

Tracking Your SigmaCare Learning

Welcome to SigmaCare. Below is a list of classes that can be used to learn how to use SigmaCare to perform your role at your facility.

Here are the instructions for ENROLLING in an online class:

Step 1. Click the SigmaCare link on your desktop or type the URL below into the Internet Explorer address bar:

<https://login.sigmacare.com/>

Step 2. Complete the following fields:

- Type your facility's account code into the **account** field.
- Type your username into the **username** field
- Type the password assigned by your facility into the **password** field.

The login page features the SigmaCare logo and tagline 'Mobile, Informed and Connected'. The login form includes the following elements:

- Log In:** section with three input fields: 'account', 'username' (containing 'JSmith'), and 'password' (containing '1sigma9').
- A red 'Start' button.
- Links for 'Forgot your password?' and 'Not a customer?'.

**Note: If this is your first time logging into SigmaCare, follow the steps to change your password and accept the End User License Agreement (EULA).*

Step 3. Click the **Support** link in the upper right corner of the SigmaCare Dashboard.

The navigation bar contains the following links and elements:

- Buttons: 'Lock Session', 'Log Out', 'Support' (highlighted), 'Help'.
- Search field: 'Resident Search'.

Step 4. To launch the SigmaCare Learning Center, click the **SigmaCare Learning Center** link.

The screen displays the following options:

- Choose one of the following options
- Contact Customer Support
- Reference Guides
- SigmaCare Learning Center (highlighted)

Step 5. Click **Course Catalog**.

The Course Catalog page includes the following sections:

- Navigation:** HOME, COURSE CATALOG (highlighted), MY ACCOUNT.
- My Account:** Logged in as: Jane Sigma / Logout.
- Calendar:** APRIL 2013. A calendar grid showing dates from 1 to 30.
- MENU:** My Profile, My Transcript.
- LEARNING ACTIVITIES:**
 - ENROLLED (0), OVERDUE (0), COMPLETED (0), EXPIRED (0).
 - Table with columns: Course, Due Date, Expires, Details, View.
 - Message: No enrollments found.

Footer information:

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Step 6. Click on *Learning SigmaCare*



Catalog: Learning SigmaCare

This catalog contains courses and lessons to help a new user learn how to use SigmaCare.

Step 7. Click on **PointRight Interface**



PointRight Interface

This short eLearning Course is designed for System Administrators and MDS Coordinators responsible for submitting MDS Assessments to PointRight via the SigmaCare PointRight Interface.

Step 8. Click **Enroll**.

Step 9. Click **My Account**.

Step 10. Click Go for the **PointRight Interface** course.

Step 11. Click the corresponding **Go** button for the the next lesson that needs to be completed.

Lesson	Type	Status	Score	Action
1. Adding Vendor Credentials for PointRight		Completed	-	
2. Submitting an MDS Assessment to PointRight		Not Attempted	-	
3. Vendor Interface Activity Log for PointRight		Not Attempted	-	

Note: Repeat step 11 for each lesson that is not yet completed.

