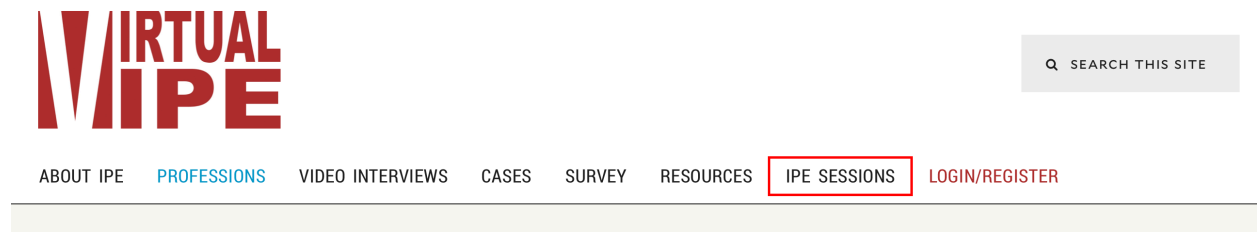


Virtual IPE Website – Information for Students

HOW TO ACCESS THE IPE SESSIONS SYSTEM

If you are logged into the Virtual IPE website and are a student, you will be able to see a link for “IPE Sessions” in the site menu. Click on this link to access the IPE Sessions system.



SYSTEM OVERVIEW

Once you are in the IPE Sessions system, you will see a page listing your user profile, any Virtual IPE (VIPE) sessions you have signed up for, and any sessions that you have not signed up for but which are open for signups.

- **My User Profile**

| MY USER PROFILE | |
|-----------------|-----------------------|
| User name: | John Person |
| Email Address: | john.person@gmail.com |
| Phone Number: | 203-123-4567 |
| Profession: | Nursing Student |

[CLICK HERE TO EDIT THIS INFORMATION](#)

Please note: adding a phone number to your profile will make that number available to facilitators who wish to contact you

Your user profile in the IPE Sessions system consists of your website username, your email address, your phone number (if provided) and your profession (if provided). This information will be visible to session facilitators, and to other students viewing sessions that you have signed up for. The username and email address will be auto-populated by default; other information must be added manually. To change any of your profile information or add new information, click on the “Click Here to Edit This Information” button.

(Note: if you want, you can change the email address to something other than the email you provided when you initially signed up for website access. For example, you may have

signed up for access using a school email address, but for the purposes of managing your session signups, you may prefer to use a different email address. Your username cannot be changed.)

- **My VIPE Session Signups**

| MY VIPE SESSION SIGNUPS (UPCOMING) show all my VIPE sessions | | | | | |
|--|--------------------------------|-----------------------|--------|---|--------------|
| Click a session title below to view details for that session. | | | | | |
| DATE / TIME | TITLE | CASE NUMBER | STATUS | FACILITATOR | SIGNED UP AS |
| 4/20/2020 5:00:00 PM | Apr 20 Session | 2 (Shirley Carter) | Open | Jane Doe Email Bio [Ⓔ] | APRN |


By default, any upcoming sessions for which you have signed up are listed here. You can view ALL your session signups (included ones in the past) if you want, by clicking on the “show all my VIPE sessions” link. For each session, you can see the date and time, the name/title of the session, the case that will be studied, the status of the session, the facilitator, and an abbreviation representing which profession you have signed up for. If the facilitator has provided a bio, you can view it by clicking on the Bio link. You can email the facilitator if you want by clicking on their Email link. You can view full details of the session by clicking on the name/title of the session (see “Session Details” below).

- **Upcoming Sessions Open for Signup**

| UPCOMING SESSIONS OPEN FOR SIGNUP | | | | | |
|--|--------------------------------|------------------------------------|--------|---|---------|
| Click a session title below to view details and/or sign up for that session. | | | | | |
| DATE / TIME | TITLE | CASE NUMBER | STATUS | FACILITATOR | SIGNUPS |
| 1/22/2020 4:04:00 PM | Jan 22 Session | 6 (Charles Robert (Chip) Jones) | Open | Jane Doe Email Bio [Ⓔ] | |

Any upcoming sessions that are open for signup and for which you have not already signed up are listed here. The information shown for each session is the same as that shown for your VIPE session signups (above). To sign up for a session, click on the name/title to view the session details (see below).

SESSION DETAILS

| | | | | | | | | | |
|------------------------------------|--|---------------------|-----------|------------------------------------|--------------|-----------------------------|-----------|----------------------------|-----------|
| VIPE Session Name/Title: | Apr 20 Session | | | | | | | | |
| Facilitator: | Jane Doe Profession: Medical Doctor Email: jane_doe@wherever.com Phone: 212-999-9999 Bio: https://wherever.com/jane_doe  | | | | | | | | |
| Case: | Case 2 (Shirley Carter) | | | | | | | | |
| Date & Time: | 4/20/2020 5:00:00 PM | | | | | | | | |
| Status: | Open | | | | | | | | |
| Location Information: | | | | | | | | | |
| Signups: | <table border="1"><tr><td>Physician Assistant</td><td>No signup</td></tr><tr><td>Advanced Practice Registered Nurse</td><td>Nick Appleby</td></tr><tr><td>Speech Language Pathologist</td><td>No signup</td></tr><tr><td>Public Health Professional</td><td>No signup</td></tr></table> | Physician Assistant | No signup | Advanced Practice Registered Nurse | Nick Appleby | Speech Language Pathologist | No signup | Public Health Professional | No signup |
| Physician Assistant | No signup | | | | | | | | |
| Advanced Practice Registered Nurse | Nick Appleby | | | | | | | | |
| Speech Language Pathologist | No signup | | | | | | | | |
| Public Health Professional | No signup | | | | | | | | |

Clicking on a session name/title in either of the two session lists will bring you to the session details page. Session details include, in addition to the information shown on the main page, information about where how the session will take place (e.g. Zoom meeting details), as well as a list of all the professions showing which ones have been signed up for (these are highlighted in gold). If this is a session that you have already signed up for, you will be able to view the professions but not sign up for one of them (you can't sign up for more than one profession in a single session). If this is a session which you have not yet signed up for, there will be clickable buttons to the left of each profession; you can select a profession to sign up for by clicking the button for that profession, and clicking the "Sign Up" button (if you select an "Other" profession, you will also have to enter the name of your profession).

A session that is available for signup has clickable buttons to the left of the professions

| | |
|----------|---|
| Signups: | <p><i>To sign up for this session, check the circle to the left of one of the available options below, then click the 'Sign Up' button.</i></p> <p><input type="radio"/> Physician Assistant</p> <p><input type="radio"/> Advanced Practice Registered Nurse</p> <p><input type="radio"/> Speech Language Pathologist</p> <p><input type="radio"/> Public Health Professional</p> |
|----------|---|

HOW TO SIGN UP FOR A SESSION

See the information under "Session Details" above.

HOW TO CANCEL YOUR SIGNUP FOR A SESSION

You should only cancel your signup for a session if it is absolutely necessary. To cancel a signup, you should email the facilitator for the session by clicking on their email link. Provide the name and date/time of the session you need to cancel for. The facilitator will be able to cancel your signup, and you will receive an email when this has happened.

HOW TO REVIEW THE CASE FOR A SESSION

To prepare for a Virtual IPE session, make a note of the case that will be studied. Then go to the “Cases” menu, and select that case from the submenu.