculty profiles
  - view profiles of faculty who have submitted an application to teach the course
  - locate a course description to copy or change
- Click on this tab to access the “Search Courses” window

Search Courses Screen

- Limit the results of the search using any combination of the fields on the screen
- Course status defaults to “Open”
  - Use the drop-down to select blank, displays all statuses, Closed or Cancelled
- Use a specific course number
  - If used this must be entered exactly, including any spaces or punctuation, e.g., hyphens
- Semester defaults to blank, which will find all semesters
  - Use the drop-down to limit the selection to Fall, Spring or Summer

Screen description continued on next page
Search Courses Screens

Search Courses Screen (cont’d)

- Use a specific course name
  - If used this also must be entered exactly, including any spaces or punctuation, e.g., hyphens
- School of Nursing defaults to your school
  - Use the drop-down menu to select another school, or blank displays all schools
- Year defaults to current year
  - Leave blank to display all years or change to another year
- Acceptable degrees limits by the degree(s) selected in the course description
- Click “Search” button to locate the courses matching your criteria

Search Courses Display

- A list of courses matching your criteria will display on the page
- This display shows a short description. To display the full course description click on the course number.

Update Course Screen

- Update Course screen can be used to copy a course description and create a new posting
- You will receive a message to update semester, time and start/end date the click Save button to store changes.
- Any of the other fields, except school, can be changed as needed and then use the Save button to store the changes
- Course Status can be manually changed to open, closed or cancelled
- A description with a status of “Closed” or “Cancelled” will not display to potential faculty
Displaying Potential Faculty

To view potential faculty use the “Show Submitted Faculty Profiles” and “Show Matching Faculty Profiles” links located below the course description.

- “Submitted Faculty” are those nurses in the database who have expressed an interest in teaching the course.
  - A message is sent to the e-mail account associated with the username that created the course description when potential faculty submit their interest in teaching the course.
  - Potential faculty can submit their interest even if they do not meet the requirements listed in the course description.
- “Matching Faculty” are listed alphabetically and includes nurses whose profiles match the specifications in the course description.

Show Submitted Profiles

If potential faculty have not submitted an interest, the message “No user matches found” will display below the link.

- If faculty have submitted an interest, the list will display alphabetically by last name, below the link (see below).
- Please note: If any of the fields marked with a blue asterisk (*) is not completed, the list of matching faculty will be blank.

Display of Submitted/Matching Profiles

The list of potential faculty displays alphabetically by last name.

- Click on the name to display the complete profile.
- E-mail address associated with the profile.
- View CV link will show dialogue box to open or save the document or a message that a CV has not been uploaded.
- “Initiate offer” link sends an e-mail to the potential faculty with a message for them to check the web-site for the offer.
Adding a Course Description

Add Course Screen - left column

- Course status field, drop-down select (* red asterisk = required field)
  - Open - can be viewed by potential faculty
  - Closed - not displayed to potential faculty
  - Cancelled - not displayed to potential faculty

- Which status to select?
  - Open; if you are actively recruiting for the position
    - Note: Open status automatically changes to closed when the maximum number of instructors is met (see below)
  - Closed; if you are not currently recruiting for the position
    - You can enter course descriptions before you are ready to begin recruiting and then change the status to Open when you are ready to begin recruiting
    - Note: If reaching maximum number of instructors automatically sets status to Closed, you can override this and set status back to Open
  - Cancelled; using this status is more of a judgment call.
    - If a class is actually cancelled, you can select this or, if you were not able to hire through the Initiative, you can set the status to Cancelled

- Course number, name and description are all information from your course catalogue. Note: course description can be copied/cut and pasted from your catalog.
- School of Nursing defaults to the school associated with username.
- Maximum number of instructors allows you to hire multiple instructors against the same course description. Enter the number of instructors you would like to hire. Note: when the maximum number is reached, as the result of potential faculty accepting offers, the course status changes to Closed. **If you have not actually hired all of those instructors you can manually reset status back to Open so potential faculty can continue to view the course description.**
- Semester is drop-down select for fall, spring or summer
- Time is drop-down select for days, evenings or weekends
- Start/end date is entered with format mm/dd/yyyy.
- Prior teaching (experience) required is drop down yes or no.
  - Note this is not used in the matching process and will not eliminate potential faculty who do not have experience if yes is selected.

Screen description continued on next page
Adding a Course Description

Add Course Screen - right column

- Prescriptive Authority and National Certification Required are drop-down yes or no and will default to no if a selection is not made. * blue asterisk indicates the field is required in order for the application to find matches in the database.
- * Teaching Need is drop-down select. Choices are Classroom, Clinical, Skills Lab, Clinical Research or Preceptor.
- * Acceptable Degree is multi-select. Select all of the degrees that would be acceptable. Note: if you only select BSN, potential faculty with an MSN will not be flagged as matching.
- * Specialty Area is multi-select. Select all of the specialties that apply to the position. If you select multiple specialties matching faculty will have one, not necessarily all, of the selected specialties.
- Type of Program is multi-select
- * designates required fields needed to display matching faculty. If a selection is not made the list of matching faculty will be blank. They are not required in the sense that they must be completed, but are required to find matching faculty.

Search Users Screen

- You are only able to search for users from your school of nursing
- Use drop-down select to change User Type to Location Admin
- You can limit the search by any of the displayed fields, or leave all fields blank and click on the Search button.
- The list of other users from your facility will display below the search box.
- This is can be used to reset the password for another user or to inactivate the record of user who no longer needs access to the web-site.
Logging Out of the Site

Logout Tab

- Clicking on the logout tab will end your session and return to the site's home logon page.
- **Automatic logoff** will occur after 30 minutes of inactivity. The application will appear to be active, however, the next attempt to process a request will return to the home logon page. You will be able to login and resume your session.

E-mail Messages

Potential faculty submitting an interest to teach a course receive an auto response indicating they will be contacted by the school to schedule an interview.

```
From: Adjunct Faculty System [mailto:taltym@ccf.org]
Sent: Day, Month dd, yyyy hh:mm AM/PM
To: Last Name, first Name
Subject: Adjunct Faculty Initiative

Your application expressing an interest to teach The Name of the Course as it Appears in the description for semester from course description, beginning mm/dd/yyyy has been received. You will be contacted by the school to schedule an interview.
```

When you make an offer to a nurse in the database they receive a message with a link to the web-site letting them know to check for the offer.

```
A course offer has been submitted to you. Go to http://www.clevelandclinic.org/facultyinitiative//Secure/Default.aspx to view the offer details.
Course Name: As it appears in the description
First Name: Potential
Last Name: Faculty
Semester: From course description
Start Date: mm/dd/yyyy
```