Simulation Center Website
USER GUIDE
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1) Select the Login button in the top right corner
2) The Simulation & Advanced Skills Login box will pop up
3) Select the Register Now button
4) If you ever forget your password, you can retrieve it here as well
5. Fill out the Profile Registration
6. Select Register
7. Your entered email address will now be your username
8. An email will be sent with a link to confirm your email.
9. After confirming your email your account will be activated and you can sign in.
1) The Request Training form has several steps, which vary depending on the Training Type.

2) Required Fields are indicated by an asterisk. These are required to submit your request.

3) If you have created curriculum you’d like to use, select it on Step 1.

4) If at any point you require assistance, a help line and contact information can be found below the status bar.
Surgical and Task Training
Simulation using tissue or a surgical task trainers

Simulation and Team Training
Simulation training held through the Education Institute, designed to be interdisciplinary

Nursing
Simulation training held through the Nursing Institute, designed primarily for nurses

AHA Mock Code
Simulation training held by the American Heart Association

Standardized Patients
Simulation training that uses a trained person within an exercise. Can be used in other Training Types

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Request Training

Step 1: (Surgical and Task Training)

Training Type* Required
- Surgical and Task Training
- Simulation and Team Training
- Nursing
- AHA Mock Code
- Standardized Patients

Curricula, Training Type, and Location

Please select a curriculum from the list below and select NEXT, or select NEXT and create a custom training request. Visit My Documents and select the Curricula tab to create a new curriculum.

Curricula Type:  
- All

Curriculum Name:

Filter

Next
To request one day select “Single Occurrence”.
Enter your Preferred Course Date.
Enter the Time of Course.

If you require assistance with the form, please contact us here.
1) To request consecutive days, select “Daily” as your Schedule Type.
2) Select the range you would like to request.
3) Your dates will automatically populate under the Requested section.
4) Click on any date you would like to exclude from this request and it will move the Excluded section.
1) To request a course weekly, select “Weekly” as your Schedule Type.
2) Select the day of the week you’d like the course to be held.
3) Select how often you’d like the course held. Choose between every week, every other week, or every third week.
4) Select the range you would like to request.
5) Your dates will automatically populate under the Requested section.
6) Click on any date you would like to exclude from this request and it will move the Excluded section.

If you require assistance with the form, please contact us here.

Download PDF

My Documents

REQUEST TRAINING - REQUESTING DAYS

Name of Course* Required
Guide Request

Schedule Type
Weekly

Course Dates* Required
Every Other
Monday

Every

3/03/2020

Through

07/31/2020

Excluded

4/27/2020

Time of Course* Required

Cleveland Clinic
1) To request a course monthly, select "Monthly – By Day of Month" as your Schedule Type.
2) Select the day of the week you’d like the course to be held.
3) Select how often you’d like the course held. Choose between first, second, third, fourth, or last of the month.
4) Select the range you would like to request.
5) Your dates will automatically populate under the Requested section.
6) Click on any date you would like to exclude from this request and it will move the Excluded section.
1) When planning to use multiple curricula for a request, select all applicable curricula on Tab 1 by selecting the “Use” button.

2) The curriculum will then appear under the “Selected Curricula” section.
1) If requesting for a single date, all curricula selected will be included automatically.

2) If requesting for multiple dates, select the curricula you plan to use on the appropriate day under the “Manage Curricula” section of Tab 5.

3) The date you are viewing will be highlighted blue and the curricula to be used that day will appear under “Selected”.
After ensuring all your information is correct, submit the application.

You'll see a submission confirmation after successfully submitting your request.

You'll also receive a confirmation email.
1) After your request has been submitted you can view its status on the My Documents page.
2) Your status will be displayed as Pending.
3) You can still make changes to the course through the Actions button.
**After a request has been approved**

**While a request is still pending**

### Select an Action

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Request</strong></td>
</tr>
<tr>
<td><strong>View Curricula</strong></td>
</tr>
<tr>
<td><strong>New Request</strong></td>
</tr>
</tbody>
</table>

**Cancel**

### Actions

<table>
<thead>
<tr>
<th>Action</th>
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<tbody>
<tr>
<td><strong>Edit Request</strong></td>
</tr>
<tr>
<td><strong>View Request</strong></td>
</tr>
<tr>
<td><strong>Manage Request Curricula</strong></td>
</tr>
<tr>
<td><strong>View Curricula</strong></td>
</tr>
<tr>
<td><strong>Cancel Request</strong></td>
</tr>
<tr>
<td><strong>New Request</strong></td>
</tr>
</tbody>
</table>

**Cancel**

**Monitor Requests**

**After a request has been approved**

**While a request is still pending**
1.) Select My Documents
2.) Select either Add Wet Curriculum or Add Dry Curriculum
3.) Select the Actions buttons to access options for existing curriculum
CREATING CURRICULUM

1) **Edit Curriculum:** Allows changes to be made to your curriculum
2) **View Curriculum:** Opens another tab with a PDF version of your curriculum
3) **Delete Curriculum:** Deletes the existing curriculum
4) **New Curriculum:** This action creates another curriculum with the same information. Edit as you see fit to create a new curriculum.
1) There are no required fields for the curriculum.

2) Ensure that you are saving frequently, the site doesn’t auto save.

3) After you have entered your information you can download a PDF version to print, or save for your records.

4) If at any time you require help, contact information can be found on the left hand navigation bar.
1.) When creating a Dry Curriculum you can enter frames on Tab 3.

2.) Enter in the appropriate information for that frame and click the Add Frame button.
1.) After clicking the Add Frame button a card will appear below.

2.) You can then fill in the information for the next frame. Continue as needed.
1.) To edit frames, select the paper and pencil icon in the top left corner of the frame.

2.) The frame’s details will then fill in the appropriate fields.

3.) Edit the appropriate information and select Save Frame.

2.) To delete added frames, select the X icon in the top right corner of the frame.

If you require assistance with the form, please contact us here.