

## On-Line Orientation Instructions

You may access the orientation two ways:

1. Type in the entire web address:  
[www.floydmemorial.org/secure/admin/education/edExamSecureLogin.jsp](http://www.floydmemorial.org/secure/admin/education/edExamSecureLogin.jsp)

This will take you to the web page you need to view the orientation and take the post-test.

2. Type in the main web page: [www.floydmemorial.org](http://www.floydmemorial.org)  
This will take you to the main hospital web page. Type “Student Orientation” in the Search box in the upper right corner of the web page. This will take you to the student Orientation page.

After you are on the web page you will need to left mouse click on “Student Online Orientation”. This is a PDF file that presents the information for our orientation. You can use the arrows to advance the orientation.

Once you are finished with the orientation you will need to return to the web page. You can then click on Basic Student Orientation Post Test where it says “Click here... You will be directed to the post test.

To enter the post test you must enter your First and last name, email address (you must enter an e-mail address to generate a badge), clinical start date and a school code which will be provided by your instructor. (Instructors-please put your first name, instructor)

The first screen is an electronic signature for confidentiality – You MUST answer “yes” that you will maintain confidentiality to continue into the test.

This is a multiple choice test, and there are multiple types of questions. Please read the question type in the upper left corner of the screen. Many of the questions have multiple answers and if you do not choose them all you will miss the question. You must score 85% to pass the test.

The gray arrows on the right side of the screen allow you to go forward and back in the test.

The last test screen will ask if you are finished- it will then score the test.

If you pass you will see a screen with your name on it that indicates you have passed. An e-mail is sent to the education department informing them of this.

If you have questions or problems with this process please call (812) 949-5985.

Please note: if you do not have an updated Flash player or Adobe reader you can download this from the website. On the home page choose the Physician button, and then choose Health Professionals Access. At this point you can download Adobe Reader and/or Flash Player 8. If you are having connection problems with the orientation or posttest, please try these first. If any other problems arise please contact the Help Desk at 948-7500.