

Welcome to the NextStep eLearning Center! This guide will help you navigate throughout the system, easily access your eLearning, and track your progress.

## Absorb Minimum System Requirements

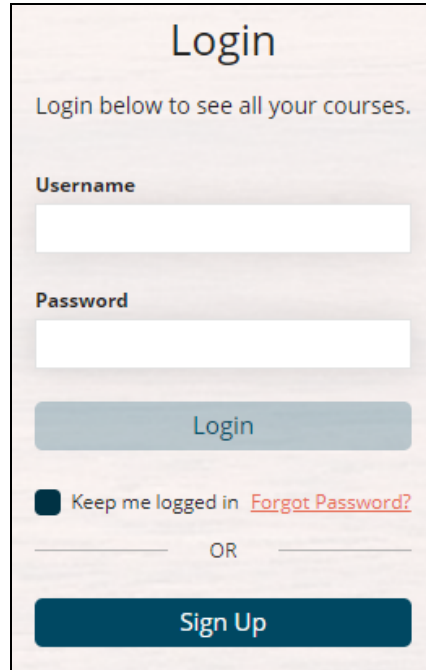


To ensure access to your Absorb elearning, please be sure your system meets the minimum requirements:

- **Internet Browsers**
  - Chrome
  - Firefox
  - Edge
  - Safari (Mac Only)
- **Supported and Recommended Devices**
  - Laptop or Desktop compatible with a keyboard and mouse
  - Headset to listen to audio

# Getting Started with your eLearning

Login to <https://nextstep.myabsorb.com/> with the provided username and password. If you forgot your password, click the **Forgot Password** link, and follow the directions to have a temporary password sent to the email address you provided.



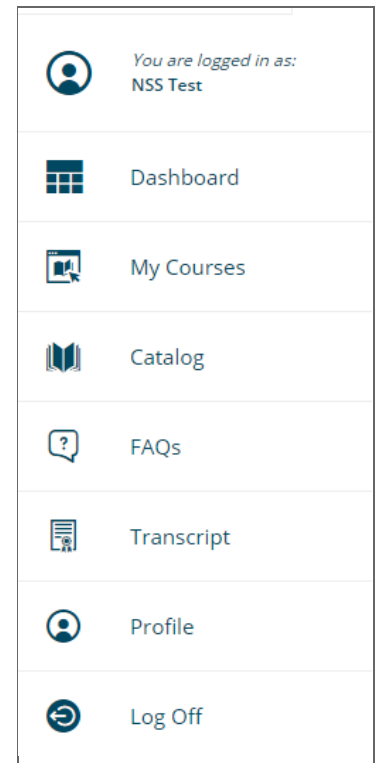
The screenshot shows a login form with the following elements:

- Header: "Login"
- Text: "Login below to see all your courses."
- Form fields: "Username" and "Password" (both empty)
- Buttons: "Login" (light blue), "Sign Up" (dark blue)
- Checkboxes: "Keep me logged in" (checked), "Forgot Password?" (link)
- Separator: "OR" between the login and sign up options



The **Main Menu** button is displayed on the top-right of the NextStep eLearning Center. Click this button to open the **Main Menu** and:

- **Dashboard:** Return to the Dashboard.
- **My Courses:** View and open your assigned eLearning and all the courses you enrolled in.
- **Catalog:** Browse available courses that you can self-enroll in.
- **FAQs:** Answers to your frequently asked questions.
- **Transcript:** View or print a list of all courses you are enrolled in, and their completion status.
- **Profile:** Change your password.
- **Log Off:** Log out of the LMS.





## Welcome, NSS Test

We are happy you stopped by.


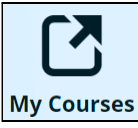
The screenshot shows a dashboard with four main sections:

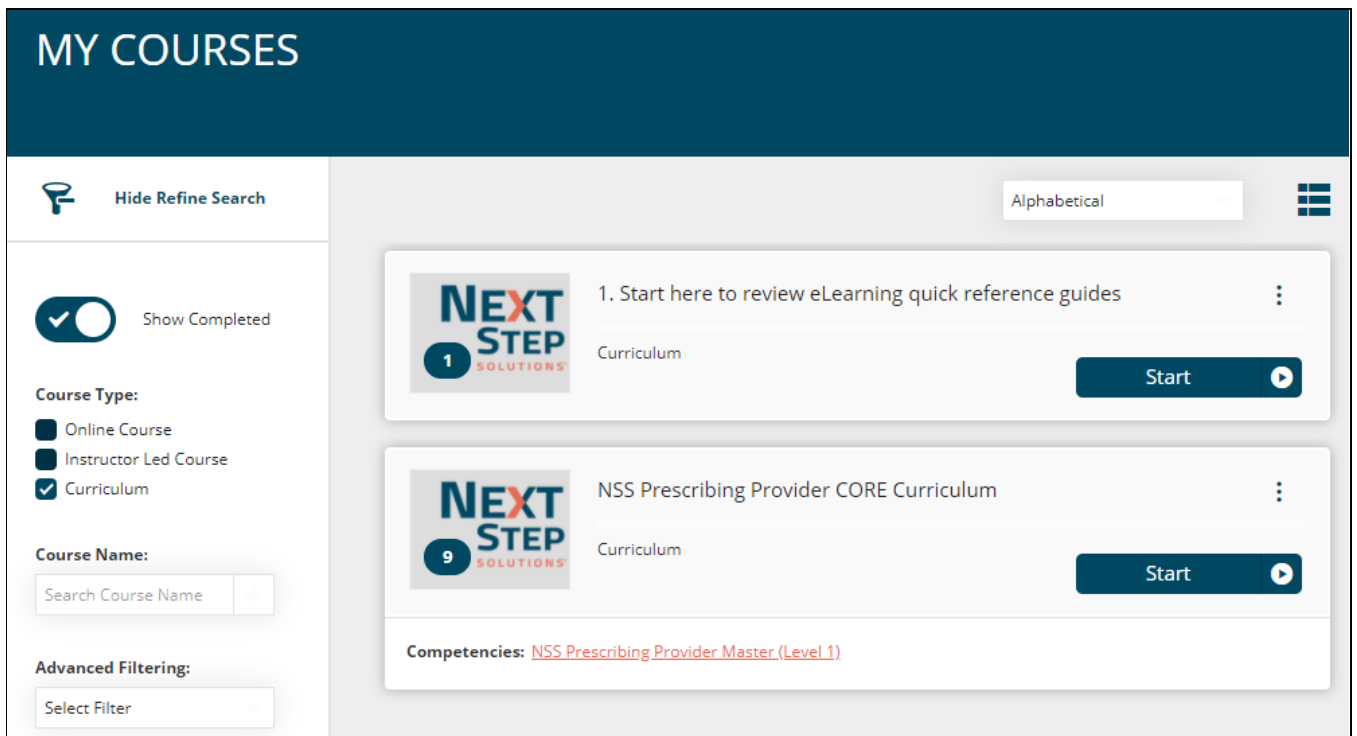
- 1. Resume:** A section with a circular refresh icon and the text "Resume" and "NSS Biller CORE Curriculum".
- 2. My Courses:** A section with a square refresh icon and the text "My Courses" and "Click here to view enrolled curriculum".
- 3. Catalog:** A section with a square refresh icon and the text "Catalog" and "Click here to self-enroll and view all available curriculum".
- 4. Frequently Asked Questions:** A section with a question mark icon and the text "Frequently Asked Questions" and "The answers to your questions". Below it are five question entries: "Where can I find eLearning Quick Reference Guides (QRG)?", "Why is my lesson showing a white screen?", "Why can't I view my lessons?", "I'm having problems accessing my eLearning", and "How Do I Clear My Browser's Cache and Cookies?".

1. If you have logged in and started a course, click here to access the course from where you left off.
2. Click here to view a list of all the courses that you have been assigned. This is the place where you will access all eLearning to complete and review.
3. Browse all available courses that you can self-enroll in.
4. View questions and answers to common questions.
5. Type a search term to see any search results.

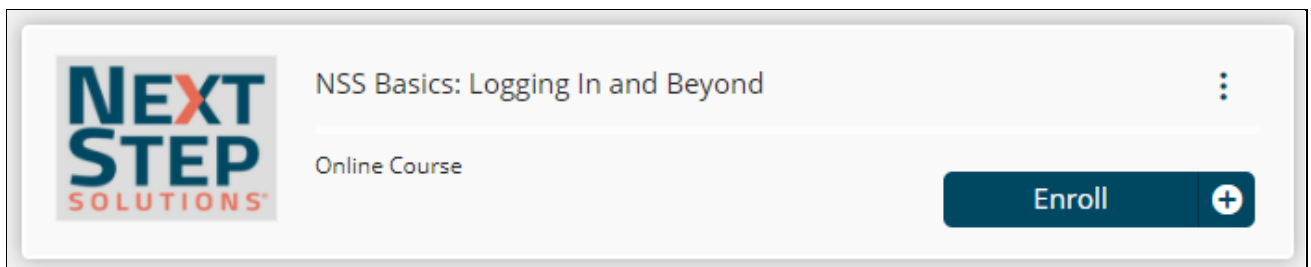
# Navigate Your Courses

To access your courses, you can either:

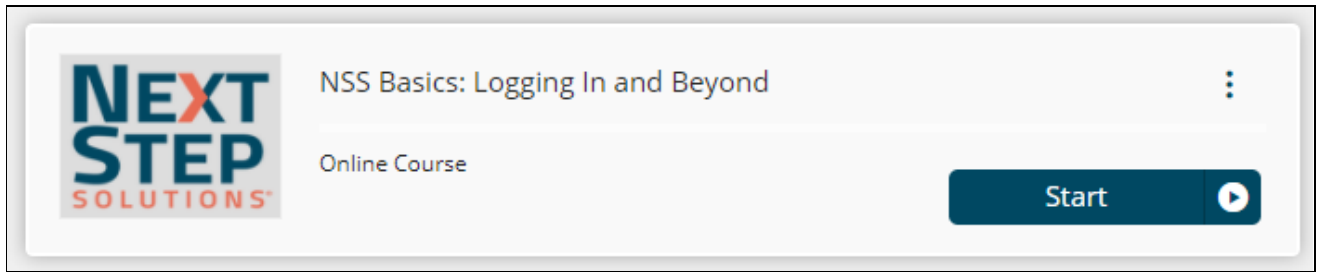
- Click the **Resume** button  on your Dashboard to continue where you left off, or
  - Click the **My Courses**  button on your homepage to view all the courses you are enrolled in.
1. You will see a list of courses that you have been enrolled in according to your role in the office. Click the **Start** button to open the course. *In this example, we will click the **Start** button for the **NSS Prescribing Provider CORE Curriculum**.*



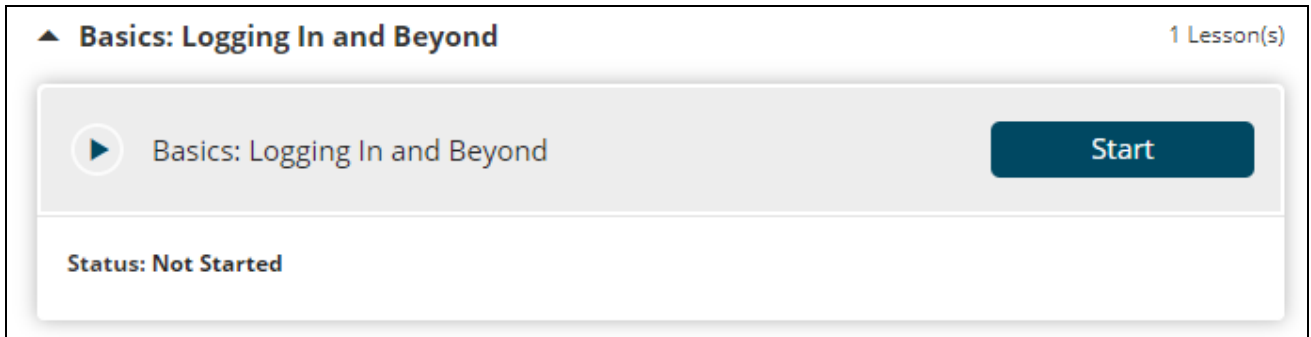
2. Click the **Enroll** button next to each course, the first time you open the course. *In this example, we will click the **Enroll** button for the **NSS Basics: Logging In and Beyond** course.*



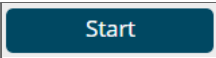
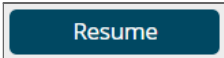
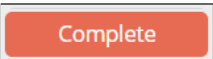
3. Click the **Start** button to view the course lessons. *In this example, we will click the **Start** button for the **NSS Basics: Logging In and Beyond** course.*



4. Click the **Start** button next to each lesson to play it.

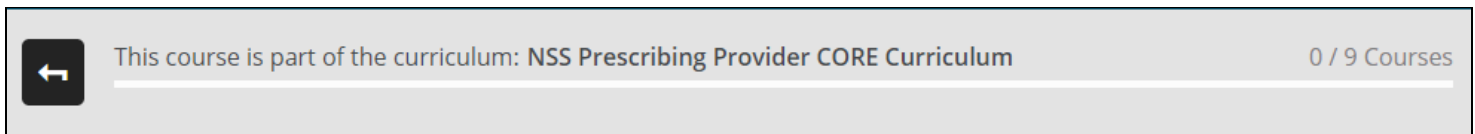


The different buttons indicate course progress.

- The **Start** button  indicates that you have not started the course yet.
- The **Resume** button  indicates that the course is in progress. Click the button to resume the course where you left off.
- The **Complete** button  indicates that you completed the course.


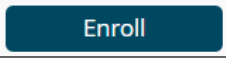
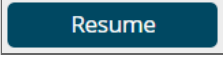
**\*\*\*NOTE:** It is recommended that learners run the eLearning in Full Screen mode for best viewing.

As you complete the courses, the progress bar will increase with each completion. At any time you can navigate back to the course page by clicking the **Main Menu** and selecting **My Courses**. You can also navigate back to the curriculum from the course page, by clicking the **Curriculum** button.



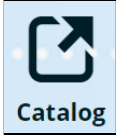
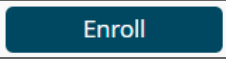
## Search for Available Courses from the Main Menu

You can search for available courses from the main menu.

1. Click the **Search** button  to type a search term in the **Search** field and click the **Enter** key. *Any search results are displayed.*
2. Click the **Enroll** button  next to the course you want to enroll in, or click on the **Resume** button  to continue a course.


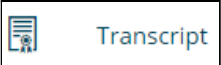
## Self-Enroll in Available Courses from the Catalog

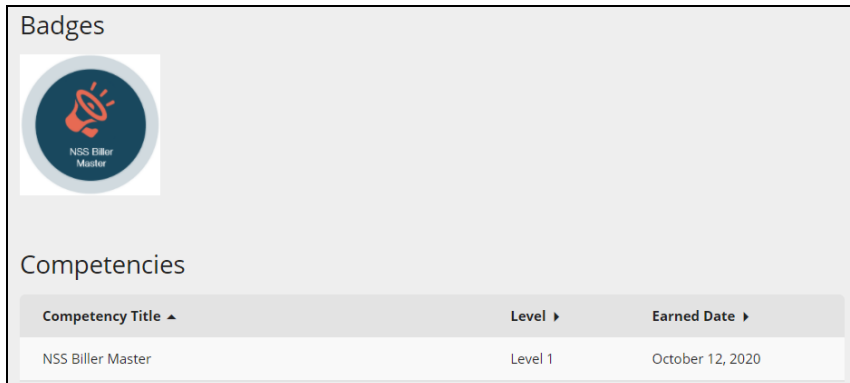
You can self-enroll in additional courses available to you.

1. Click the **Catalog** tile  on your homepage. *The catalog displays all the courses that are available to you, and the courses you are already enrolled in.*
2. Click the **Enroll** button  next to the course you want to self-enroll in.

## View Badges & Competencies in Transcript

You will receive a badge for each curriculum that you complete. Each badge is linked to a competency which represents that you have completed the material in that curriculum.

1. Click the **Main Menu** button  on your homepage.
2. Click **Transcript** .
3. The badges and competencies will show at the top of the window.



The screenshot shows the 'Badges' section with a circular badge for 'NSS Biller Master'. Below it is the 'Competencies' section with a table:

Competency Title ▾	Level ▾	Earned Date ▾
NSS Biller Master	Level 1	October 12, 2020