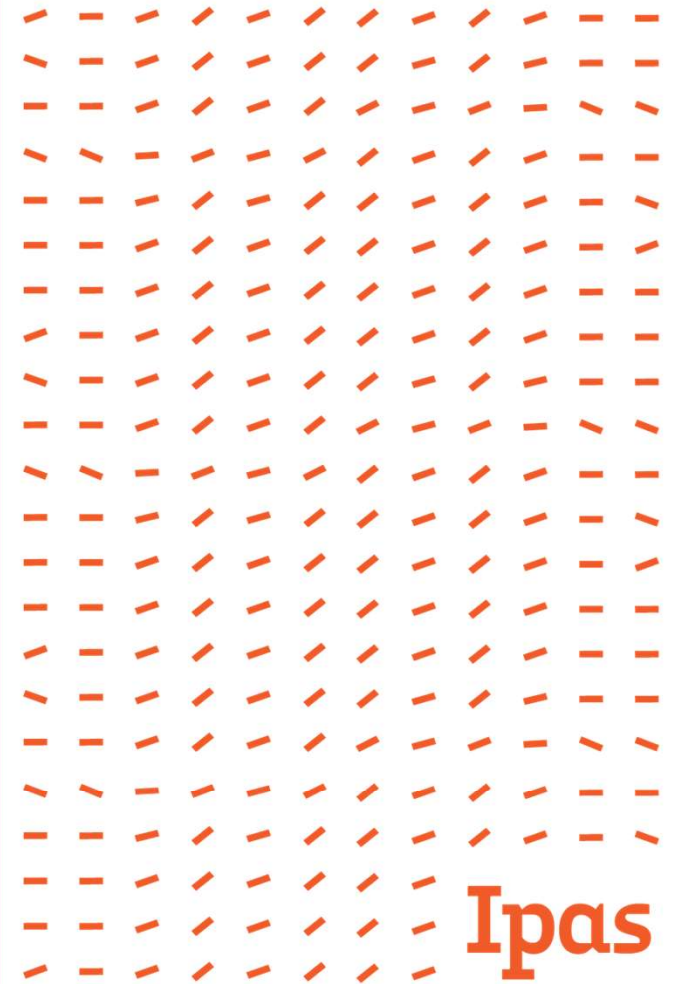


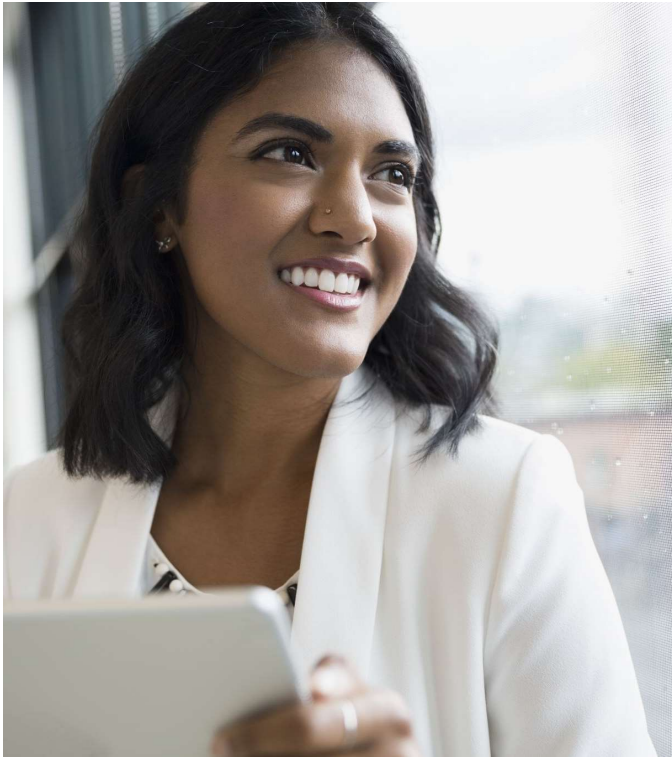
IpasUniversity

User Guide

Updated February 2023



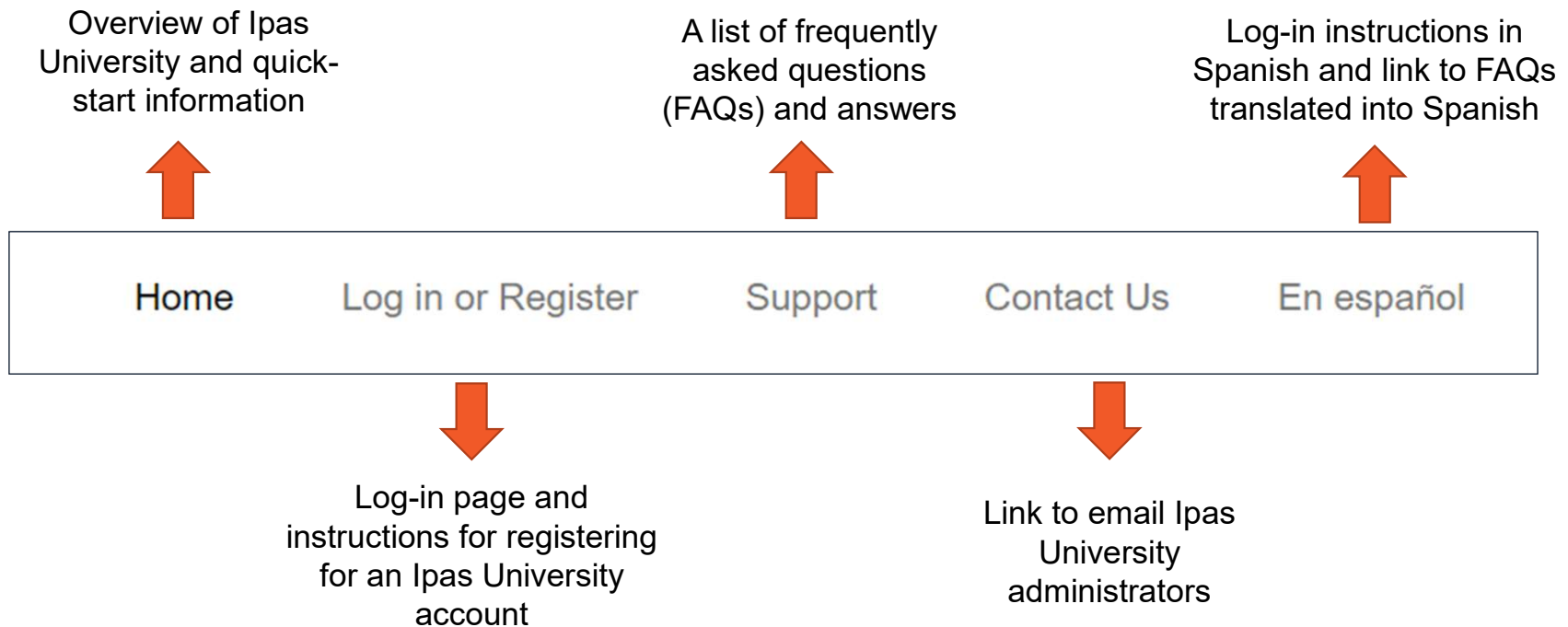
Introduction



This guide is designed to show you how to make full use of the Ipas University Learning Management System (LMS). After reading this guide, you will be able to:

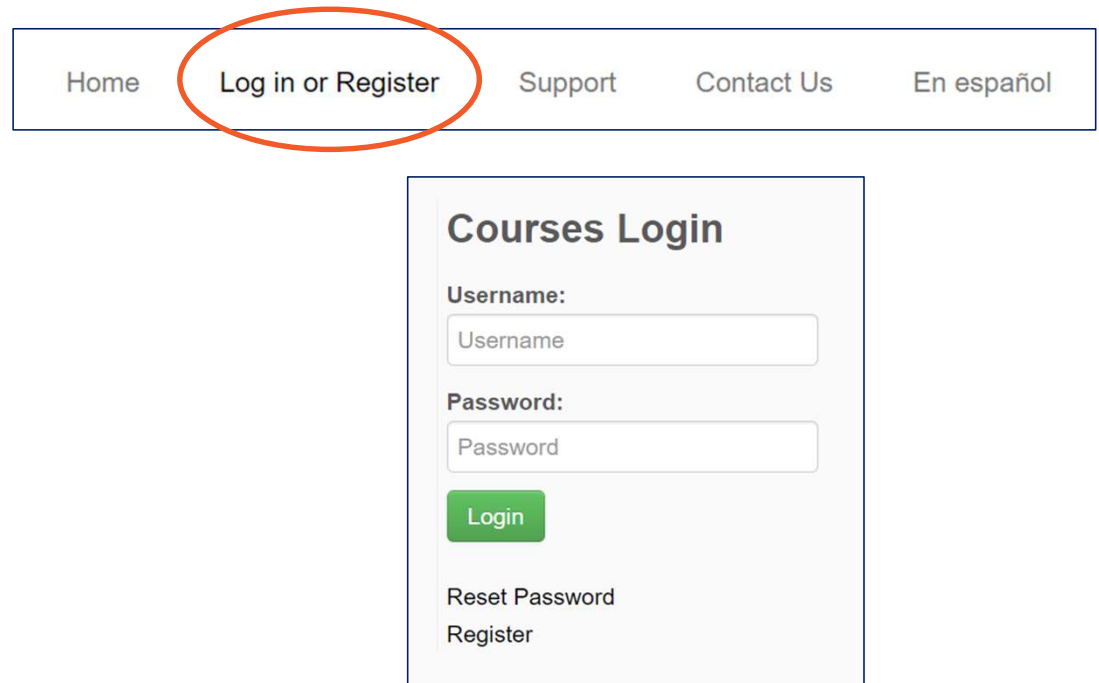
- Access the LMS
- Customize your profile
- Enroll in a course
- Take a course
- Contact Ipas with additional questions

Quick Access Tabs on IpasU.org



Logging In

- Click on the “**Log in or Register**” tab.
- Enter your username and password.
- Email ipasu@ipas.org if you do not have an account or if you forget your password.

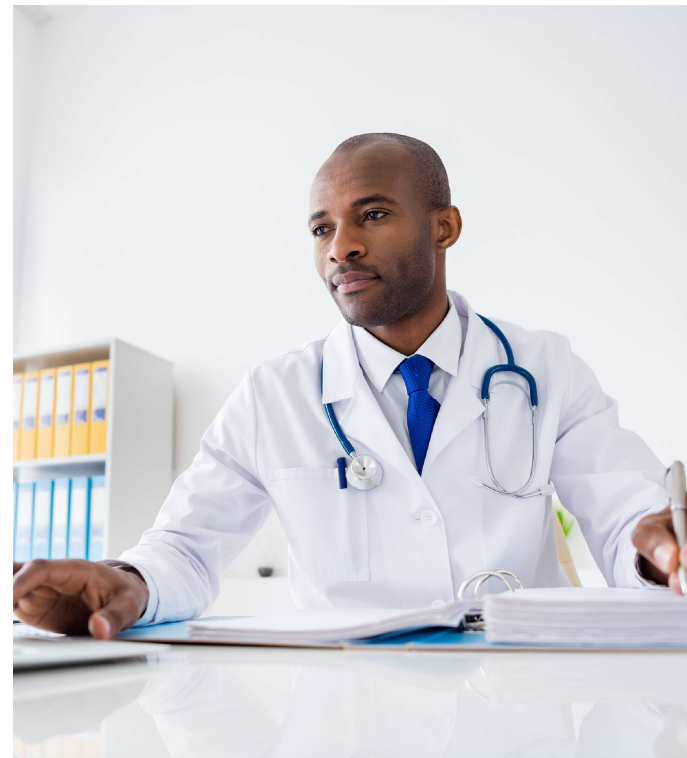


The screenshot shows the top navigation bar of the IPAS University website. The navigation menu includes links for Home, Log in or Register (highlighted with an orange circle), Support, Contact Us, and En español. Below the navigation bar is the 'Courses Login' form, which contains the following elements:

- Courses Login** (Section Header)
- Username:** (Label) followed by a text input field containing the placeholder text 'Username'.
- Password:** (Label) followed by a text input field containing the placeholder text 'Password'.
- Login** (Green button)
- Reset Password** (Text link)
- Register** (Text link)

Don't Have an Account Yet?

- If you do not have an account yet, click on the “Contact Us” tab on the Ipas University homepage.
- A blank email addressed to ipasu@ipas.org will pop up. Kindly note your request for an Ipas University log-in.
- The administrator will get back to you within three working days.



Once You Log In

Your user profile




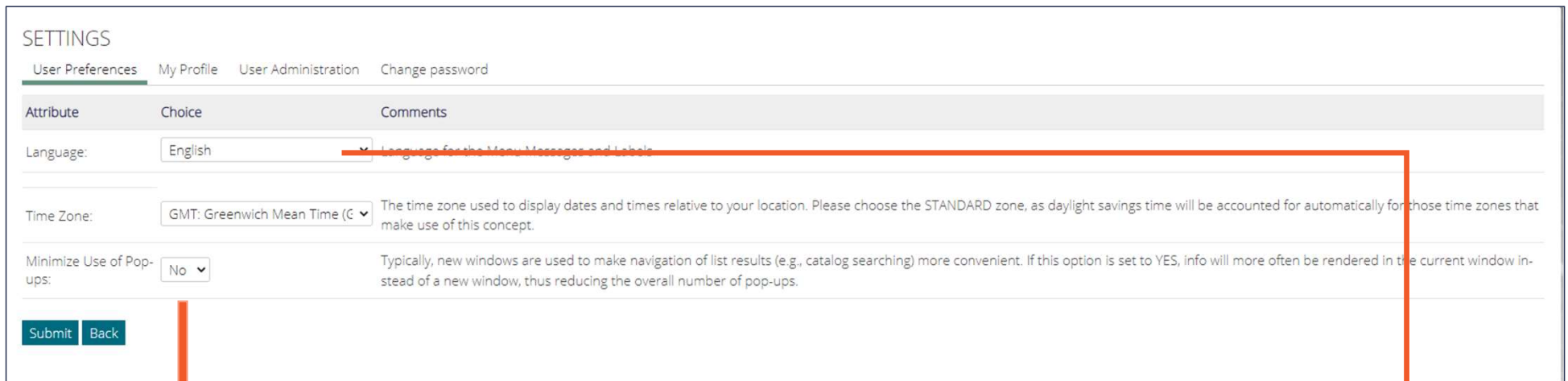
The dashboard features a green sidebar on the left with icons for Home, a laptop, a keyboard, and a share icon. The main content area is divided into several sections:

- My Links:** A grid of six circular icons with labels: "My To-Do list" (laptop), "My Records" (printer), "My Catalogs" (network), "Get Help" (traffic light), "My Certificates" (clipboard), and "My Profile" (envelope).
- Completion Status:** A summary box showing three metrics: 42 Completed (green checkmark), 55 In Process (yellow target), and 2 Not Started (red warning triangle).
- Enrollments:** A list of courses, with the first one being "Introduction to Abortion with Mifepristone & Misoprostol".

The top right of the dashboard shows the "humentum" logo and a user profile section with the text "Name" and a dropdown arrow.

Customizing Your Profile

After logging in, click on the  icon to change the details of your profile. Click on each tab (User Preferences, My Profile, Change Password) and make the appropriate changes. To save the changes, click on the Submit button.



SETTINGS

User Preferences My Profile User Administration Change password

Attribute	Choice	Comments
Language:	English	Language for the Menu, Messages and Labels
Time Zone:	GMT: Greenwich Mean Time (C)	The time zone used to display dates and times relative to your location. Please choose the STANDARD zone, as daylight savings time will be accounted for automatically for those time zones that make use of this concept.
Minimize Use of Pop-ups:	No	Typically, new windows are used to make navigation of list results (e.g., catalog searching) more convenient. If this option is set to YES, info will more often be rendered in the current window instead of a new window, thus reducing the overall number of pop-ups.

Submit Back

It is recommended that you keep this set to “No” to be able to best view Ipas University courses.

Note: Changing the language changes the instructional language on the portal—not the language in the courses themselves.

Changing Your Password

Click on the “Change Password” tab under your profile settings. Remember to click “Submit” to save your changes.

SETTINGS

User Preferences My Profile User Administration Change password

Password

New Password

Reenter

Passwords will need to be at least 8 characters and include one number and one character. Passwords can not be a repeat of the past two passwords used.

Homepage

By clicking “Home,” you can see the list of courses in which you are enrolled and any news from Ipas University administrators.

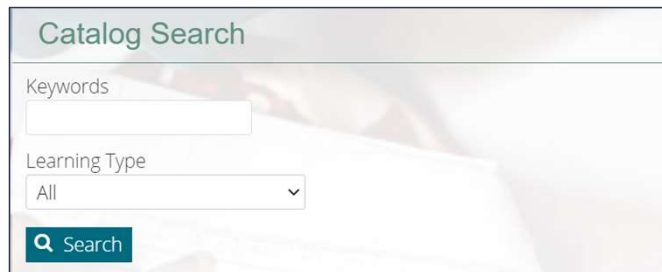
The screenshot shows the humentum user dashboard. At the top left is the humentum logo and the user name 'Melissa Werner'. A green sidebar on the left contains navigation icons for HOME, a laptop, a keyboard, and a share icon. The main content area is divided into several sections:

- My Links:** A grid of six circular icons: 'My To-Do list' (laptop), 'My Records' (document), 'My Catalogs' (network), 'Get Help' (traffic light), 'My Certificates' (certificate), and 'My Profile' (envelope).
- Catalog Search:** A search bar with a 'Keywords' input field, a 'Learning Type' dropdown menu set to 'All', and a 'Search' button.
- Completion Status:** A summary box showing 42 Completed (green checkmark), 55 In Process (yellow circle), and 2 Not Started (red triangle).
- Enrollments:** A list of three courses, each with a 'Launch' button and 'Knowledge Center' link:
 - Introduction to Abortion with Mifepristone & Misoprostol (Online, Started On Feb 7, 2023 2:24 PM GMT)
 - Misoprostol para la atención postaborto (Online, Started On Feb 1, 2023 2:34 PM GMT)
 - Introducción a la evacuación endouterina con medicamentos (Online, Started On Feb 1, 2023 2:24 PM GMT)
- News:** A section at the bottom stating 'No news announcements at this time.'

Searching for a Course

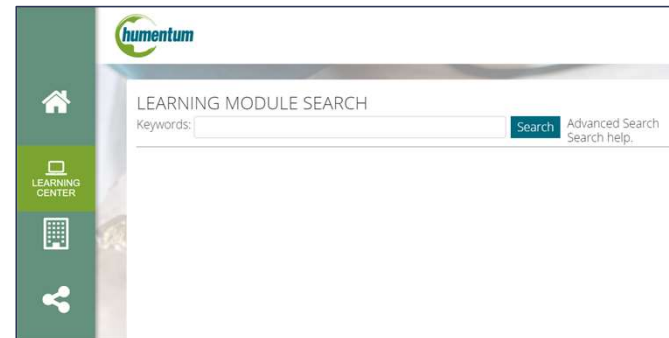
There are two ways to search for a course:

Option One: From the homepage, search under “Catalog Search”



A screenshot of the 'Catalog Search' interface. It features a title 'Catalog Search' at the top. Below the title is a 'Keywords' input field. Underneath that is a 'Learning Type' dropdown menu currently set to 'All'. At the bottom left is a blue 'Search' button with a magnifying glass icon.

Option Two: From the “Learning Center”

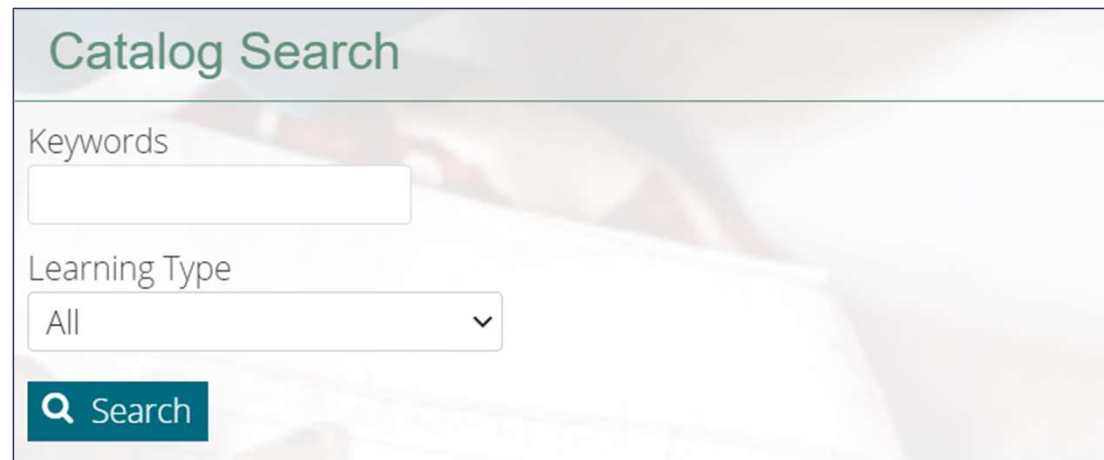


A screenshot of the 'Learning Center' search interface. The top left corner shows the 'humentum' logo. A vertical sidebar on the left contains navigation icons for Home, Learning Center (highlighted), and another icon. The main content area is titled 'LEARNING MODULE SEARCH' and includes a 'Keywords' input field, a blue 'Search' button, and links for 'Advanced Search' and 'Search help'.

Searching for a Course: Option One

Catalog Search

On the right-hand side of the home screen, type in the “keywords” of the course in which you intend to enroll. Then click on the “Search” button. A list of search results will appear.


A screenshot of a web form titled "Catalog Search". The form has a light green header with the title. Below the header, there is a text input field labeled "Keywords" which is currently empty. Underneath that is a dropdown menu labeled "Learning Type" with "All" selected and a downward arrow. At the bottom left of the form is a dark teal button with a white magnifying glass icon and the text "Search".

Catalog Search

Keywords

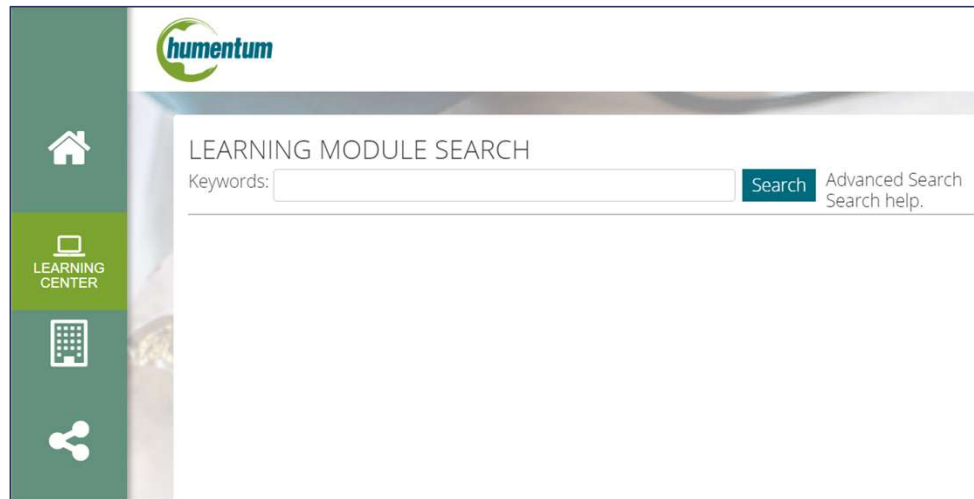
Learning Type

All ▾

 Search

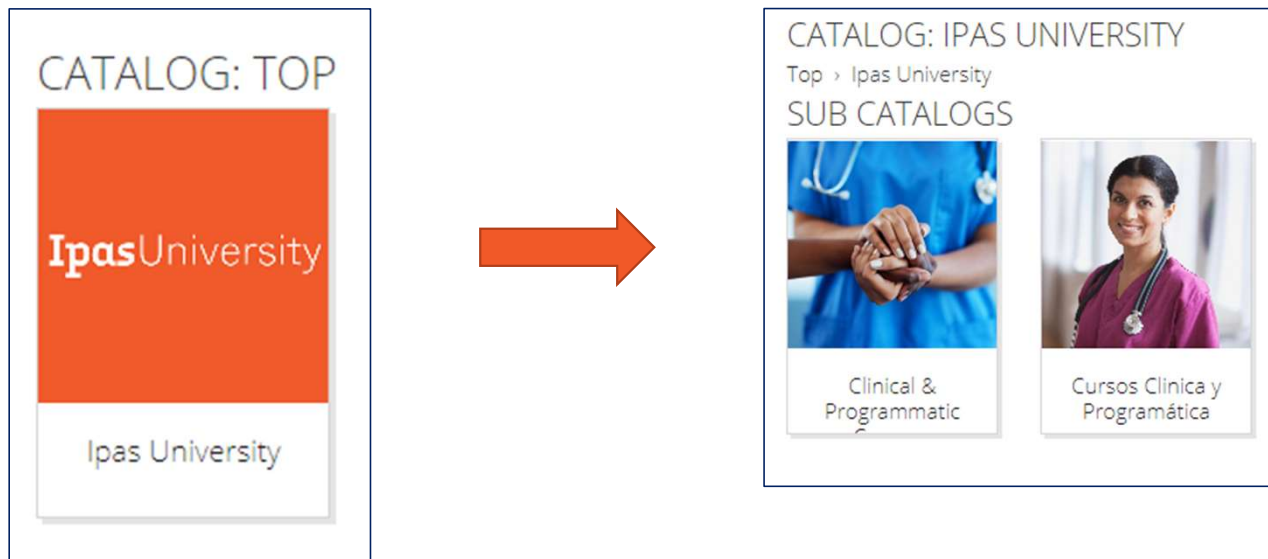
Searching for a Course: Option Two Learning Center

To view the course catalog, click on the “Learning Center” tab, then select “Catalog Browser.” To view the different course catalogs, click on “Ipas University.”



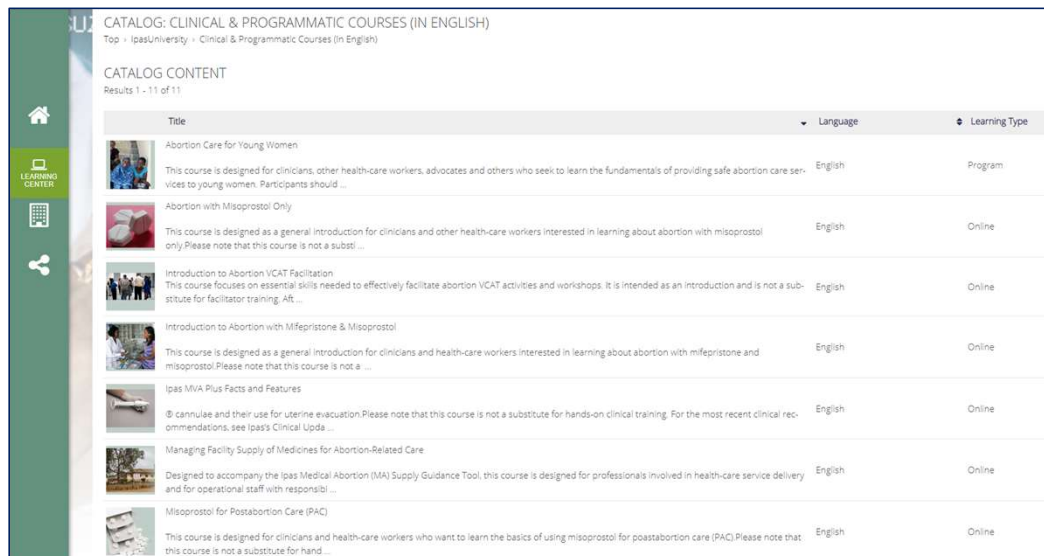
Catalog and Sub-Catalogs

After clicking on “Ipas University,” a list of sub-catalogs will be displayed. By clicking on the sub-catalog of your choice, you will see all available courses in either English or Spanish.










Selecting a Course

After defining your search, a list of the courses with the specified key word (or a list of courses from the appropriate catalog folder) will be displayed. Click on the link for the course in which you are interested in enrolling. A detailed course description will pop up.




CATALOG: CLINICAL & PROGRAMMATIC COURSES (IN ENGLISH)
Top > IpasUniversity > Clinical & Programmatic Courses (In English)

CATALOG CONTENT
Results 1 - 11 of 11

Title	Language	Learning Type
 Abortion Care for Young Women This course is designed for clinicians, other health-care workers, advocates and others who seek to learn the fundamentals of providing safe abortion care services to young women. Participants should ...	English	Program
 Abortion with Misoprostol Only This course is designed as a general introduction for clinicians and other health-care workers interested in learning about abortion with misoprostol only. Please note that this course is not a substi ...	English	Online
 Introduction to Abortion VCAT Facilitation This course focuses on essential skills needed to effectively facilitate abortion VCAT activities and workshops. It is intended as an introduction and is not a substitute for facilitator training. Alt ...	English	Online
 Introduction to Abortion with Mifepristone & Misoprostol This course is designed as a general introduction for clinicians and health-care workers interested in learning about abortion with mifepristone and misoprostol. Please note that this course is not a ...	English	Online
 Ipas MVA Plus Facts and Features © cannulae and their use for uterine evacuation. Please note that this course is not a substitute for hands-on clinical training. For the most recent clinical recommendations, see Ipas's Clinical Upda ...	English	Online
 Managing Facility Supply of Medicines for Abortion-Related Care Designed to accompany the Ipas Medical Abortion (MA) Supply Guidance Tool, this course is designed for professionals involved in health-care service delivery and for operational staff with responsibi ...	English	Online
 Misoprostol for Postabortion Care (PAC) This course is designed for clinicians and health-care workers who want to learn the basics of using misoprostol for postabortion care (PAC). Please note that this course is not a substitute for hand ...	English	Online

Course Details



Misoprostol for Postabortion Care (PAC)

by Ipas

This course is designed for clinicians and health-care workers who want to learn the basics of using misoprostol for postabortion care (PAC).


Please note that this course is not a substitute for hands-on clinical training. For the most recent clinical recommendations, see Ipas's [Clinical Updates in Reproductive Health](#).

Learning Type: Online
Language Enrolled: English
Prerequisites:

Objectives:

- Explain why the use of misoprostol to treat incomplete abortion is an important component of comprehensive PAC services.
- Identify the components of a complete medical assessment, including eligibility criteria, contraindications and regimens (including dose, timing and route) for using misoprostol to treat incomplete abortion.
- List side effects and possible complications and explain how to manage them.
- Identify the key elements needed to counsel women about the use of misoprostol to treat incomplete abortion.
- Describe clinical care steps for treatment of incomplete abortion with misoprostol.
- List the facilities, supplies, provider requirements and staff training necessary to treat incomplete abortion with misoprostol.
- Identify the basics of monitoring performance of providers and improvement of quality of services.
- Describe key elements needed to integrate misoprostol into existing PAC services.

More Information: <https://www.ipas.org/clinical-update/english/introduction/>
Support Contact: ipas@ipas.org

Session(s):  Misoprostol for Postabortion Care (PAC) **Seats:** Unlimited

You can read additional details about the course you would like to take prior to enrolling.

Enrollment Confirmation

“Confirm Enrollment” to complete course registration. If you decide you do not wish to enroll in the course, you can click “Cancel” and search for another course.

Enrollment Confirmation

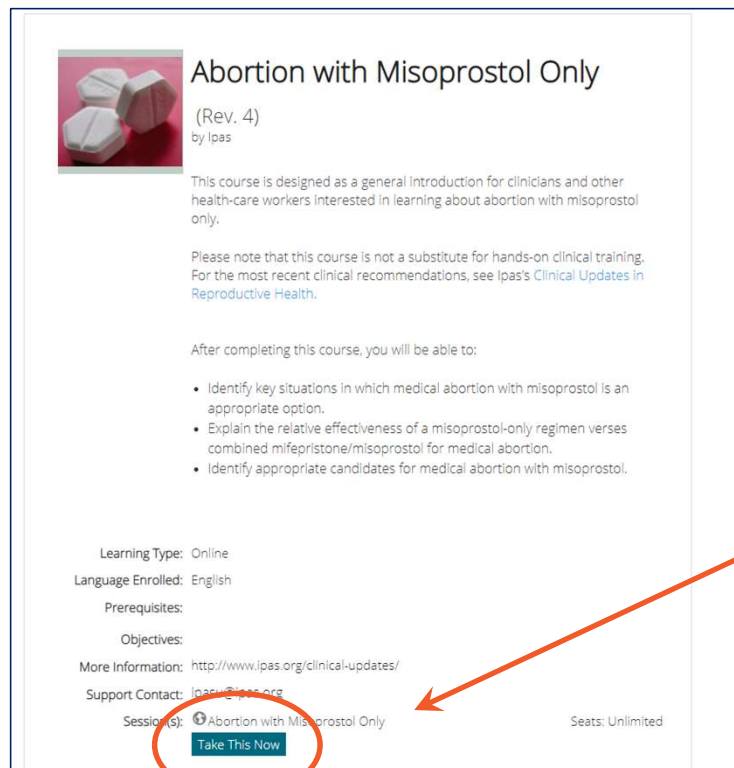
Please confirm your enrollment request for:

Item Name: Misoprostol for Postabortion Care (PAC) (Misoprostol_for_Postabortion_Care)

Confirm enrollment **Cancel**

Enrollment Notification

Upon successful enrollment, you will see this pop-up message:



The screenshot shows a course enrollment notification for "Abortion with Misoprostol Only" (Rev. 4) by Ipas. The notification includes a description of the course, a disclaimer, learning objectives, and enrollment details. A red circle highlights the "Take This Now" button, and a red arrow points from the text "To start the course, click on 'Take This Now.'" to this button.

Abortion with Misoprostol Only
(Rev. 4)
by Ipas

This course is designed as a general introduction for clinicians and other health-care workers interested in learning about abortion with misoprostol only.

Please note that this course is not a substitute for hands-on clinical training. For the most recent clinical recommendations, see Ipas's [Clinical Updates in Reproductive Health](#).

After completing this course, you will be able to:

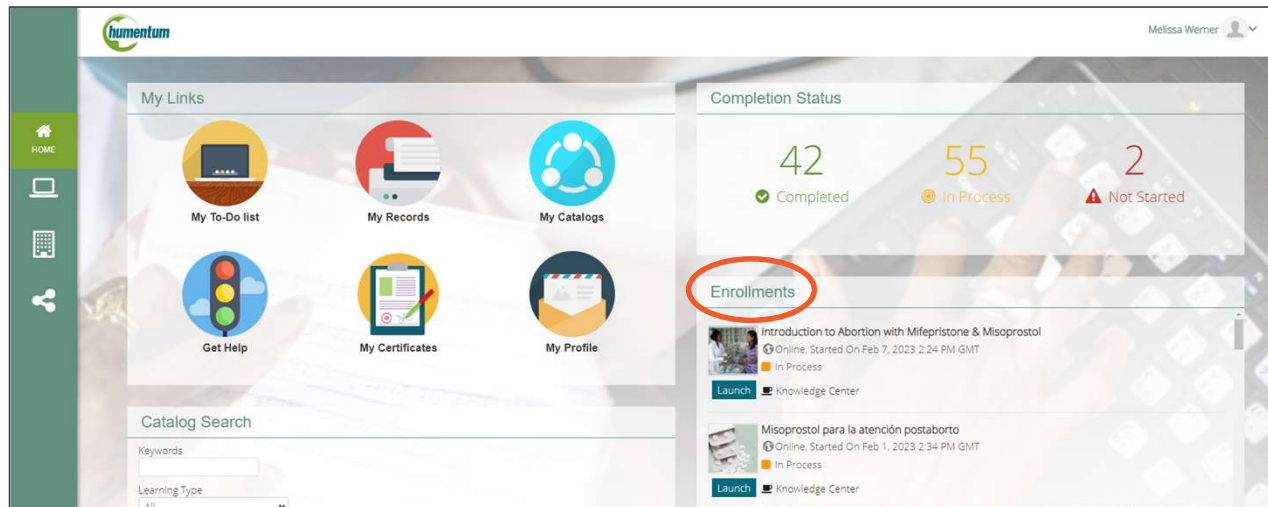
- Identify key situations in which medical abortion with misoprostol is an appropriate option.
- Explain the relative effectiveness of a misoprostol-only regimen versus combined mifepristone/misoprostol for medical abortion.
- Identify appropriate candidates for medical abortion with misoprostol.

Learning Type: Online
Language Enrolled: English
Prerequisites:
Objectives:
More Information: <http://www.ipas.org/clinical-updates/>
Support Contact: ipas@ipas.org
Session(s): **Abortion with Misoprostol Only** [Take This Now](#) Seats: Unlimited

To start the course, click on “Take This Now.”

Launching the Course After Enrollment

You can also launch a course (or continue taking a paused course) from the “Home” tab. Simply click on the course name listed under your enrollments.



The screenshot displays the Humentum user interface. On the left, a green sidebar contains navigation icons for Home, a laptop, a calendar, and a share icon. The main content area is divided into several sections:

- My Links:** A grid of six circular icons representing 'My To-Do list', 'My Records', 'My Catalogs', 'Get Help', 'My Certificates', and 'My Profile'.
- Completion Status:** A summary section showing 42 Completed (green checkmark), 55 In Process (yellow circle), and 2 Not Started (red triangle).
- Enrollments:** A section with a red circle around the 'Enrollments' header. It lists two courses:
 - Introduction to Abortion with Mifepristone & Misoprostol:** Online, Started On Feb 7, 2023 2:24 PM GMT, In Process, with a 'Launch' button and 'Knowledge Center' link.
 - Misoprostol para la atención postaborto:** Online, Started On Feb 1, 2023 2:34 PM GMT, In Process, with a 'Launch' button and 'Knowledge Center' link.
- Catalog Search:** A search bar with 'Keywords' and 'Learning Type' (set to 'All').

Navigating the Course

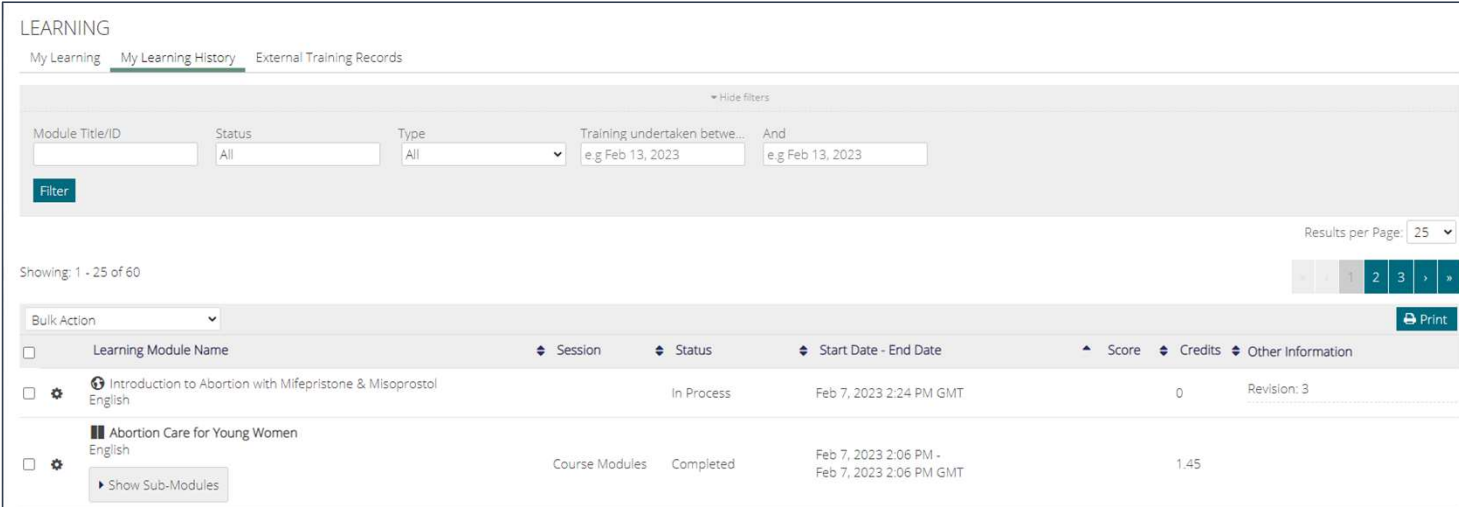
After launching the course, a pop-up window will appear with the course content to study at your own pace. Use the Previous/Next buttons to advance the course.



The screenshot shows the course interface for "Ipas MVA Plus® Facts and Features". On the left is a "Menu" with the following items: "Ipas MVA Plus® Facts & Features" (expanded), "Welcome to This Course", "Course Objectives", "User Agreement", "Pretest", "Module 1: Introduction", "Module 2: Use, Indications & Precau...", "Module 3: Instrument Preparation", "Module 4: Instrument Disassembly", "Module 5: Instrument Assembly", "Final Course Test", "Course Summary", "Acquiring Ipas Instruments", "Course Close", and "Course Feedback". The main content area features a large image of a person's hands in a white glove holding a syringe. The text "Ipas MVA Plus® Facts & Features" is overlaid on the image. Below the image, the Ipas logo is on the left, and the text "To begin the course, click the next arrow. For help or information, click the 'Help' tab above." is on the right. At the bottom right, there are two buttons: "PREV" and "NEXT", which are circled in red. The top right corner of the interface contains the text "References and Resources | Help | Copyright | Exit".

Learning History

To view your learning history, click on “My Records” from the homepage and select “My Learning History.” A list of courses in which you are enrolled, and your status will be displayed.



The screenshot displays the 'LEARNING' section of a user interface. At the top, there are navigation tabs: 'My Learning', 'My Learning History' (which is selected), and 'External Training Records'. Below the tabs is a search and filter area with fields for 'Module Title/ID', 'Status' (set to 'All'), 'Type' (set to 'All'), 'Training undertaken between...' (with 'e.g Feb 13, 2023' as an example), and 'And' (with 'e.g Feb 13, 2023' as an example). A 'Filter' button is located below these fields. To the right of the filter area, there is a 'Results per Page' dropdown set to '25'. Below the filter area, it says 'Showing: 1 - 25 of 60'. There is a pagination control with buttons for '1', '2', and '3', and a 'Print' button. The main content is a table with the following columns: 'Learning Module Name', 'Session', 'Status', 'Start Date - End Date', 'Score', 'Credits', and 'Other Information'. The table contains two rows of data:

Learning Module Name	Session	Status	Start Date - End Date	Score	Credits	Other Information
<input type="checkbox"/> <input type="checkbox"/> Introduction to Abortion with Mifepristone & Misoprostol English		In Process	Feb 7, 2023 2:24 PM GMT		0	Revision: 3
<input type="checkbox"/> <input type="checkbox"/> Abortion Care for Young Women English	Course Modules	Completed	Feb 7, 2023 2:06 PM - Feb 7, 2023 2:06 PM GMT		1.45	

Below the second row, there is a 'Show Sub-Modules' button. A 'Bulk Action' dropdown menu is located at the top left of the table area.

For Questions or Support

- Check the “Support” page for answers to frequently asked questions.
- If you still have questions, email ipas@ipas.org.
- To learn more about Ipas, visit www.ipas.org.

