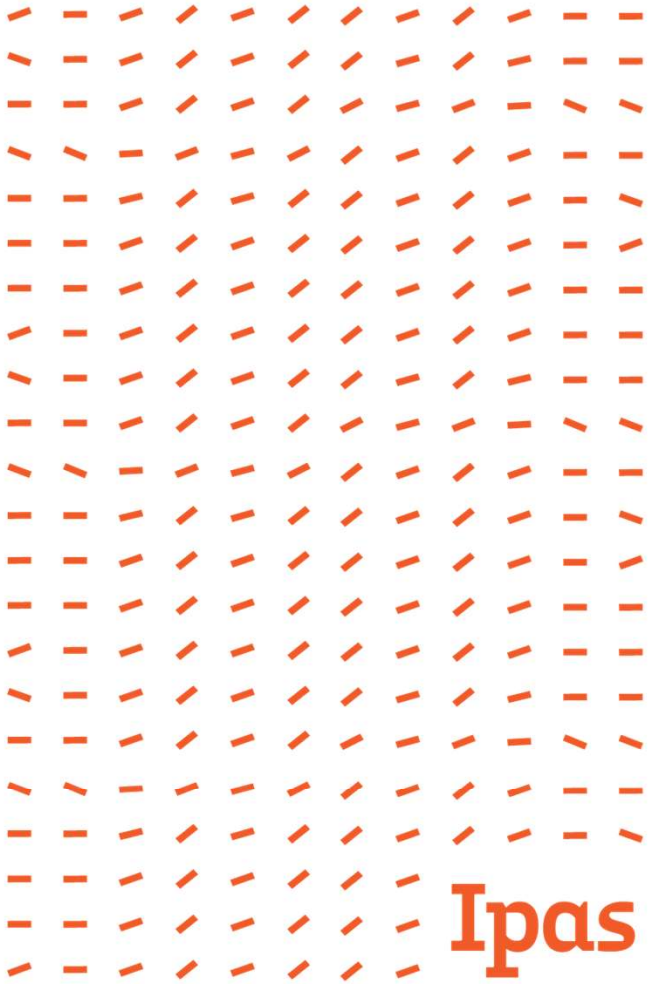
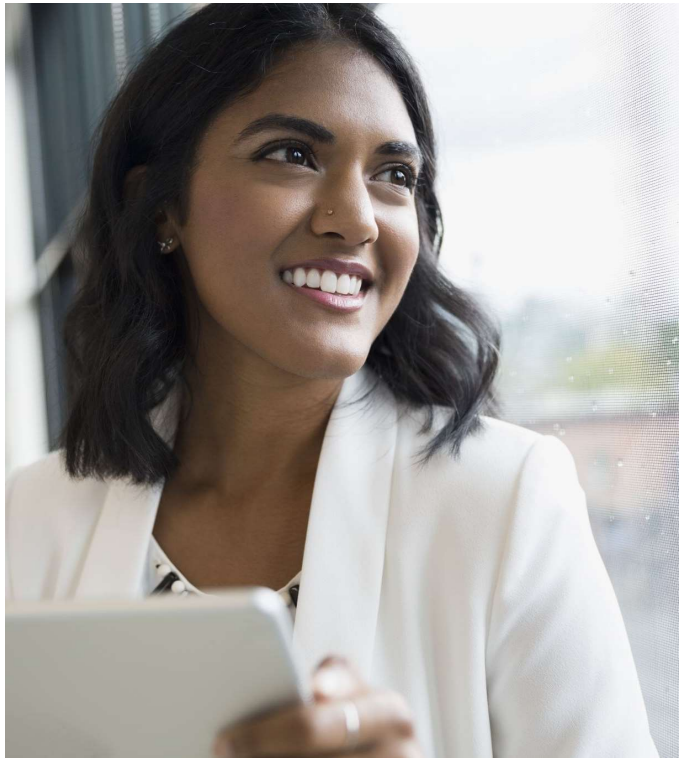
Ipas University

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

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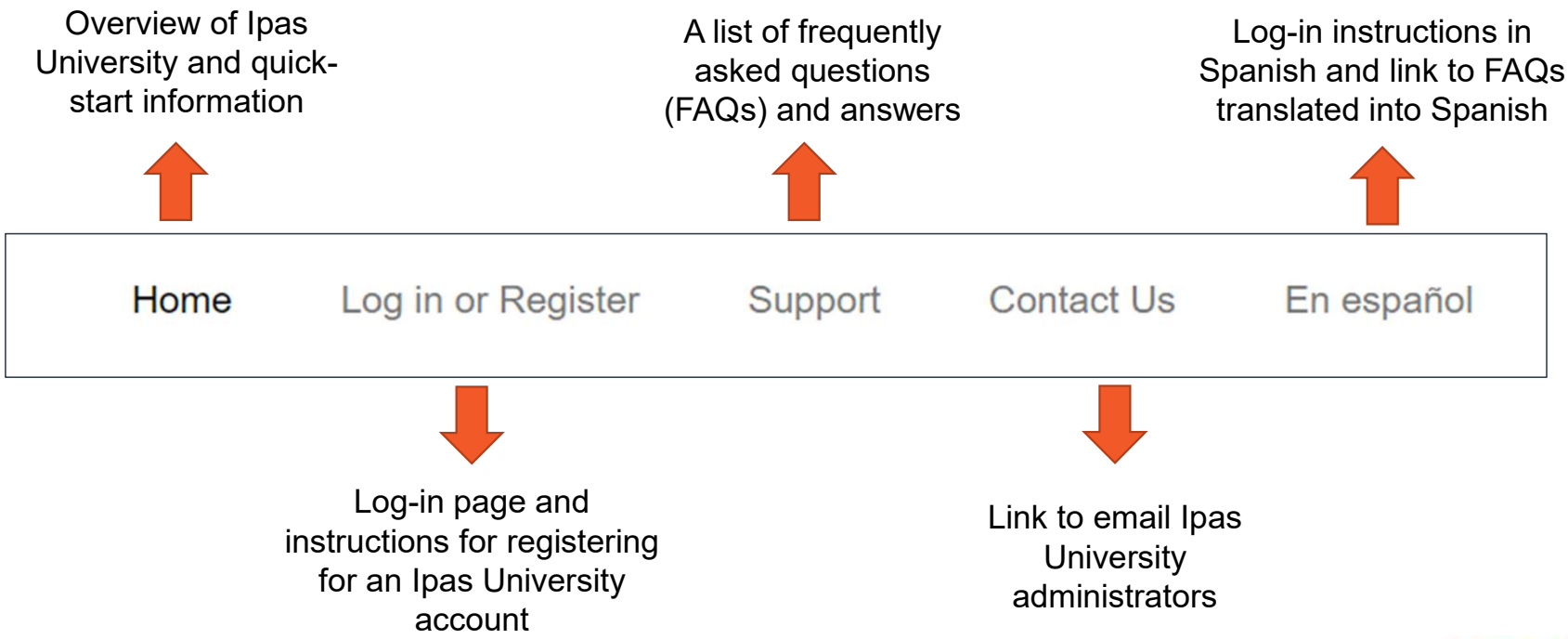
Quick Access Tabs on IpasU.org



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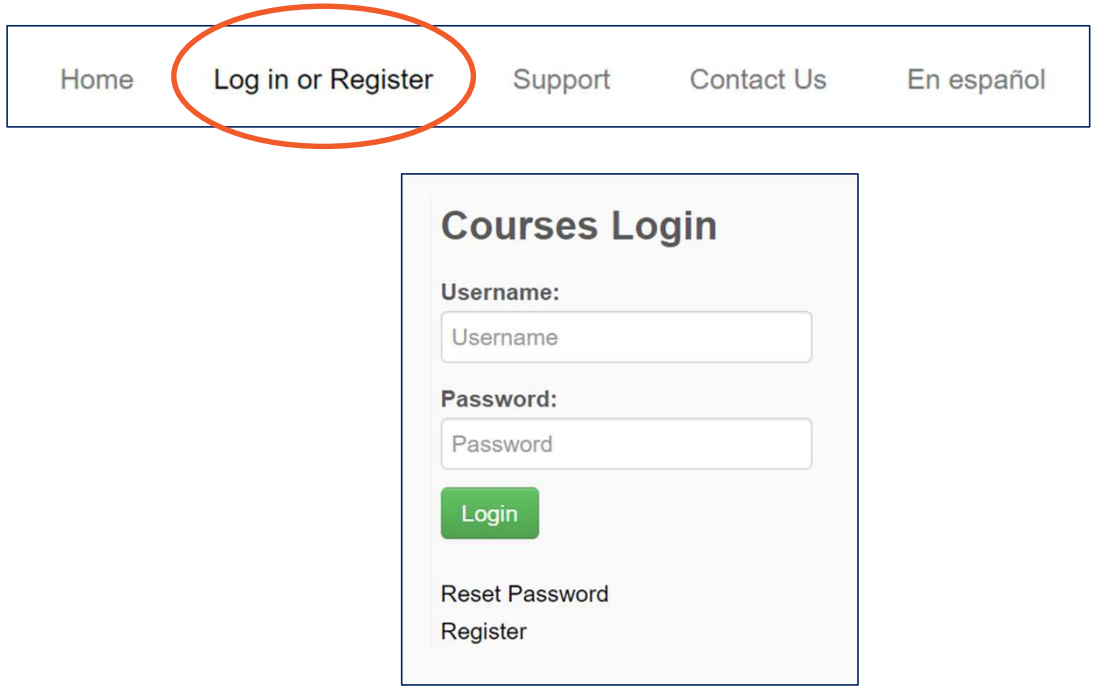
Logging In

- 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.



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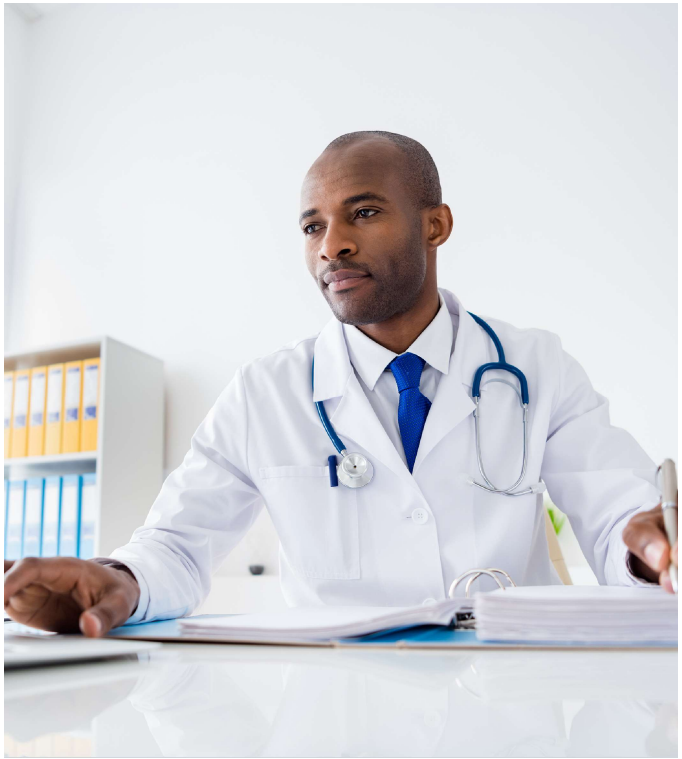
Don’t Have an Account Yet?

- 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.



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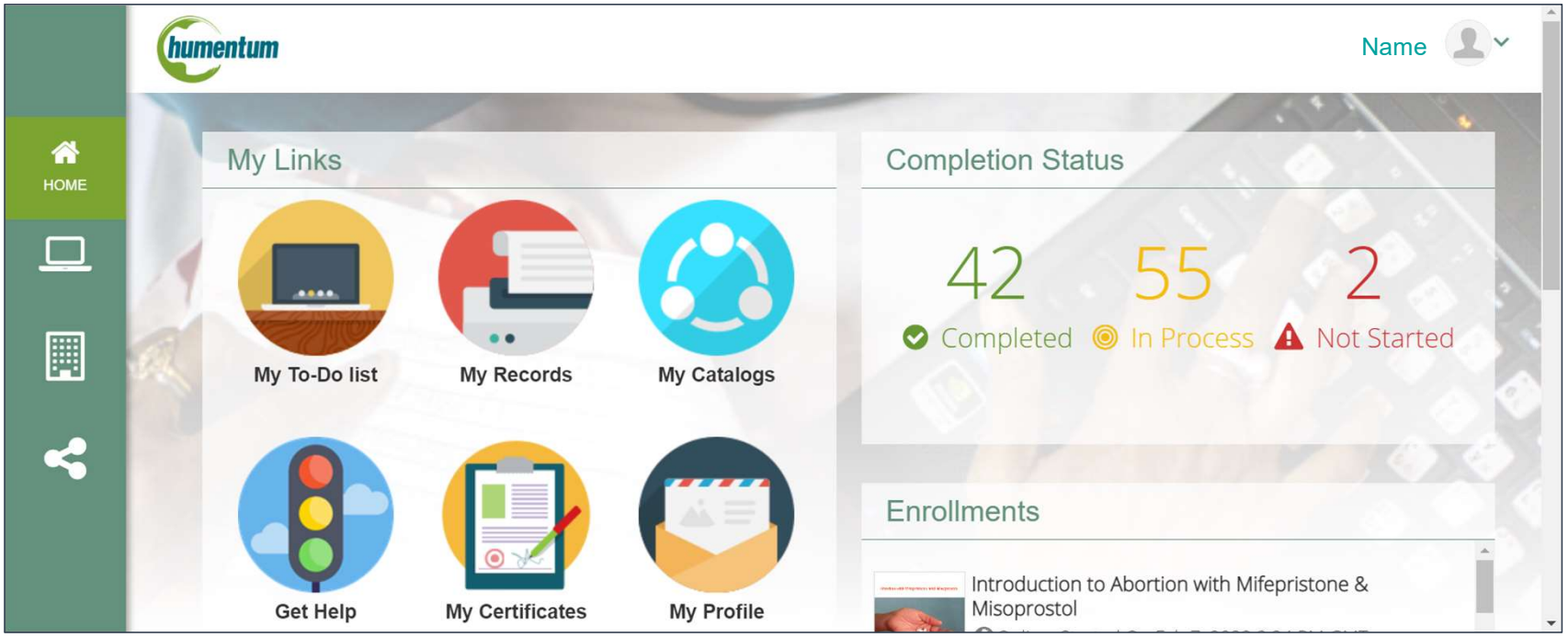
Once You Log In

Your user profile



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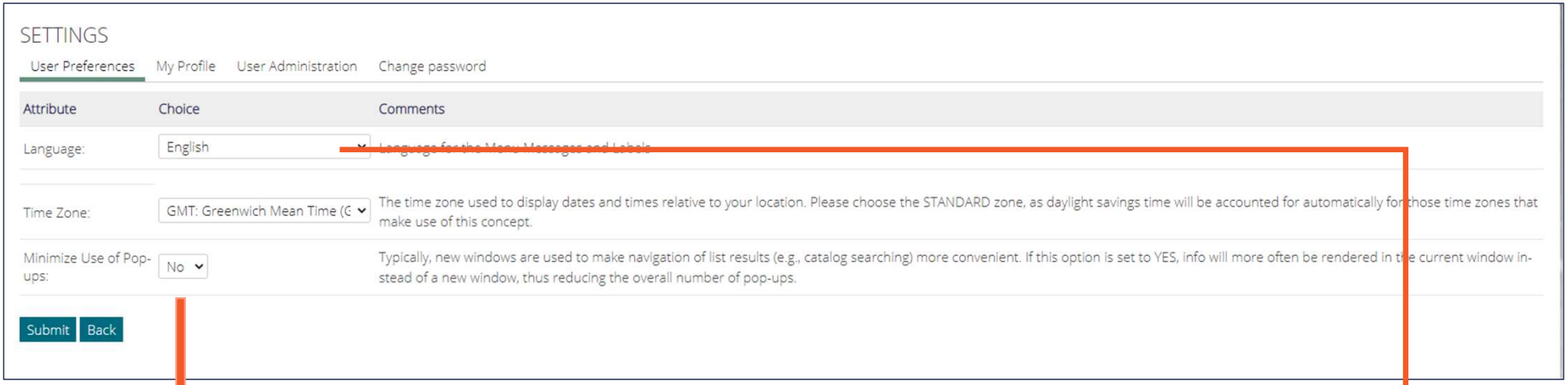
Customizing Your Profile

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.



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.

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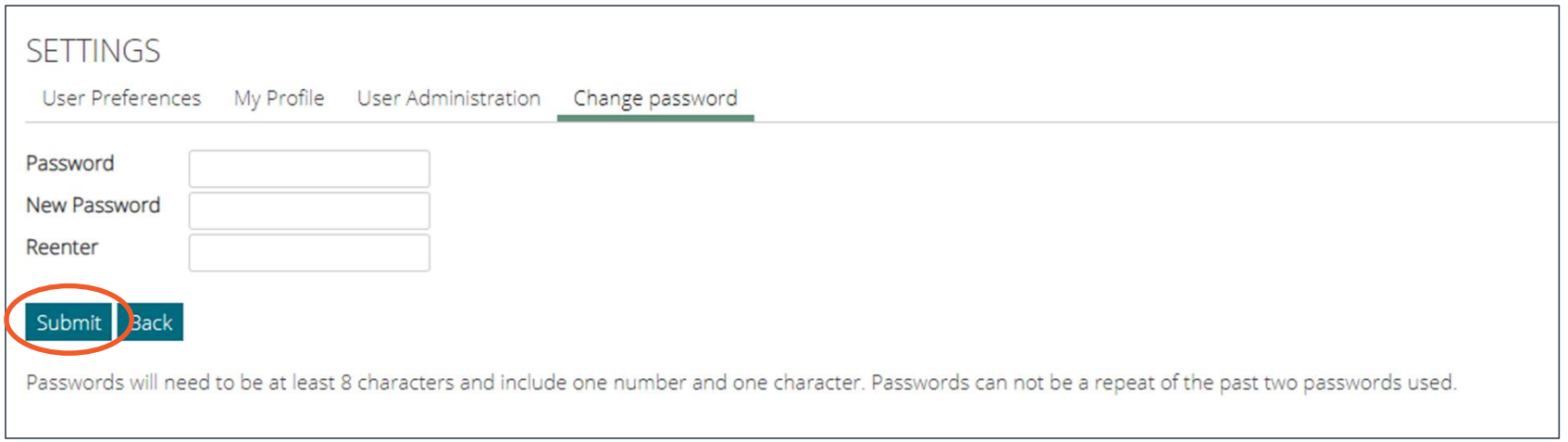
Changing Your Password

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



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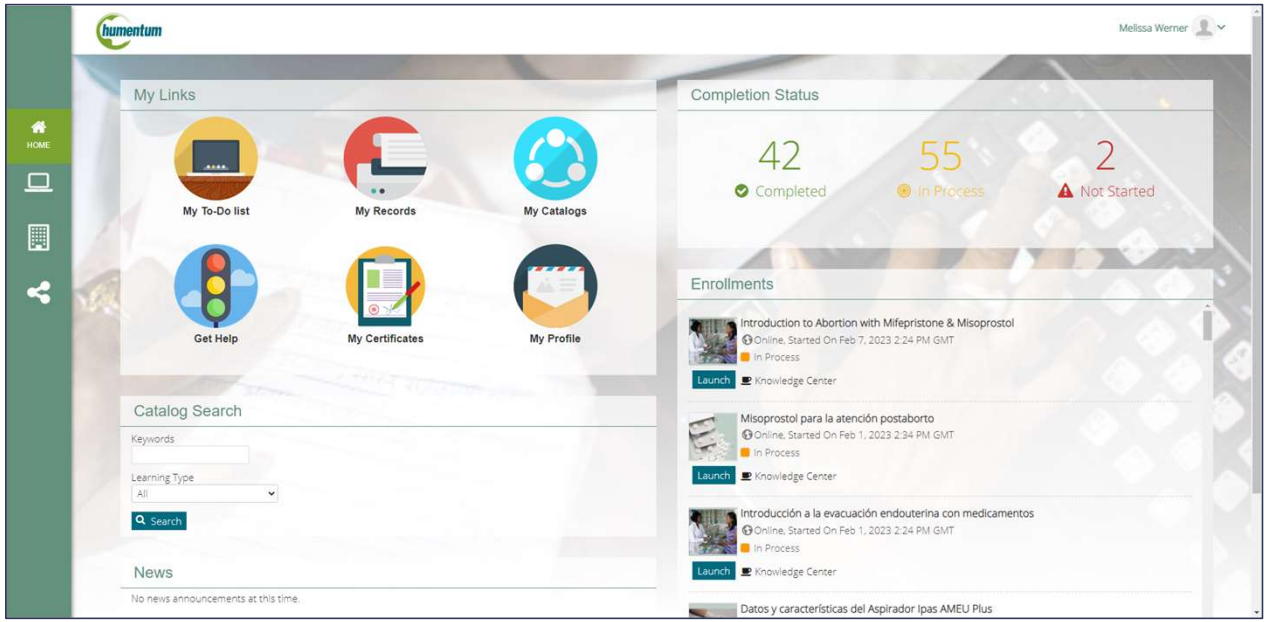
Homepage

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



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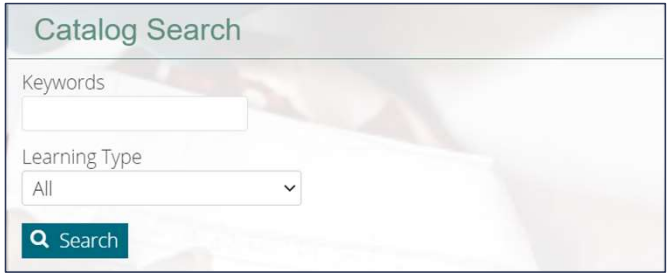
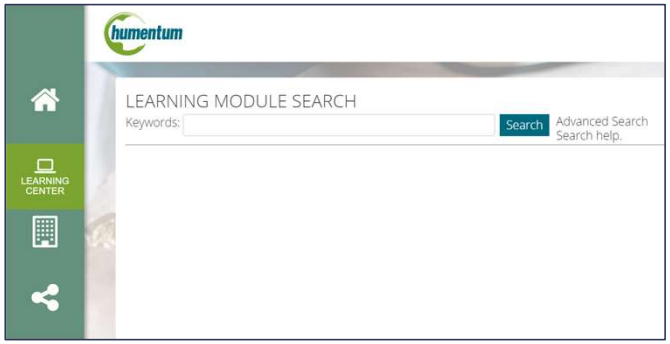
Searching for a Course

There are two ways to search for a course:

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



Option Two: From the “Learning Center”



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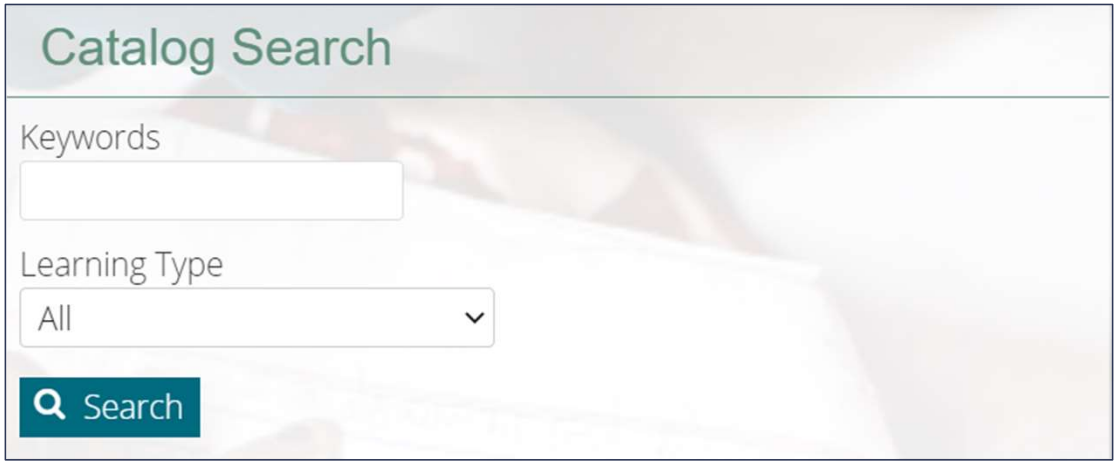
Searching for a Course: Option One Catalog Search

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.



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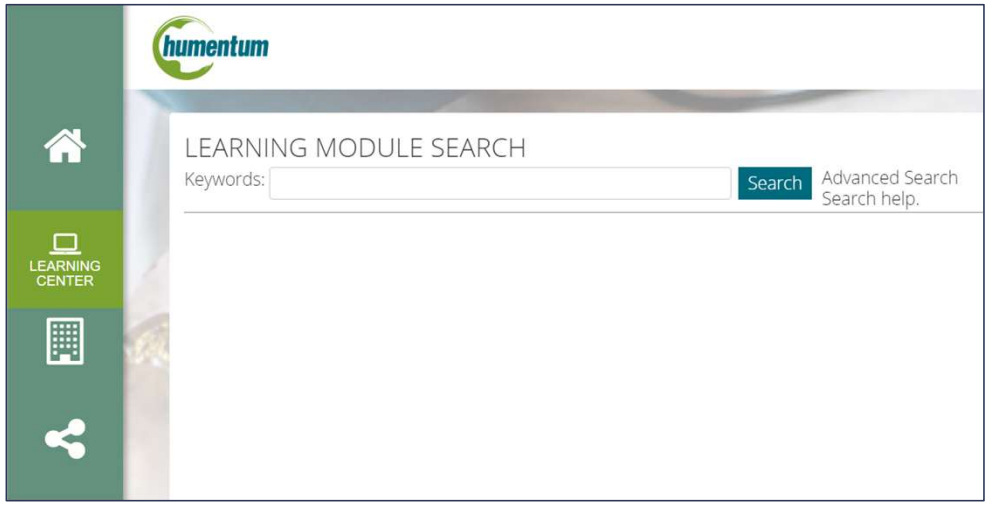
Searching for a Course: Option Two Learning Center

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.”



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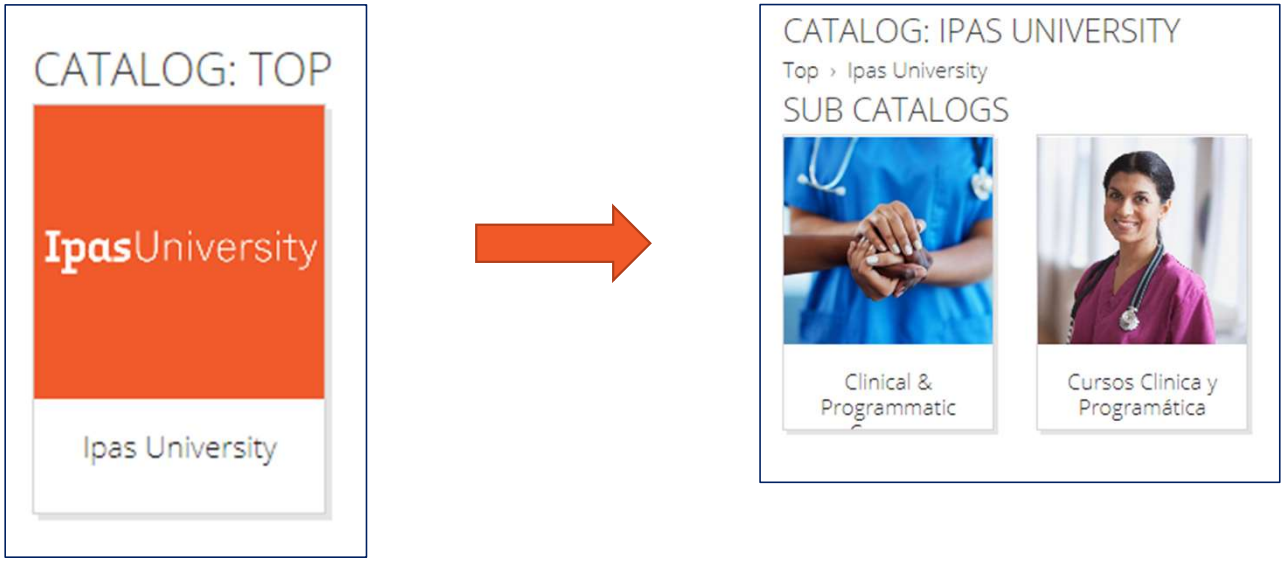
Catalog and Sub-Catalogs

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.



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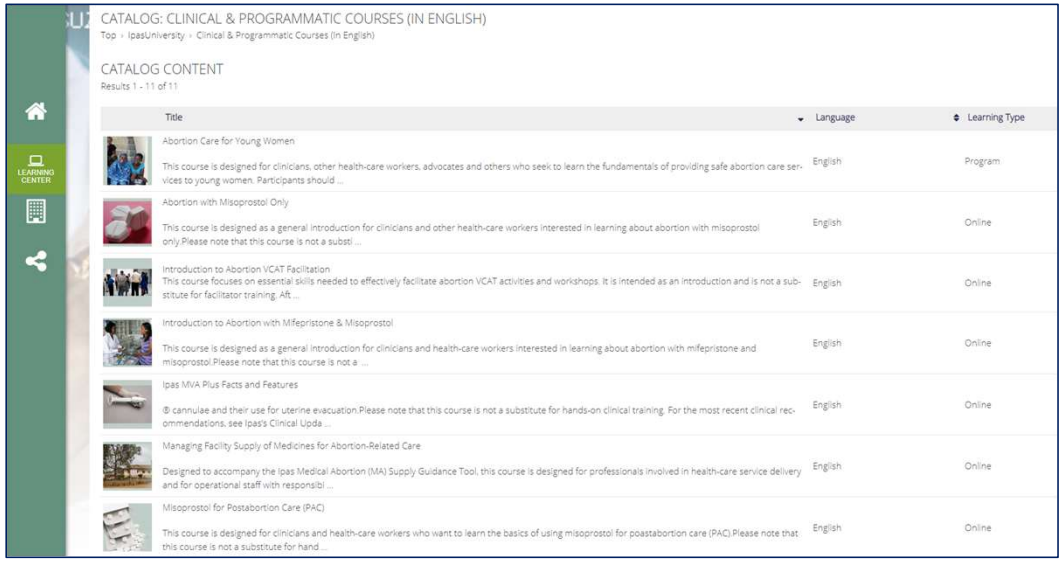
Selecting a Course

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.



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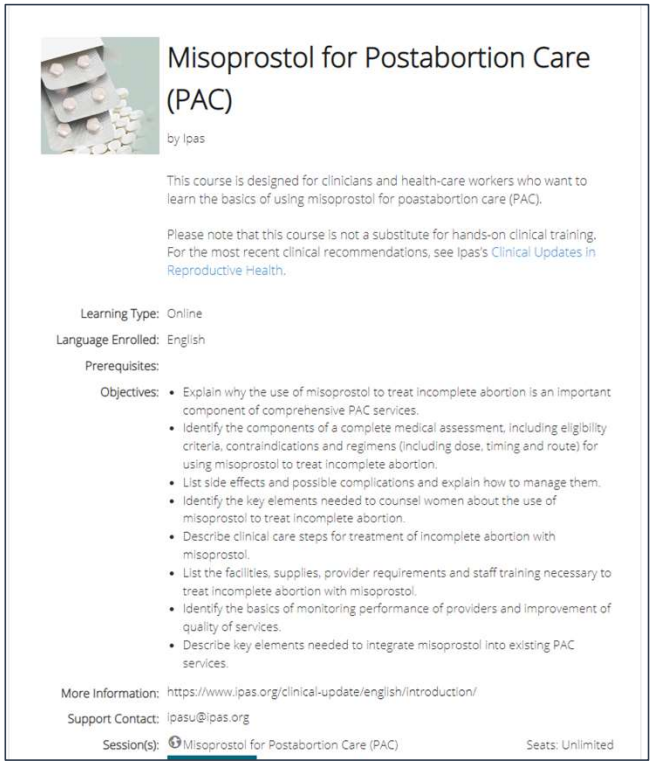
Course Details



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 poastabortion 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: ipasu@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.

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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.

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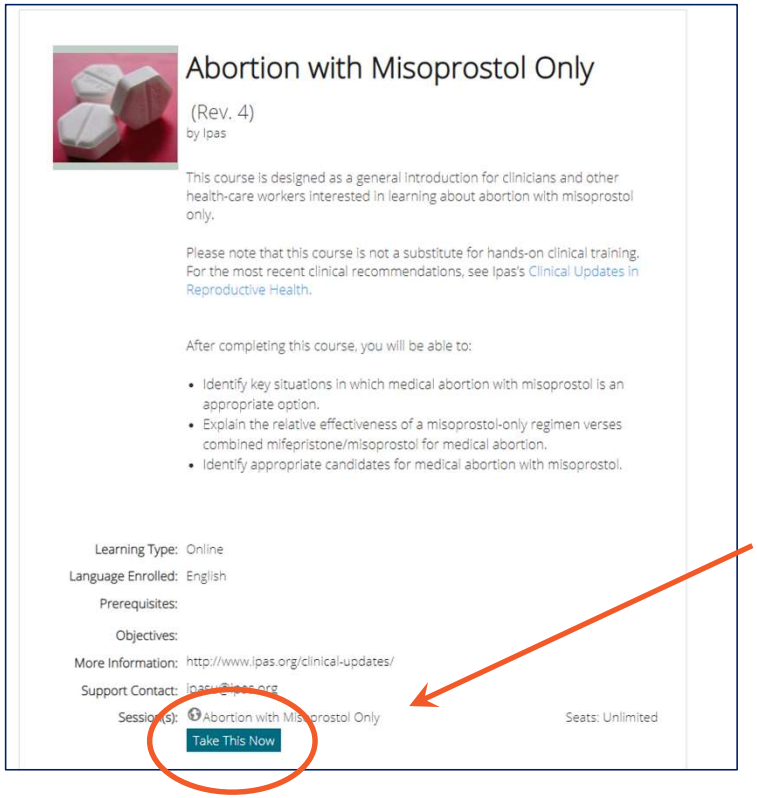
Enrollment Notification

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



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

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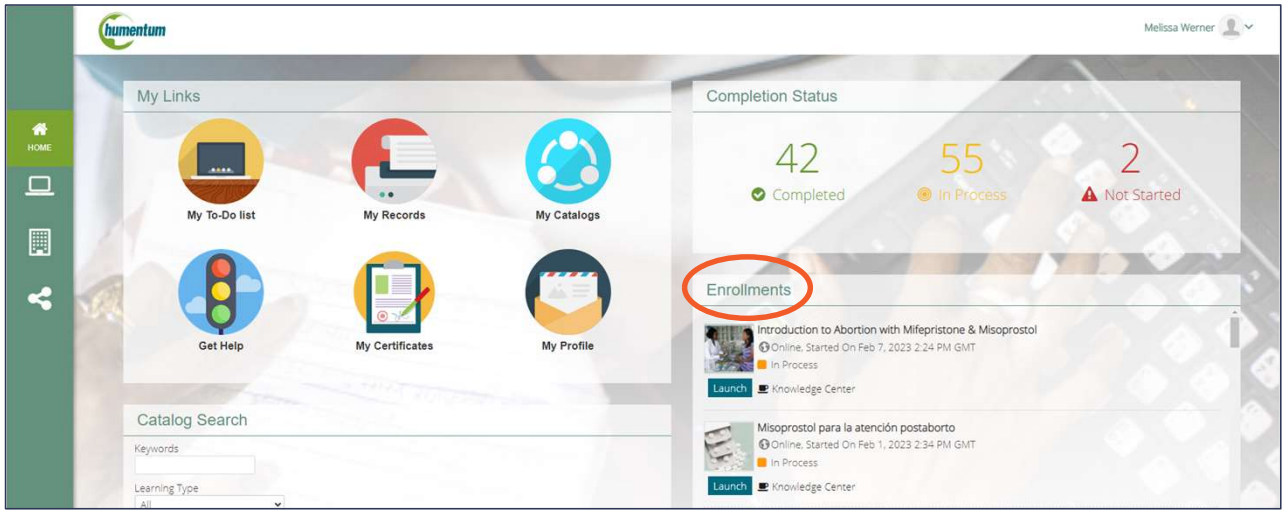
Launching the Course After Enrollment

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.



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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.

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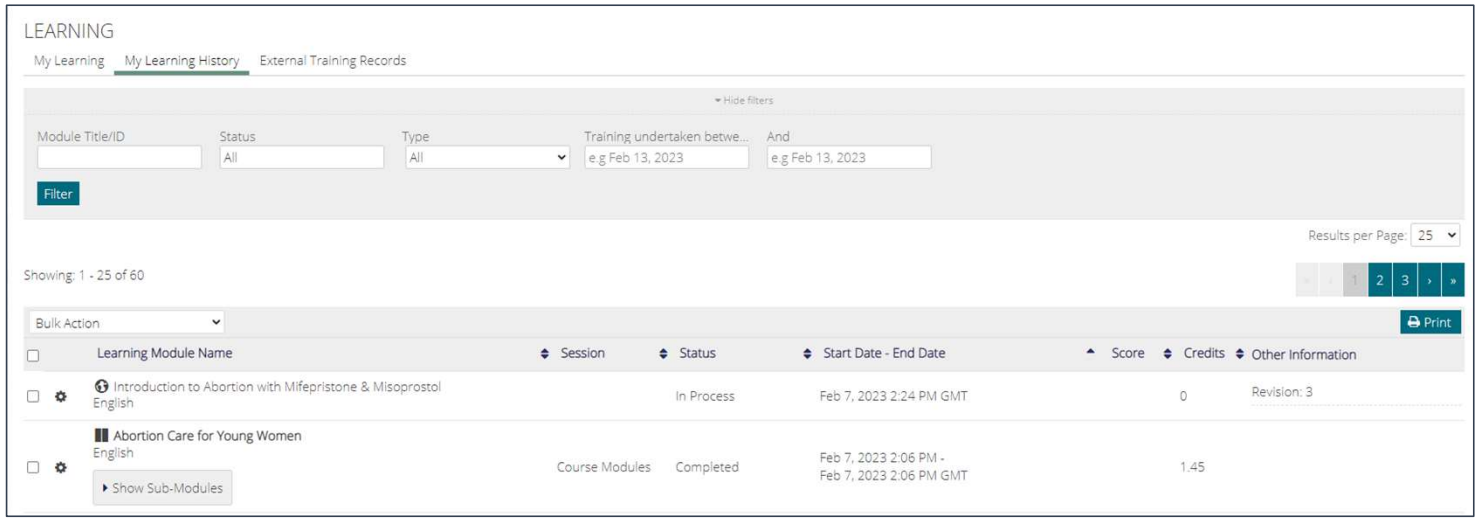
Learning History

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.



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For Questions or Support

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

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