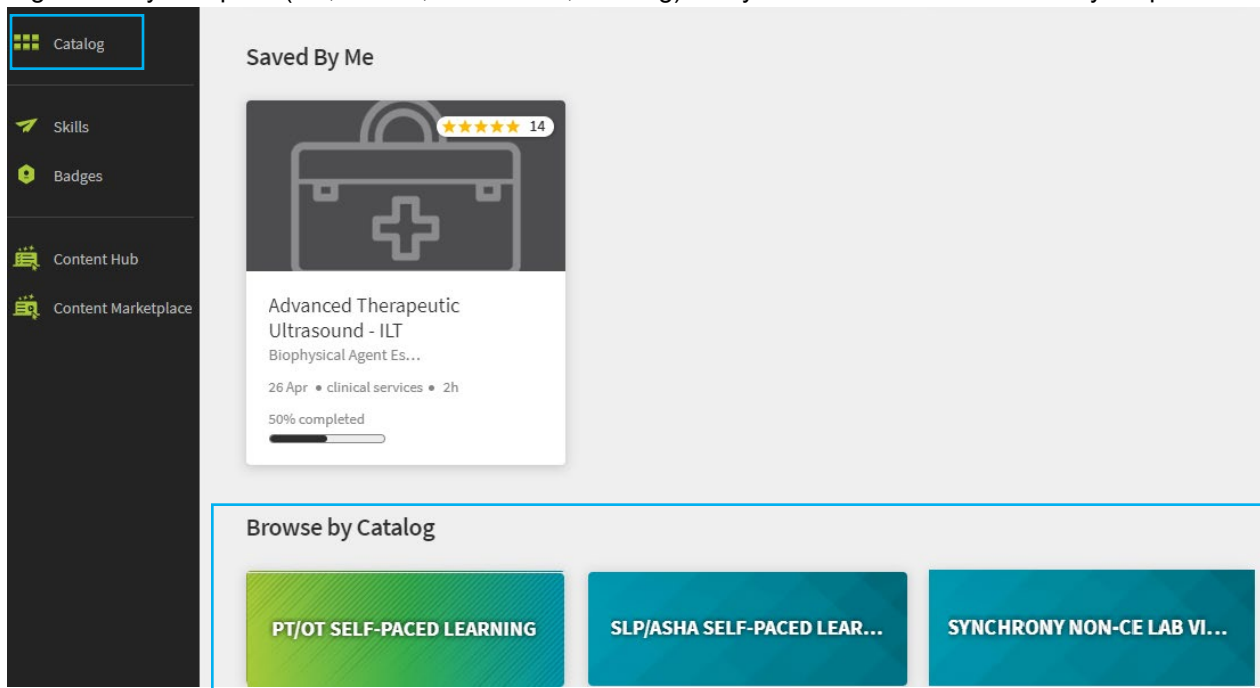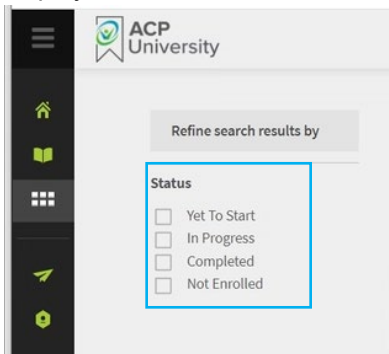# How to Navigate ACP University (Self-Paced)

This document outlines how to navigate ACP University (ACPU) to complete self-paced/online CE courses. To access ACP University (ACPU), use your facility-specific access link to sign into your ACPU account. If you don't have your unique access link, contact your Clinical Program Consultant (CPC) or the ACP Clinical Education department at ClinicalEd@hanger.com. We recommend that you bookmark your unique link on your computer or that you select "stay logged in" to the Adobe Learning Manager's app on your smartphone or iPad.

Once logged in:

1. Select Catalogs from the left panel or from the bottom of page via "Browse by Catalog". Note: Courses are organized by discipline (i.e., PT/OT, SLP/ASHA, Nursing) and your view will differ based on your profile.
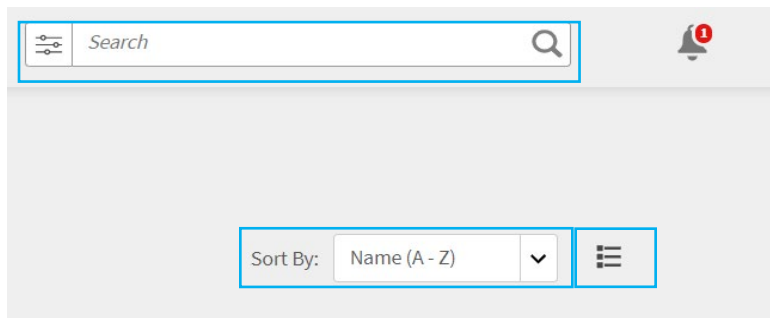

2. Select Status (i.e., Yet to Start, In Progress, Completed, or Not Enrolled) to filter the selection of courses displayed.
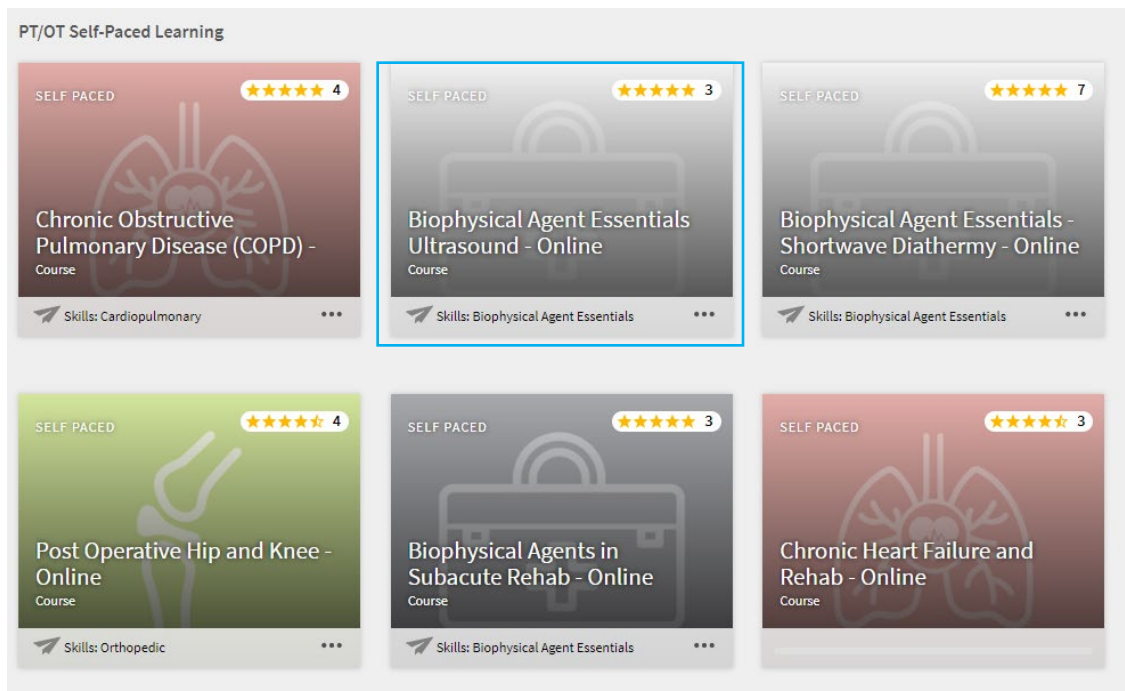
3. Use the drop-down box and to sort courses by:
    a. A-Z alphabetical
    b. Z-A reverse alphabetical
    c. Order courses are published
       Note: You can change from grid view to list view and vice versa. To further refine the search, you can also enter the name of the course in the search box.
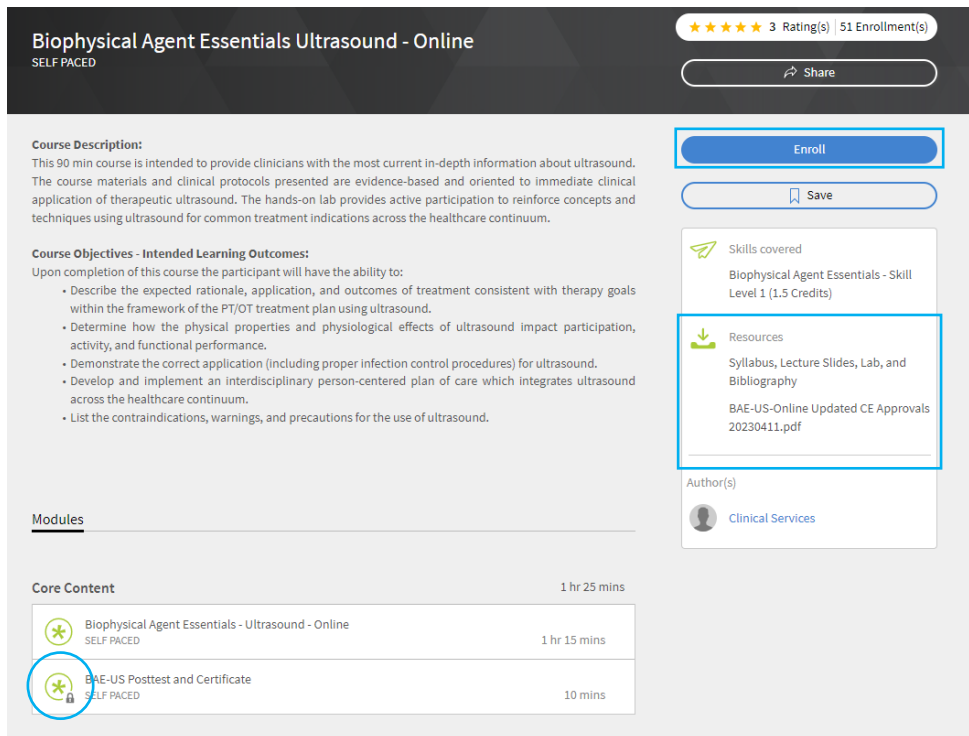

4. Click on the CE course you wish to enroll and launch.

5. Click on the blue "Enroll" button near the top right corner of the screen.
6. Course collaterals (i.e., Syllabus, Lecture Slides, Lab, Appendix, and Bibliography) as well as the Updated CE Approval Form are available by clicking in the provided links under resources.
7. Scroll down the page to see course contents under "Modules". To launch the course video, click on the course title.
Note: Some courses have suggested pre-requisites which will be displayed above the modules for the selected course.
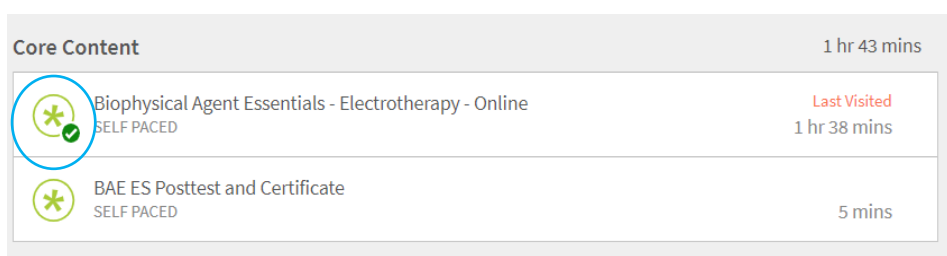

Video playing properties:
- Under Profile Settings, you can set your preference to launch videos upon module enrollment. If you prefer to review the course materials and updated CE approval information before playing video, keep this option unchecked.
- The video can be paused at any time and continued at a later date by clicking on "Complete Video Later".
- The video can be paused and rewound by 30 seconds at a time to relisten to a particular section.
- The posttest and course completion certificate will not launch until the video instruction has been completed. Note: The lock symbol for module 2 will be displayed until module 1 is completed.

8. The green checkmark will denote that video instruction has been completed. The user can now click on the next task to ensure course completion.

9. Click Continue to launch the posttest.

10. Complete and submit credentials for CE certificate information.

11. Posttest requires 70% or better to receive a certificate of completion. If posttest score is less than 70%, you will have the option to review the test and retry.
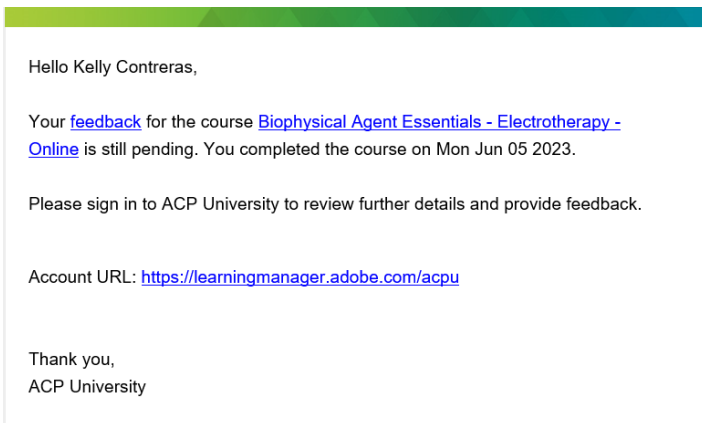
12. Learner information is auto populated, including the date of course completion. You can print in landscape or print digitally to PDF on your personal device.

13. You will receive an email with a feedback request for the completed course.

14. From the ACP University homepage, you can access "My Learning" by clicking the My Learning icon on the left side. Status can be further defined by using the provided filters.