



NASP
Education
Center

USER GUIDE V1.1

April 2022

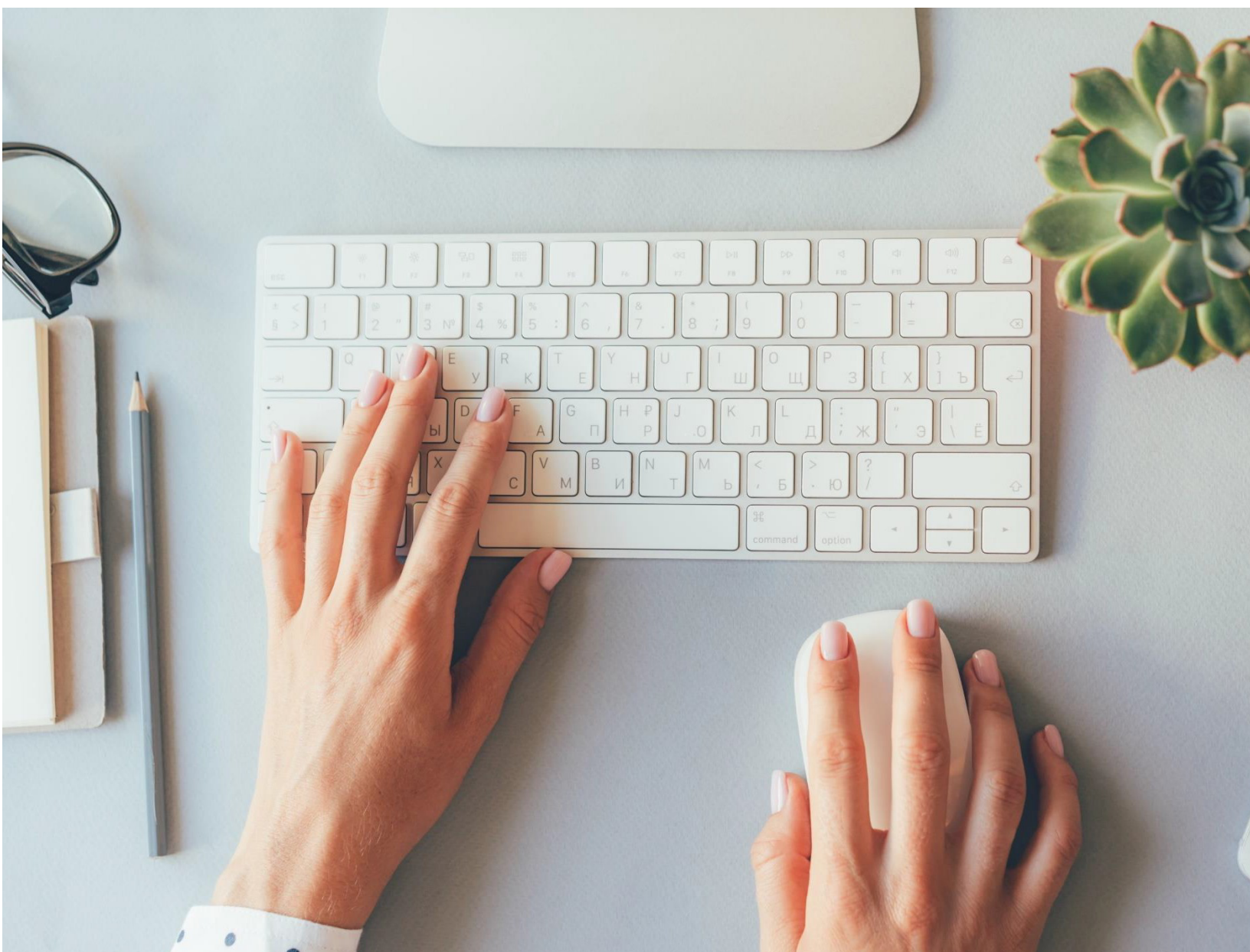


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Accessing the Education Center

The NASP Education Center is located at nasp.managewithstack.com

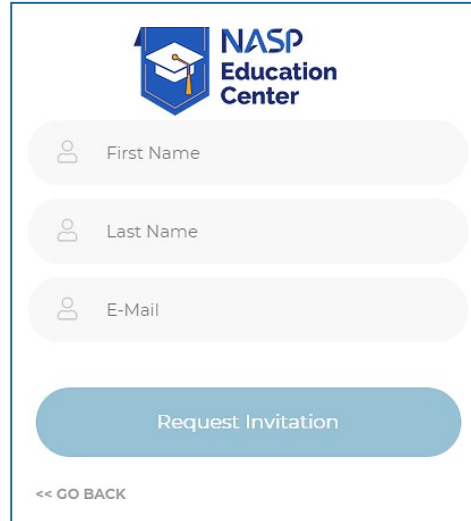
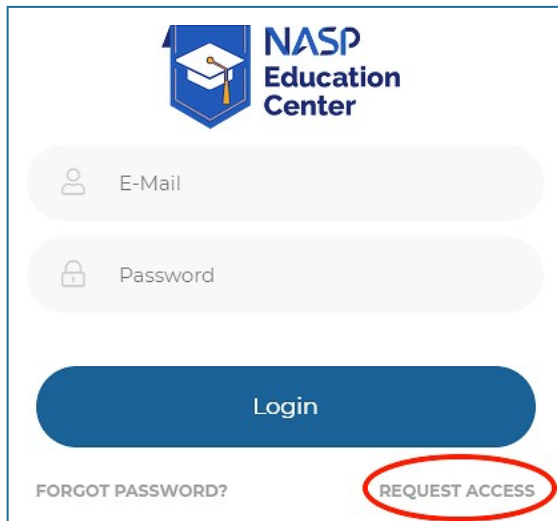
The NASP Education Center is restricted to NASP members only. This includes all NASP individual members and all employees of NASP corporate members.

For assistance with the NASP Education Center, please email info@naspnet.org OR call **703.842.0122**.

Requesting Access

If you are accessing the NASP Education Center for the first time, click "Request Access" in the lower right corner of the login screen (*see screen shot below*).

Enter your First Name, Last Name, and business email address. Click on "Request Invitation" (*see screen shot below*). You will receive an email from do-not-reply@managewithstack.com with an invitation to access the NASP Education Center. Click the link within the email to complete your registration.



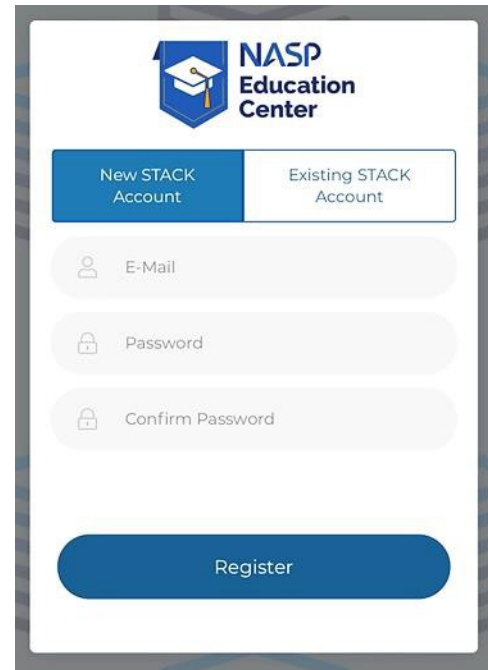
Creating your Account

To create a new account, click "New STACK Account," enter your email address, create a password, confirm the password, and click "Register."

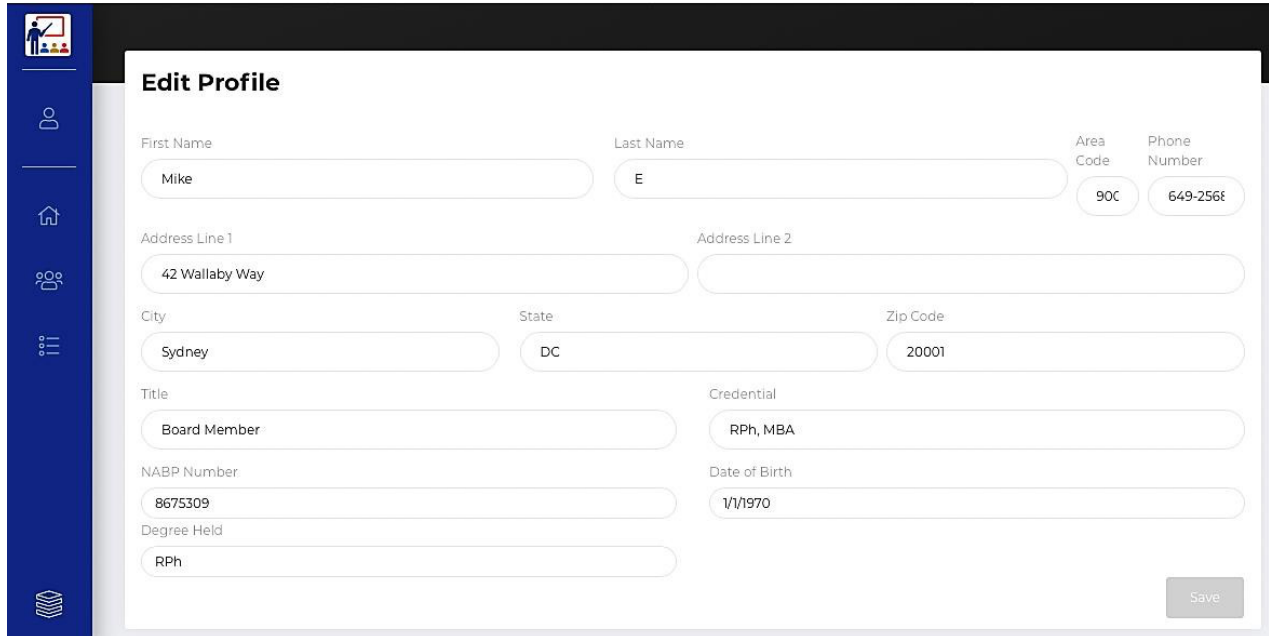
If you are using an existing STACK account that you have with another organization, select "Existing STACK Account" to connect your NASP Education Center access with your other accounts.

Editing Your Profile

To edit your profile, click on the person icon in the blue navigation bar on the left which will take you to Edit Profile where you can add additional information, including your NABP Number.

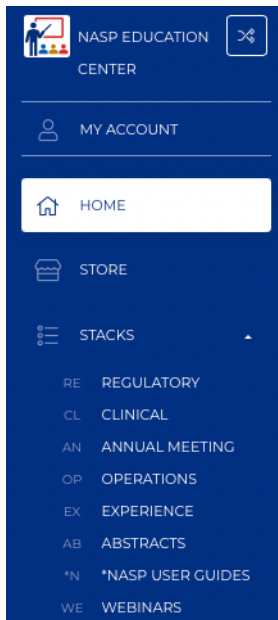


The screenshot shows the NASP Education Center login and registration interface. At the top is the NASP Education Center logo. Below it are two tabs: "New STACK Account" (selected) and "Existing STACK Account". The form includes three input fields: "E-Mail", "Password", and "Confirm Password", each with a corresponding icon (person, lock, and lock respectively). At the bottom is a large blue "Register" button.



The screenshot shows the "Edit Profile" form in the NASP Education Center. On the left is a blue navigation bar with icons for Home, Profile, and Settings. The form itself has a title "Edit Profile" and contains several input fields: "First Name" (Mike), "Last Name" (E), "Area Code" (900), "Phone Number" (649-2568), "Address Line 1" (42 Wallaby Way), "Address Line 2" (empty), "City" (Sydney), "State" (DC), "Zip Code" (20001), "Title" (Board Member), "Credential" (RPh, MBA), "NABP Number" (8675309), "Date of Birth" (1/1/1970), and "Degree Held" (RPh). A "Save" button is located at the bottom right of the form.

NASP Continuing Education Programs



Searching for Continuing Education Programs

All NASP Continuing Education programs can be found via the blue navigation bar on the LEFT. Click "STACKS" to expand and view the available content selections.

Once you've selected a STACK, you can search for available programs via the bar at the top.

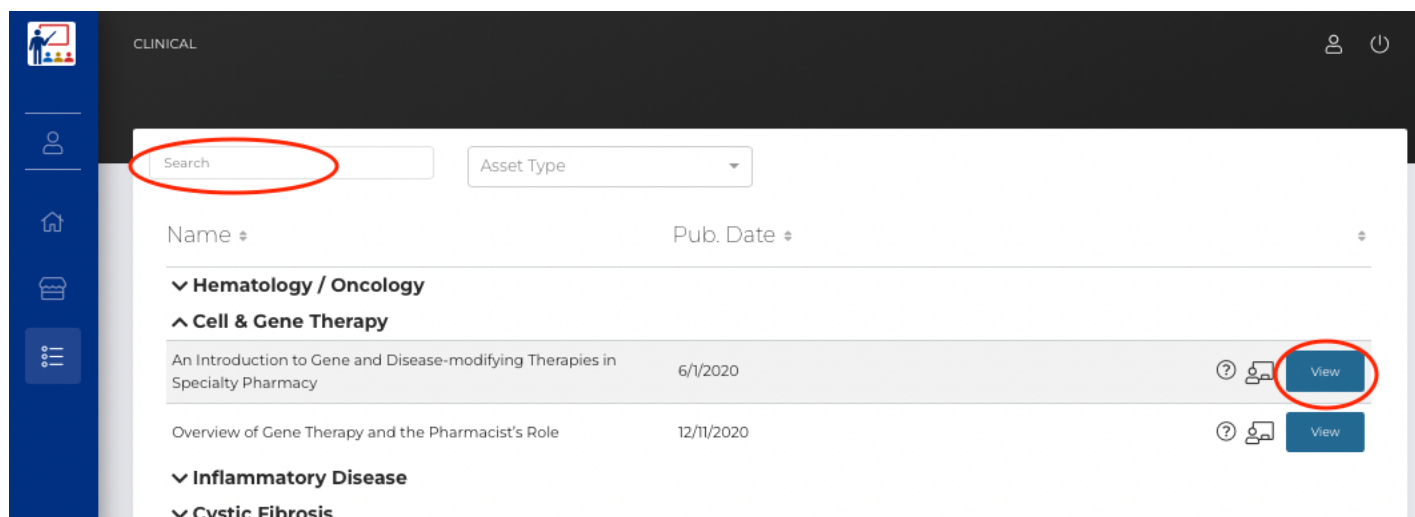
Programs are grouped within stacks based on the content they represent. Programs may appear in multiple stacks (i.e. Annual Meeting 2021 and Clinical)

Starting a Continuing Education Program

Click "View" next to the continuing education program you wish to launch. The program will begin and continue to track your progress as you complete it.

NOTE: You may need to disable pop-up blockers on your browser up to two times, depending on which browser you use to view the program.

Helpful hint: Choose "allow" in your browser, and it will retain that setting for all NASP programs in the future.

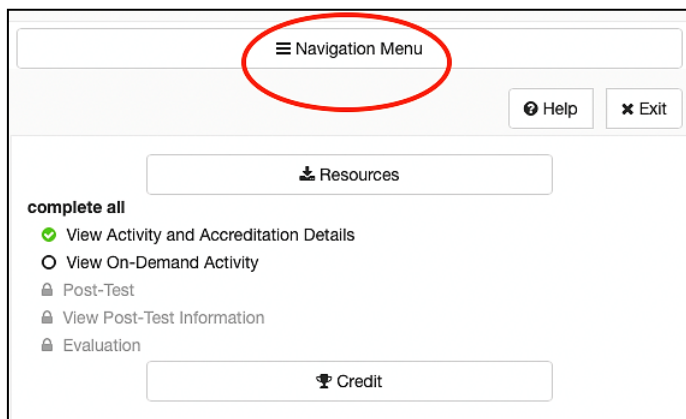


Navigating the Continuing Education Programs

The continuing education program will open in a new window. Click on "Navigation Menu" at the top to open the program and begin. The steps needed to participate in the program will appear as bullets along the left side and may include watching an on-demand activity, taking a post-test, and completing an evaluation

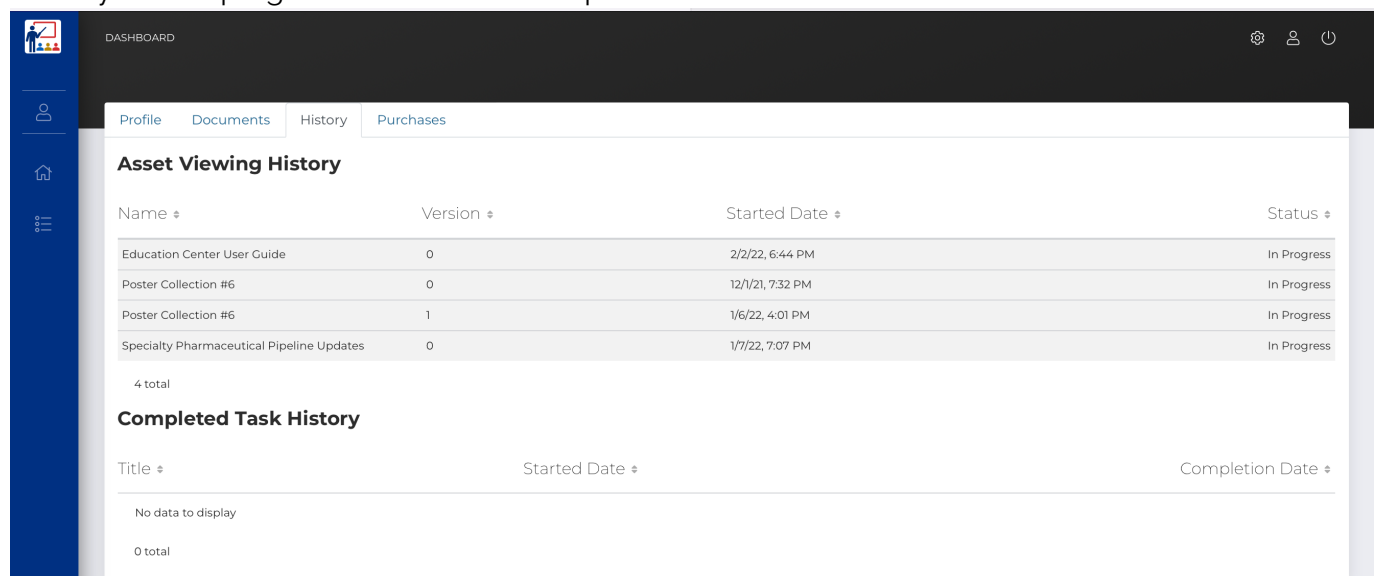
Once all steps are completed, you may redeem the continuing education credit.

Click the "Credit" bar at the bottom, select the credit you wish to redeem — pharmacist, pharmacy technician, or nurse — and follow the prompts. When finished, your completion certificate will be created and submitted on your behalf.



Viewing Completion History

All programs completed via the NASP Education Center will be visible within the "My Account" section of the user profile. Access that location via the left navigation pane or the header of the site, then click "History" to see programs viewed and completed.



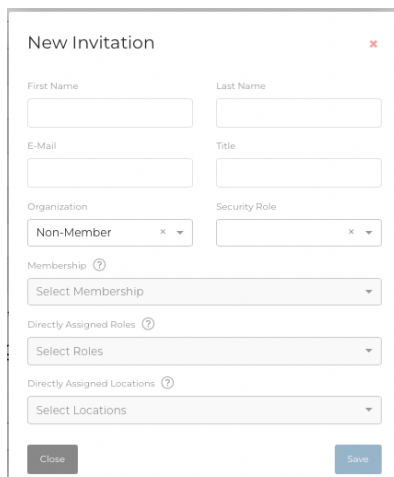
Education Administrators *(applies to NASP Corporate Members Only)*

Each NASP corporate member may designate an Education Administrator to assist with the management of continuing education activities. This includes adding employees to the NASP Education Center, assigning educational activities, monitoring activity and use, and in future versions of the NASP Education Center, accessing reporting features.

Administrative settings are in the upper right corner of the blue navigation bar. Click on the gear to access administrative setting.

Adding New Employees

Click "Users", then "Invitations". Click the + sign and input your employee information. Click save and the employees will receive an invitation email to access the NASP Education Center and create a password.



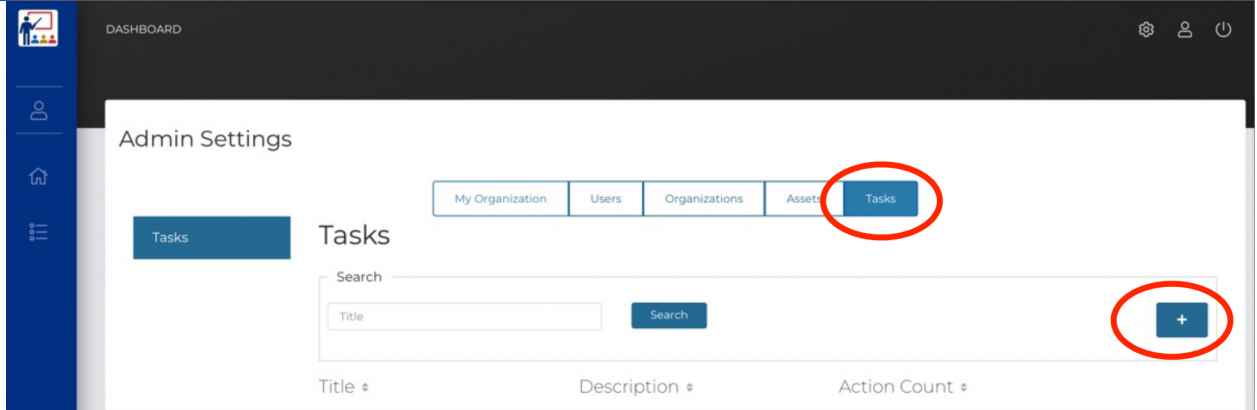
The form is titled "New Invitation" and contains the following fields and controls:

- First Name: Text input field
- Last Name: Text input field
- E-Mail: Text input field
- Title: Text input field
- Organization: Dropdown menu with "Non-Member" selected
- Security Role: Dropdown menu
- Membership: Dropdown menu with "Select Membership" text
- Directly Assigned Roles: Dropdown menu with "Select Roles" text
- Directly Assigned Locations: Dropdown menu with "Select Locations" text
- Buttons: "Close" and "Save"

Assigning Programs to your Team

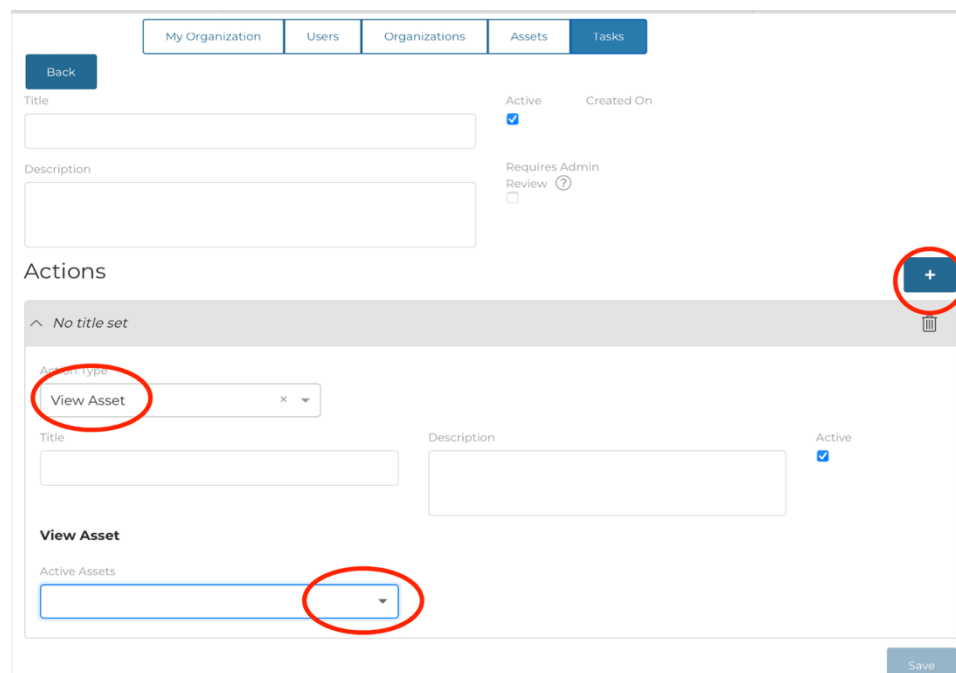
Educational programs can be assigned to your employees. To do so:

- Navigate to the "Admin Settings" menu, then the "Tasks" header
- Click the "+" sign to create a new task for the program you'd like to assign

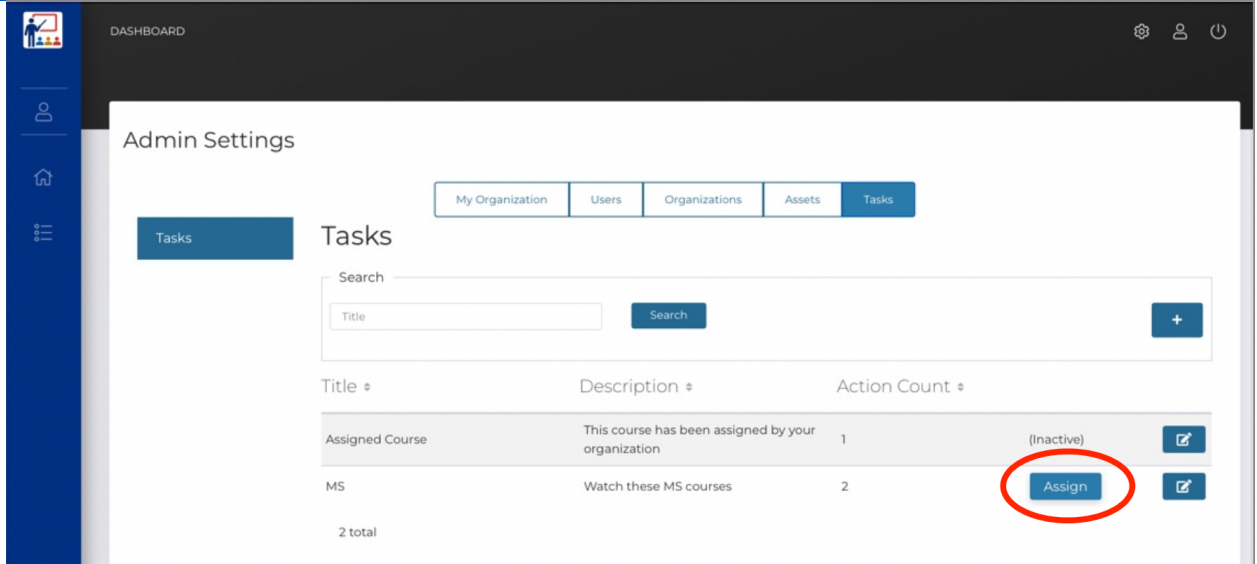


- Next, you'll need to complete a series of steps to create your task

- Add a title and description to this task
- Check the box beside "Requires Admin Review" if you would like each completed task to be reviewed by you before it's accepted
- Click the "+" sign to add action(s) to this task
- Select "View Asset" to choose one program
- Add title, description, and choose the Educational Program you'd like to assign



- Repeat these steps if you'd like to assign multiple programs within one task
- Click "Save" to create your task
- To assign the task, you'll now see an "Assign" button beside the task – click this



Admin Settings

Tasks

Search

Title

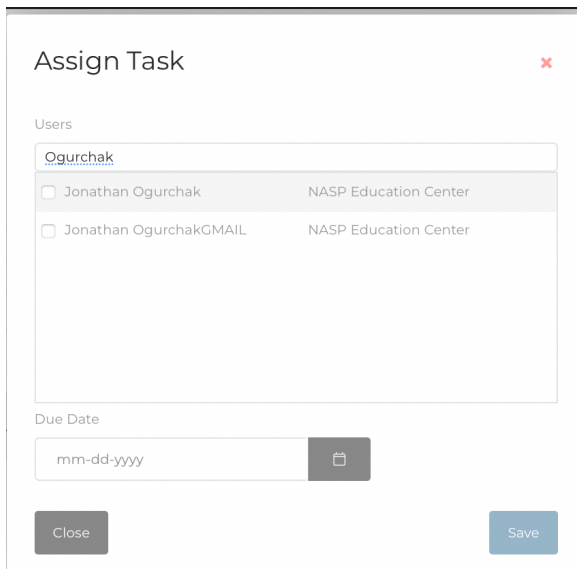
Search

+

Title	Description	Action Count	
Assigned Course	This course has been assigned by your organization	1	(Inactive)
MS	Watch these MS courses	2	Assign

2 total

- Select the user(s) to whom you'd like to assign the programs. Check the box beside their name, then add a due date and click "Save"



Assign Task

Users

Ogurchak

☐ Jonathan Ogurchak NASP Education Center

☐ Jonathan OgurchakGMAIL NASP Education Center

Due Date

mm-dd-yyyy

Close Save

- The assigned task(s) will appear on the user(s) home page upon login, and they can launch and track their assigned programs from one location