

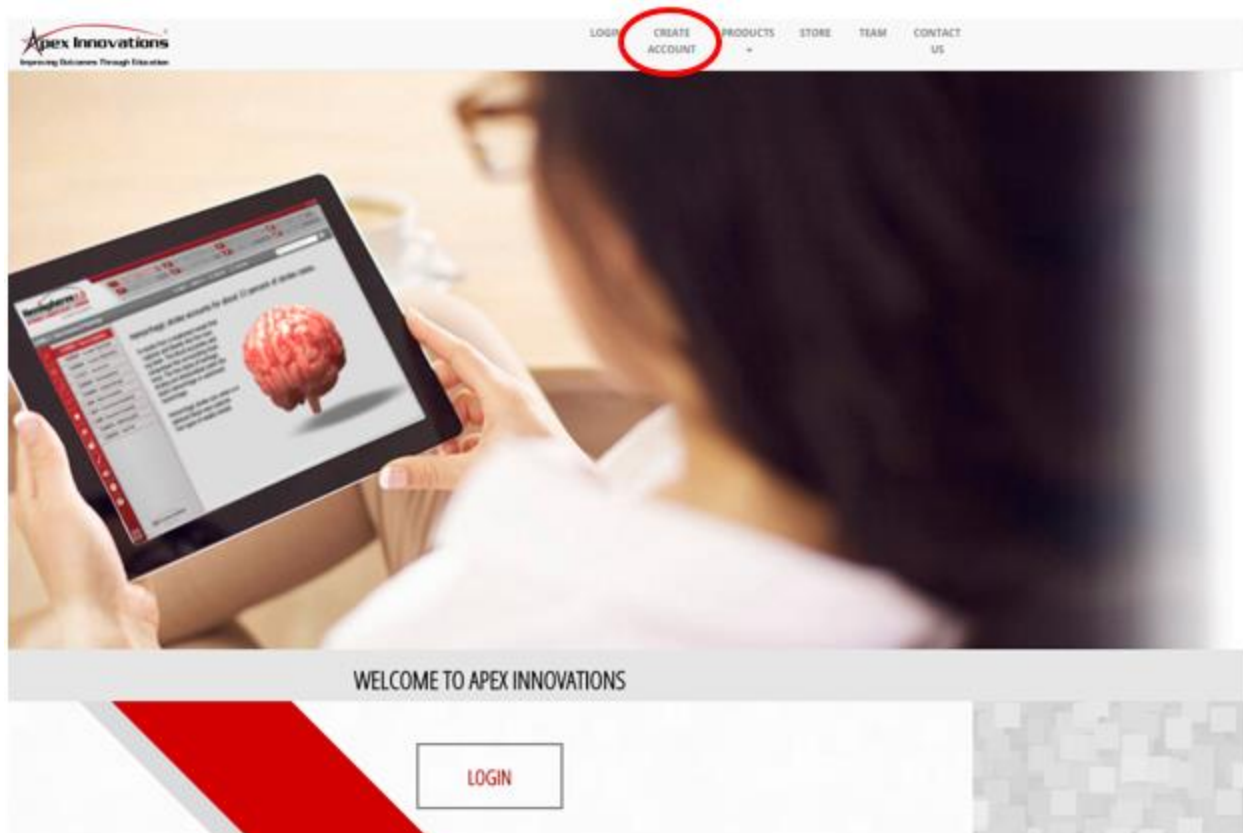
If you are a current Apex user and have previously created your account, or if your new account has been created by your administrator, please Login and skip to Pg. 7 Sec. 4!

1. General Information

Apex Innovations online courseware can be accessed from any computer in the world meeting the following IT requirements: (Please contact your IT department for any setup problems).

1. High Speed Internet Connections only (No dial up connections).
2. Current version of Flash Player (11.0 or higher).
3. Minimum screen resolution set to 1024 x 768.
4. Audio (speakers or head phones).
5. Allow pop-up windows for the following website address www.apexinnovations.com
6. We recommend using Internet Explorer 8.0 or better, FireFox 1.5 or better, Chrome 1.0 or better, or Safari 9.64 or better.

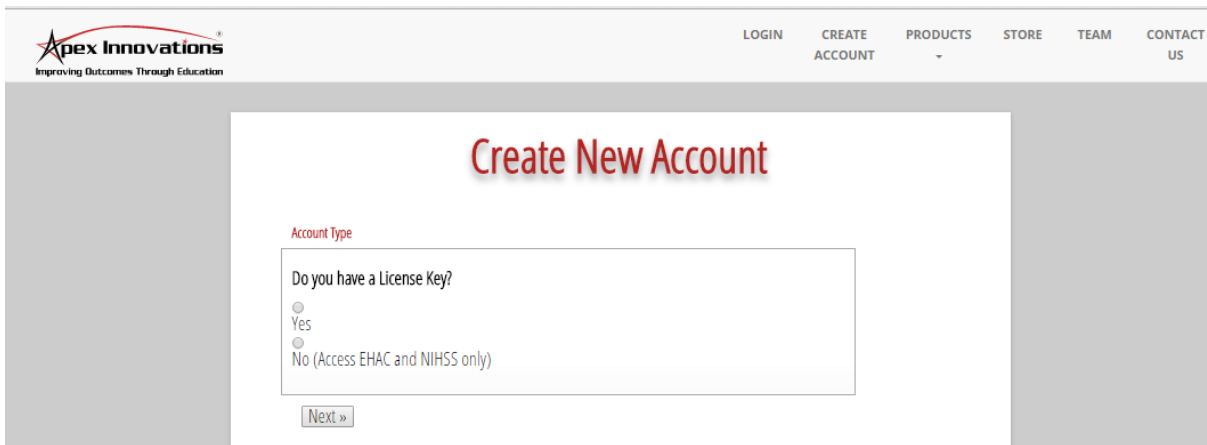
2. First Time Users



Receive your License Key(s) from your administrator, then navigate to the Apex Innovations home page, www.apexinnovations.com, and click 'Create New Account' as shown circled below.

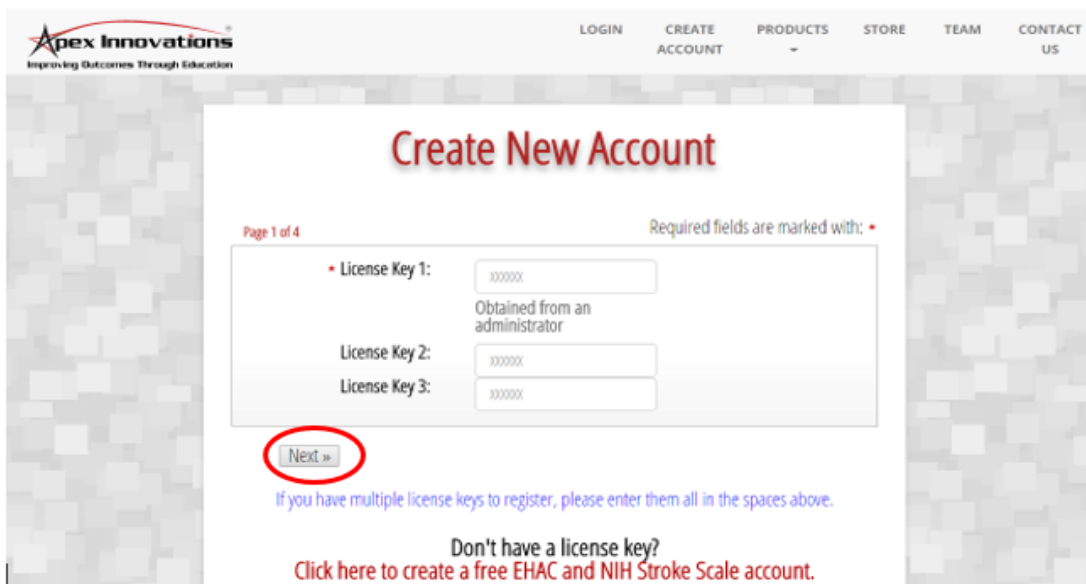
3. Create New Account – Account Type

Select 'Yes' to enter your license key. If you have not received a license key from a hospital administrator and you simply wish to access our free e-Learning modules, select 'No' to create an account with access to EHAC and the NIHSS **only**. Click 'Next' to proceed to the next page.



Create New Account – Page 1 of 4

On page 1 of the 'Create New Account' screen, you will be prompted to enter any **License Key(s)** that were provided to you by your administrator. Once you have entered your key(s), click the 'Next' button to proceed to the next page.

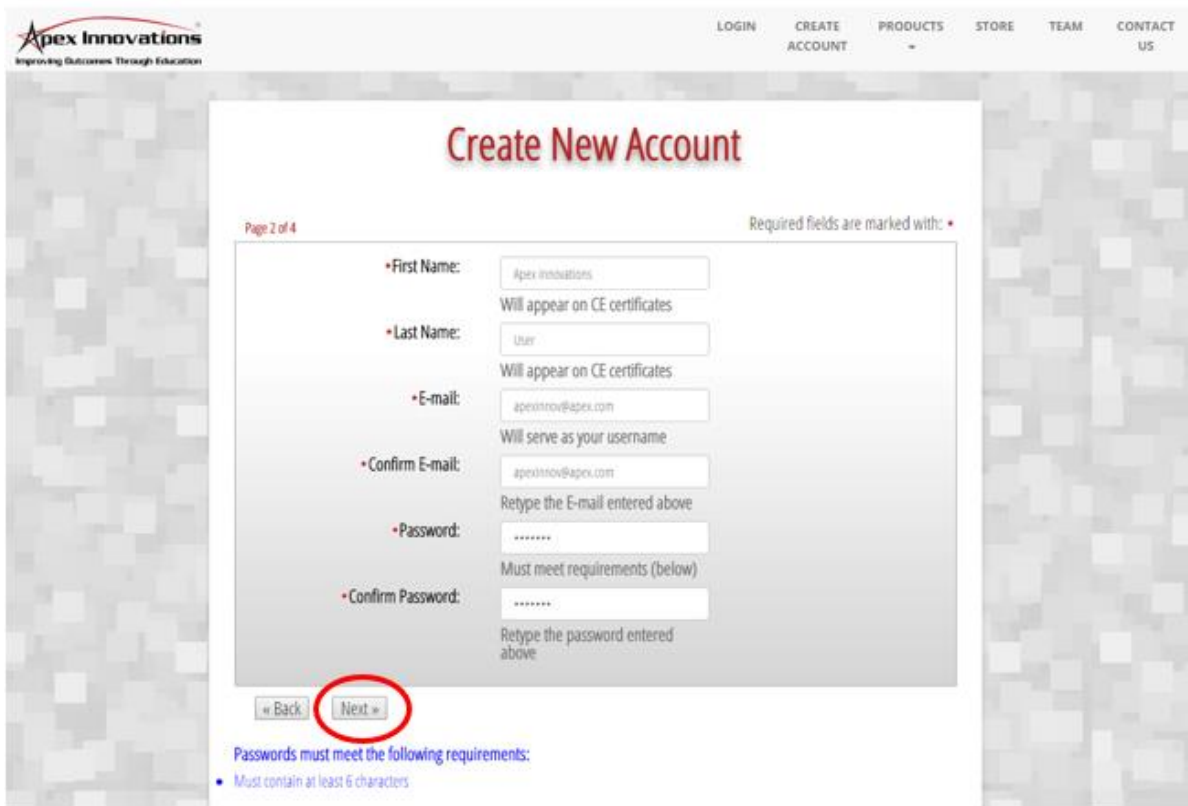


NOTE: If you selected 'No' on the Account Type screen, Page 1 of 4 will require the name of your organization in place of a license key.

Create New Account – Page 2 of 4

Page 2 of the 'Create New Account' screen will require you to enter your first name, last name, valid email address, and a password of your choice.

- a. A valid email is essential so that any information related to your account or continuing education certificates can be communicated to you.
- b. Passwords are **case-sensitive** and may be required to meet certain requirements, as set by your organization. Any specific details on password requirements will be displayed below the 'Next' button.



The screenshot shows the 'Create New Account' form on Page 2 of 4. The form is titled 'Create New Account' and includes the following fields:

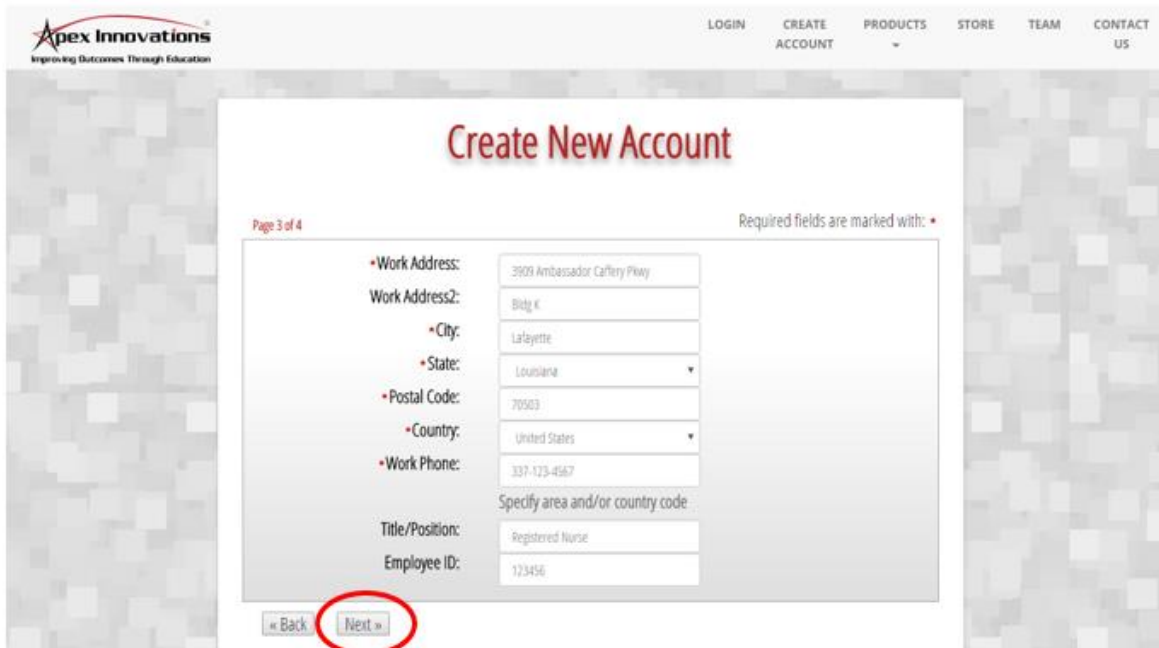
- First Name:** Input field with 'Apex innovations' entered. Below the field, it says 'Will appear on CE certificates'.
- Last Name:** Input field with 'User' entered. Below the field, it says 'Will appear on CE certificates'.
- E-mail:** Input field with 'apexinnov@apex.com' entered. Below the field, it says 'Will serve as your username'.
- Confirm E-mail:** Input field with 'apexinnov@apex.com' entered. Below the field, it says 'Retype the E-mail entered above'.
- Password:** Input field with '*****' entered. Below the field, it says 'Must meet requirements (below)'.
- Confirm Password:** Input field with '*****' entered. Below the field, it says 'Retype the password entered above'.

At the bottom of the form, there are two buttons: 'Back' and 'Next'. The 'Next' button is circled in red. Below the buttons, there is a blue text box that says 'Passwords must meet the following requirements:' followed by a bullet point: 'Must contain at least 6 characters'.

NOTE: For the accuracy of your COMPLETION CERTIFICATES and/or CONTINUING EDUCATION CERTIFICATES (CNE, CME, and CEH) and for reporting to all accrediting agencies, it is important that the information you provide on this page be COMPLETED ACCURATELY. Your information is kept confidential and will not be used by or shared with any 3rd parties. If you would like more details on how we store your information, please see our privacy policy by clicking on its link at the bottom right corner of any page on our website.

Create New Account – Page 3 of 4

Page 3 of the 'Create New Account' screen will prompt you to validate the address, city, state, and zip or postal code of your organization. These fields will be pre-populated with information from your organization based on the License Key(s) you entered on page 1 of 4. Please adjust any information displayed on this page as might be necessary.



Apex Innovations
Improving Outcomes Through Education

LOGIN CREATE ACCOUNT PRODUCTS STORE TEAM CONTACT US

Create New Account

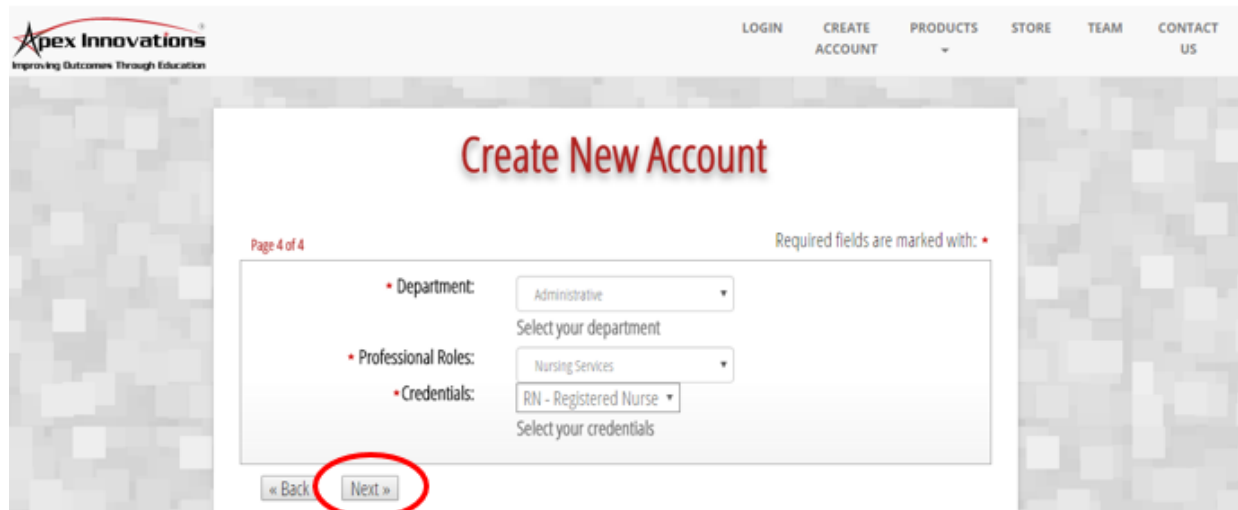
Page 3 of 4 Required fields are marked with *

*Work Address:	3909 Ambassador Cañery Pkwy
Work Address2:	Blgd K
*City:	Lafayette
*State:	Louisiana
*Postal Code:	70503
*Country:	United States
*Work Phone:	337-123-4567
	Specify area and/or country code
Title/Position:	Registered Nurse
Employee ID:	123456

« Back Next »

Create New Account – Page 4 of 4

- A. On page 4 of the 'Create New Account' screen you will be required to select your department and credentials.
 - a. Click the drop-down arrow to select the correct department. If your department is not listed in the drop-down menu, or you are unsure of which department to select, please contact your administrator for guidance.
 - b. Click the drop-down arrow to select your correct discipline or credentials. Selecting the appropriate discipline or credentials will allow you to receive continuing education credit upon successful completion of the courseware testing.
- B. Click 'Next' to create your account.



Apex Innovations
Improving Outcomes Through Education

LOGIN CREATE ACCOUNT PRODUCTS STORE TEAM CONTACT US

Create New Account

Page 4 of 4 Required fields are marked with: *

* Department: Administrative
Select your department

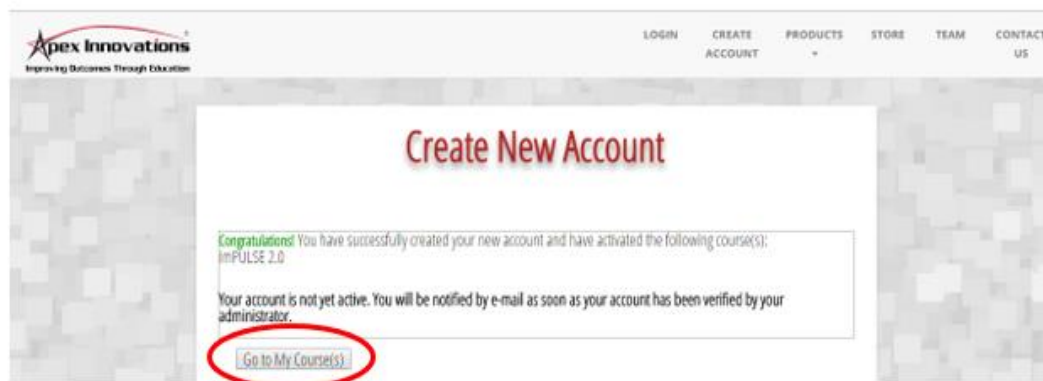
* Professional Roles: Nursing Services
Select your professional roles

* Credentials: RN - Registered Nurse
Select your credentials

« Back Next »

Create New Account

Congratulations! Click 'Go to My Course(s)' to proceed to your curriculum page.



Apex Innovations
Improving Outcomes Through Education

LOGIN CREATE ACCOUNT PRODUCTS STORE TEAM CONTACT US

Create New Account

Congratulations! You have successfully created your new account and have activated the following course(s):
ImPULSE 2.0

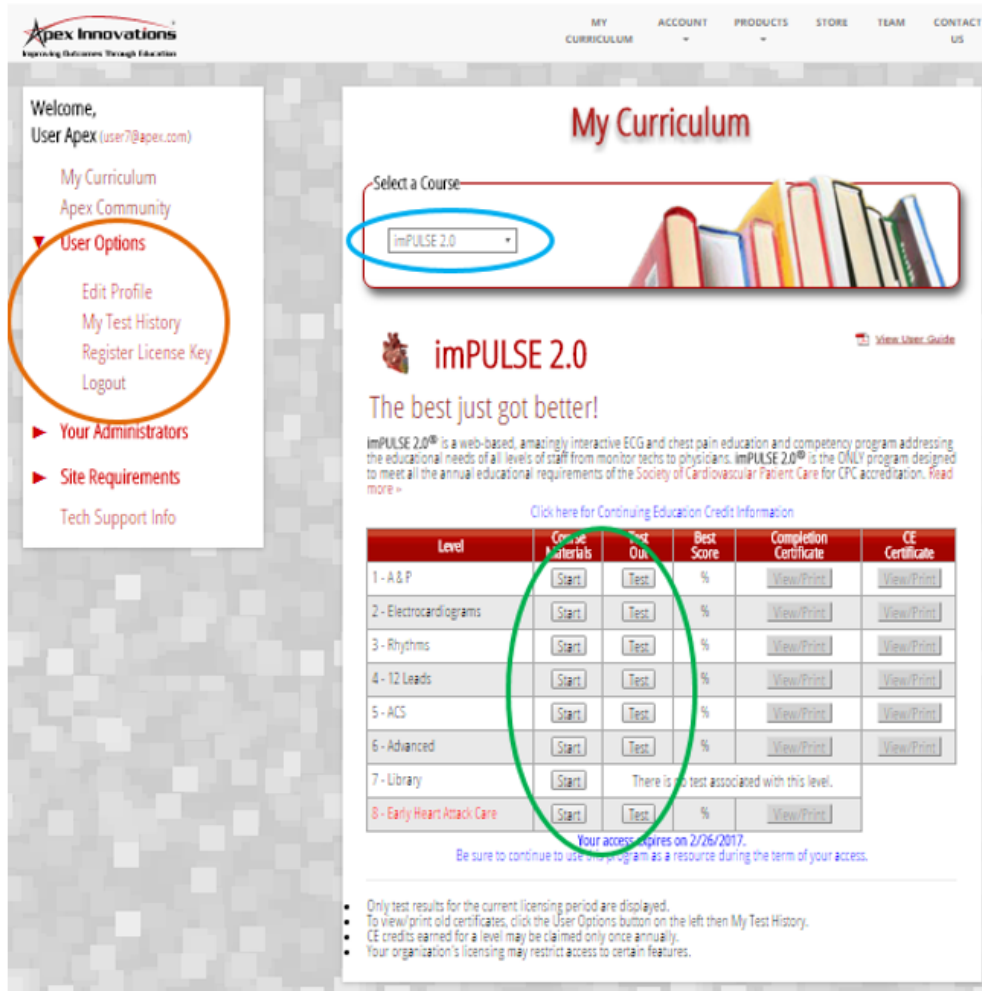
Your account is not yet active. You will be notified by e-mail as soon as your account has been verified by your administrator.

[Go to My Course\(s\)](#)

NOTE: **WELCOME** emails containing account reference information will be sent to the email address you entered on page 2 of 4 of 'Create New Account'.

4. My Curriculum

On the 'My Curriculum' page, you can access the following items:



USER OPTIONS (More details may be found in sections 5 thru 7 below)

- a. Adjust your account information, username, and/or password by clicking on **Edit Profile**
- b. **My Test History** allows you to view your testing history and/or print available certificates
- c. Click **Register License Key** to register a new or additional key for access to Apex courses

SELECT A COURSE (More details may be found in section 8 below)

- a. Navigate between available courses by clicking the drop-down arrow

COURSEWARE & TESTS (More details may be found in section 9 below)

- a. Start a specific level within the selected course, or jump straight to the testing for any level
- b. Clicking 'Start' or 'Test' will open a second window containing the courseware or test

5. Edit Profile

- A. Clicking 'Edit Profile' will display your profile information including your name, username (email address), and the department and organization in which you are registered. From here, you may review and change your account information including address, phone, and credentials. Click 'Update Profile' to accept any changes. If you have changed departments within your organization or your name has changed, please contact Apex Innovations technical support at 866-294-4599 x111.
- B. You may change your username and/or password at any time, by clicking the 'Change Username' or 'Change Password' buttons displayed in Other Options.

My Profile

Edit My Profile

Logged In As: **User Apex** (user7@apex.com)
 Department: **Administrative**
 Organization: **Apex HQ**

Required fields are marked with *

Account Information

Address: *

City: *

State:

Postal Code: *

Country: *

Phone: * Specify area and/or country code

Title: Your job title

Employee ID:

Professional Roles: *

Credentials: *

Note: If you need to update your first or last name, or change your department, your administrator will need to contact Apex directly.

Other Options

When you receive the message, 'You have successfully updated your profile', click 'Done' to close the 'Edit My Profile' window.

Edit Profile – Cont'd

- C. '[Change Username](#)' – To update your username, you must enter a **valid** email address and verify your current password. A valid email is essential so any information related to your account or CE certificates can be communicated to you. Click '[Update Username](#)' to accept the changes.

My Profile

Change My Username

Logged In As: **Apex User** (apex@user.com)
Department: **Department A**
Organization: **Apex TESTING**

Enter New Username

Required fields are marked with: *

New Username: * Must be a valid e-mail address
Password: * Enter to confirm your identity

[Change Username](#)

Other Options

[Edit Profile](#)

[Change Password](#)

Need an E-mail Address?

[Click here to get a free GMail address](#)



When you receive the message, '[You have successfully updated your username](#)', click 'Done' to close the 'Change Username' window.

Edit Profile – Cont'd

- D. '[Change Password](#)' – To change your password, you will be required to enter your Current Password. Your New Password MUST meet any requirements specified by your organization and displayed below the 'Change Password' button. Re-enter your new password to Confirm, and click '[Change Password](#)' to accept the changes.

My Profile

Change My Password

Logged In As: **User Apex** (user7@apex.com)
 Department: **Administrative**
 Organization: **Apex HQ**

Password Update Required fields are marked with: *

Current Password: *

New Password: *

Confirm Password: *

Enter to confirm your identity

Must meet requirements below

Retype the new password

Passwords must meet the following requirements:

- Must contain at least 6 characters
- Passwords are case-sensitive.

Other Options

NOTE: All passwords are CASE-SENSITIVE and must be entered in exactly the same manner each and every time you attempt to login.

When you receive the message, '[You have successfully updated your password](#)', click 'Done' to close the 'Change Password' window.

6. My Test History

To review ALL previous test scores and print ALL Completion and/or CE certificates previously earned, click '[My Test History](#)'.

While the [My Curriculum](#) page typically reflects testing activity for the current year, ALL current and past testing activity will be displayed on this page.

My Test History

My Test History

Apex User

Course	Score	Test Completed ¹	Min. ²	Passed?	Completion Certificate	CE Certificate
Responder Level 1	43	07/15/2011 13:31	1			
imPULSE Level 5	100	05/30/2011 00:30	45	✓	Print	Print
Responder Level 1	98	02/04/2011 15:10	0	✓	Print	Print
imPULSE Level 2	30	01/24/2011 09:58	1			
NIHSS Level 1	100	01/04/2011 09:55	3 ³	✓	Print	Print
Responder Level 1	26	12/29/2010 13:51	8			
Responder Level 1	98	12/03/2010 13:22	20	✓	Print	Print
Responder Level 1	63	11/24/2010 16:16	3			
Responder Level 1	100	11/24/2010 14:43	0	✓	Print	Print
Hemispheres Level 1	33	11/14/2010 17:07	1			
imPULSE Level 1	24	10/31/2010 23:45	0			
imPULSE Level 3	20	10/14/2010 12:33	2			
imPULSE Level 2	30	09/16/2010 10:29	4			
imPULSE Level 2	70	07/29/2010 15:54	8			
Responder Lite Level 1	77	05/04/2010 20:43	1			
Responder Lite Level 1	33	05/04/2010 12:26	0			
Responder Lite Level 1	22	05/04/2010 12:05	0			
Responder Lite Level 1	33	05/04/2010 11:54	0			
Responder Lite Level 1	88	05/04/2010 11:41	0	✓	Print	
Responder Lite Level 1	77	05/04/2010 11:39	1			
imPULSE Level 2	43	03/30/2010 16:34	2			
imPULSE Level 1	20	03/12/2010 07:33	0			
imPULSE Level 1	12	02/28/2010 23:04	0			
imPULSE Level 1	88	02/28/2010 21:30	3	✓	Print	Print
imPULSE Level 1	24	02/22/2010 11:55	0			
imPULSE Level 1	8	02/22/2010 11:54	0			
Hemispheres Level 2	96	02/11/2010 12:50	19	✓	Print	Print
imPULSE Level 4	36	02/10/2010 13:46	0			
Hemispheres Level 4	23	02/10/2010 13:26	0			
imPULSE Level 3	20	02/10/2010 13:02	0			
imPULSE Level 2	23	02/10/2010 12:59	2			
imPULSE Level 2	16	02/10/2010 11:23	0			
imPULSE Level 1	20	12/10/2009 11:14	0			
imPULSE Level 2	66	11/17/2009 14:01	3			
NIHSS Level 1	96	11/13/2009 17:08	18828 ³	✓	Print	Print
imPULSE Level 1	16	11/13/2009 16:28	0			
Hemispheres Level 1	66	11/03/2009 09:26	4			
Hemispheres Level 3	23	10/30/2009 12:04	1			
Hemispheres Level 7	43	10/30/2009 09:54	26			
Hemispheres Level 7	30	10/28/2009 12:55	0			
imPULSE Level 2	26	10/23/2009 14:33	1			
imPULSE Level 2	26	10/23/2009 14:27	3			
imPULSE Level 2	16	10/06/2009 09:54	3			
imPULSE Level 2	56	10/06/2009 09:44	5			
imPULSE Level 2	33	10/06/2009 09:22	5			

¹ - All times listed are U.S. Central Time

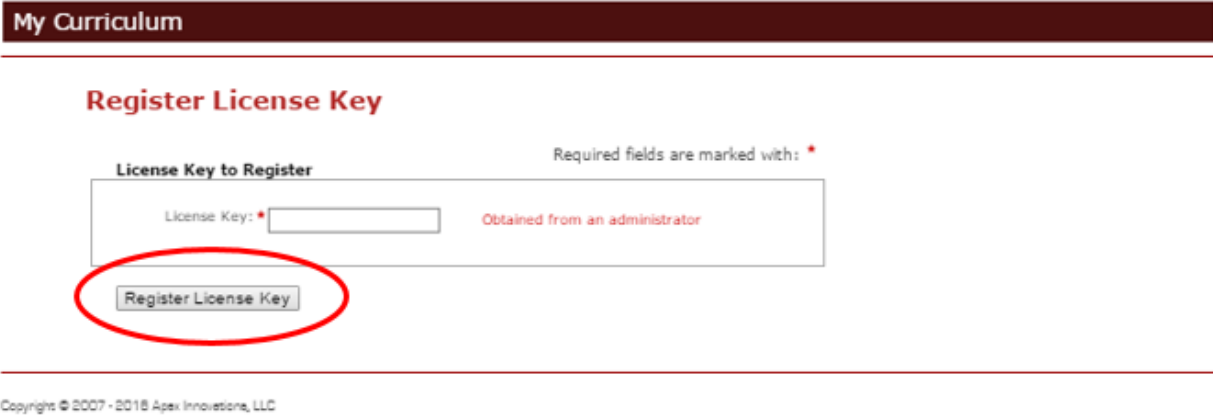
² - Minutes spent in the test

³ - The NIH Stroke Scale is not a timed test. The minutes shown may amount to days, weeks, or even months and represent the difference between the time the student first began work on the exam and the time the student completed the exam.

'P' - Denotes a pretest score

7. Register License Key

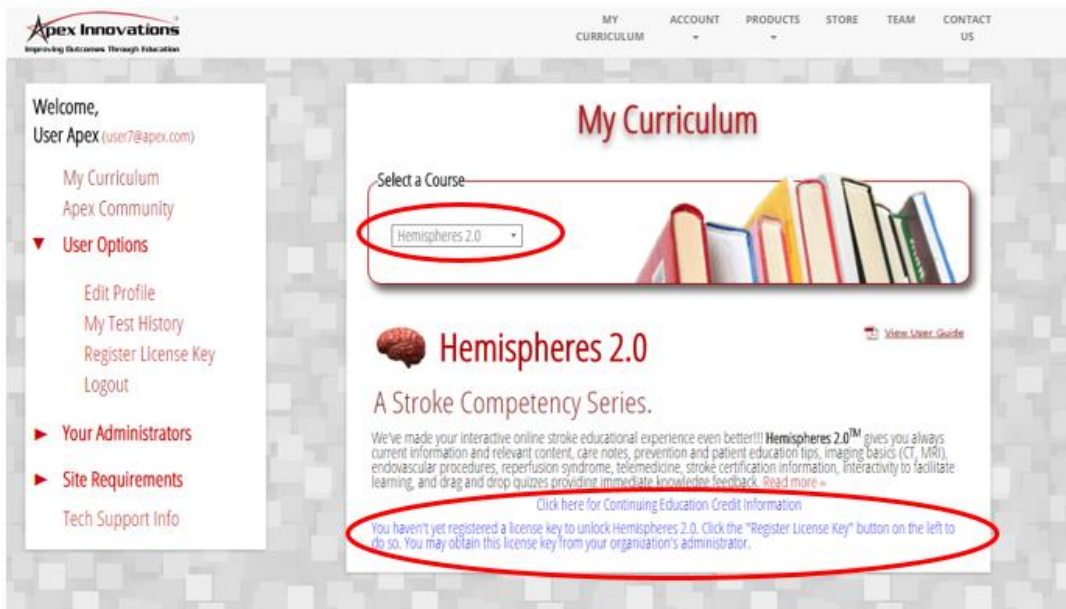
Clicking on '**Register License Key**' will open a pop-up window that will allow you to register a new or additional key for access to Apex courses. This important feature allows you to register for multiple courses without creating additional accounts, and allows you to register a new key to re-gain access to a course after your current access has expired. Click '**Register License Key**' after entering your valid key.



When you receive the message, 'Your license key was successfully registered', click 'Done' to return to the My Curriculum page and access your new course(s).

8. Select a Course

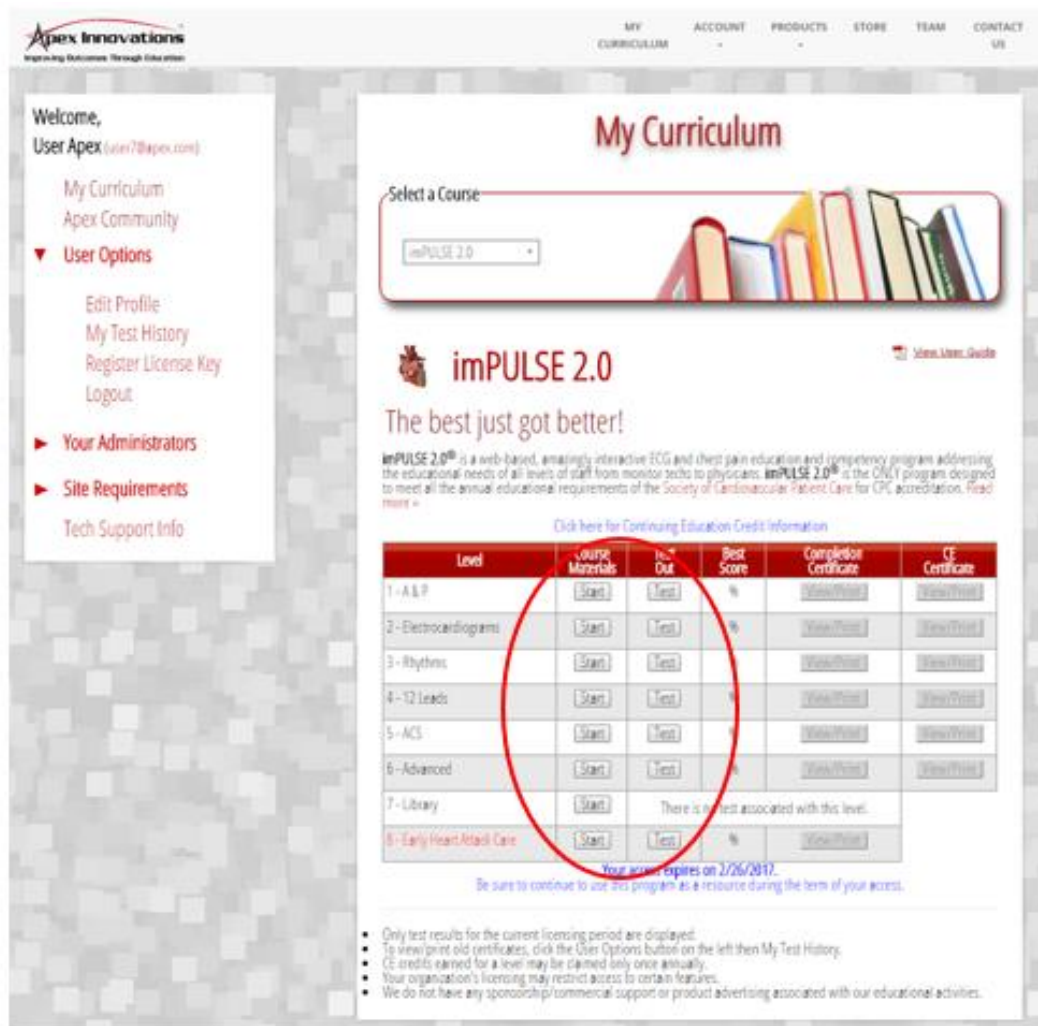
To navigate between courses, click the drop-down arrow within the 'Select a Course' panel and select the desired course. Selecting a product for which you have NOT registered a valid license key for, will prompt a [blue advisory notice](#) similar to the one below.



To gain access to an inactive course, contact your administrator to obtain any available **License Key(s)** for courseware, as purchased for use by your organization. Click the 'Register License Key' button to register your new key and gain access to your new course.

9. Courseware & Tests

After selecting a course (section 8 above), click 'Start' to launch the Course Material for a particular level. You may take the exam for the corresponding level at any time by clicking 'Test'. Both the course material and tests will launch a separate window. To return to the My Curriculum page, simply close the course material or exam screen.



My Curriculum

Select a Course: imPULSE 2.0

imPULSE 2.0

The best just got better!

imPULSE 2.0® is a web-based, amazingly interactive ECG and chest pain education and competency program addressing the educational needs of all levels of staff from monitor techs to physicians. imPULSE 2.0® is the ONLY program designed to meet all the annual educational requirements of the Society of Cardiovascular Patient Care for CPC accreditation. [Read more](#)

[Click here for Continuing Education Credit Information](#)

Level	Course Materials	In- Out	Best Score	Completion Certificate	CE Certificate
1 - A&P	Start	Test	%	View/Print	View/Print
2 - Electrocardiograms	Start	Test	%	View/Print	View/Print
3 - Rhythms	Start	Test	%	View/Print	View/Print
4 - 12 Leads	Start	Test	%	View/Print	View/Print
5 - ACS	Start	Test	%	View/Print	View/Print
6 - Advanced	Start	Test	%	View/Print	View/Print
7 - Library	Start	There is no test associated with this level.			
8 - Early Heart Attack Care	Start	Test	%	View/Print	

Your access expires on 2/26/2017.
Be sure to continue to use this program as a resource during the term of your access.

- Only test results for the current licensing period are displayed.
- To view/print old certificates, click the User Options button on the left then My Test History.
- CE credits earned for a level may be claimed only once annually.
- Your organization's licensing may restrict access to certain features.
- We do not have any sponsorship/commercial support or product advertising associated with our educational activities.

NOTE: 'Start' and 'Test' buttons become inactive when your access expires. However, your Apex Innovations account remains active. After expiration, you may continue to login to 'View/Print' certificates and/or register a new License Key to re-activate access to one or more courses.

Need help? Contact Us!

We've compiled this guide to provide you with assistance and direction in getting around on the Apex Innovations portal. We realize sometimes it can be much simpler to pick up the phone and talk to one of our sales, service, clinical or technical representatives to get the quick answers you need.

Apex Innovations is proud to offer the most reliable and prompt customer service you will find in the industry, at no additional cost!

So for those times when you need to speak to one of us at Apex:

Customer Service:

337.216.4599 ext. 112

Hours of Operation: Monday – Friday, 8am – 5pm, Central Standard Time

24/7 Technical Support: (For product access and/or username or password issues)

337.216.4599 ext. 111

Hours of Operation: 24 hours per day, 7 days per week, 365 days per year.

Please Note: Calls placed to us outside of the standard Customer Service hours of operation are routed to our call center and assigned to a technical support representative who will typically return support request calls within 5 to 10 minutes. Individuals are prompted to leave a name and contact number in our call center.

Email Support:

For sales inquiries or product demonstrations: sales@apexinnovations.com

For technical support by email: support@apexinnovations.com