


Training Directions Page  
(Please print this page and place in a binder)

**IT Issues:** If you cannot open any documents on this program, please contact your IP department. Firewalls within your organization may be blocking access.

**Adobe Reader:** All modules and forms require Adobe Reader and Adobe Flash. Test the program first by clicking on the forms and the module to view. If the forms and modules do not pull up, please go to [www.adobe.com](http://www.adobe.com) and download the latest version of adobe reader and adobe flash. These programs are free of charge.

**Printing PDF Forms:** Prior to entering a module, please print off all of the forms that pertain to each module. Place all forms in a binder, and in order, for ease of learning.

**Viewing Modules:** Click on the module you would like to enter. View at full-screen. Go to your tool bar on your web-browser and click on "tools", scroll down to "view full screen".

**Role-Play Forms :** All role-play forms have a  circle in the upper left-hand corner of the form.

**Binder :** Please place all forms in a binder, and number tab each module learned with all of the forms related to each module. Place all forms in order according to the module sequence to stay organized. Take this binder with you while marketing for updates, and continued goals.

**Scroll-Bars:** Remember to use scroll-bars on each module.

**Sharing your User-Id and Password:** Please DO NOT share your user-id and password with anyone outside of your facility. This training program is only for your facility employees. The program is tracked by your facility IP address and sharing could result in locking your facility out of the system.

**New User-Id and Password:** You can call us to get a new user-id and password. If an employee should leave, please change your password. Call us at our corporate office (see our "contact us" page) to change user-ids and passwords.

**Saving Modules:** Please DO NOT save the modules in your "favorites," it will send an alert to our company and could result in termination of the program. All modules are LTCAC, Inc copy-written material. Review all modules from the web-site only!

**Certificate of Achievement:** E-mail us when are you finished with the first initial 10 modules. We will send you a Certificate of Achievement. (see our "contact us" page).