

# QuickStart Guide



Powered By: CrisisRisk™





Welcome to QuickStart Orientation. This short video guides you through the CrisisCoordinator e-learning platform operation and features to complete your certification training..



## Landing Page

- Destination of [www.certify.crisiscoordinator.com](http://www.certify.crisiscoordinator.com)
- You are pre-registered
- Click the LOGIN button
- Enter your email and password
- You will be prompted to change your password at first login





After entering the provided web address into your browser, you will arrive at the crisis coordinator eLearning platform landing page.

You will click login at the top left of the screen and be presented with a login window.

Enter your email address and password to authenticate into the platform.

If this is your first visit to the platform, you will be asked to change the password provided to you.

The screenshot shows the CrisisRisk dashboard interface. At the top left is the CrisisRisk logo with the tagline 'Stepped in Risk. Forged by Crisis.' The top navigation bar includes links for 'FAQS', 'BLAIR SMITH | LEARNER', and 'COURSES', along with a search box and a 'LOGOUT' button. A red arrow labeled 'Frequently Asked Questions' points to the 'FAQS' link. Another red arrow labeled 'Ignore Search Box' points to the search input field. A third red arrow labeled 'LOGOUT' points to the 'LOGOUT' button. The main dashboard area features a 'DASHBOARD' header, a search bar for courses, and a summary row with statistics: 3 courses in progress, 0 courses not passed, 1 completed course, 4h 15m training time, and 0 certifications. Below this is the 'Crisis Coordinator Certification Curriculum' section, which displays four course cards. Course 1, 'Introduction', is marked as 'COMPLETED'. Course 2, 'Crisis Environment & Terminology Part A', and Course 3, 'Crisis Environment & Terminology Part B', both show 0% progress. Course 4, 'Working as a Crisis Coordinator RECOGNIZE - Part A', also shows 0% progress.

# Dashboard

- Your platform “Home Base”
- Select and proceed to a course (must be taken in order)
- Click the LOGOUT button to exit the course.
  - You can return at any time and continue at your last progress point.
  - Click the course you wish to resume and then click Resume Course on the Course Home Page.
- Consult *Frequently Asked Questions*
- View your curriculum progress
- Logout and exit the platform





After login, you will arrive at your dashboard. This is your “home base” .

At the top you will see several fields including: Frequently Asked Questions, your name, Messages, Search (that is not needed for the CrisisCoordinator program) and the logout icon. Clicking on the logout icon will log you out and exit the platform. You can exit the platform and return at any time without losing your progress.

The gray bar shows your progress across the certification courses.

At the bottom, all your required courses are listed in a grid or as a list. To proceed to a course, click the course name or image. Your course status is shown as a percentage of completion or as completed.

All course must be completed in numerical order. You will not be permitted to jump ahead.



**CRISISRISK**  
Sleep in Risk. Foresee by Crisis.

FAQS BLAIR SMITH | LEARNER MESSAGES Search

**DASHBOARD**

Search my courses

3 courses in progress 0 courses not passed 1 completed courses 4h 15m training time 0 certifications

**Crisis Coordinator Certification Curriculum**

- Course 1**  
Introduction  
CRISIS COORDINATOR  
Course 1: Introduction  
COMPLETED
- Course 2**  
Crisis Environment & Terminology Part A  
CRISIS COORDINATOR  
Course 2: Crisis Environment & Termin...
- Course 3**  
Crisis Environment & Terminology Part B  
CRISIS COORDINATOR  
Course 3: Environment & Terminology ...
- Course 4**  
Working as a Crisis Coordinator RECOGNIZE - Part A  
CRISIS COORDINATOR  
Course 4: Working as a Crisis Coordina...

## Dashboard (2)

- Click on [ *Your Name* | LEARNER ]
- Choose a drop-down option
- User Profile allows editing user profile fields and changing password
- Resources allows you to view and download helpful documents including:
  - PDF versions of course videos
  - Forms referenced in courses, etc.





By clicking on your name at the top of the dashboard, a dropdown window will appear providing various options.

One allows you to open and edit your learner profile or change your password.

Another is labeled CrisisCoordinator™ Resources and will take you to a list of reference documents, tools, forms, and videos that you can either view or download.



Return to Dashboard

DASHBOARD / Course 2: Crisis Environment & Terminology Part A

**Course 2**  
Crisis Environment & Terminology  
Part A

**Start course**

### Course 2: Crisis Environment & Terminology Part A

0%

Course 2 covers the six tenets of the CrisisCoordinator program, the crisis environment, and its terminology.

#### CONTENT

- ▶ Course 2 Video Part 1
- 📄 Test
- ▶ Course 2 Video Part 2
- 📄 Course 2 completion test

#### COMPLETION RULES

📄 All units must be completed

[return to courses](#)

**Course Units**

# Course Home Page

- Course Title
- Course Description
- Click on button at left to start or resume the course
- List of Course Units (preceded with a checkmark if completed)
- Click on DASHBOARD to return to dashboard





Each course has a home page that lists the course title and description.

At the top left of the page the course name is listed and by clicking here you can return to your dashboard.

At the left of the page is the course image with a button to either start or resume the course.

To the right is a list of the course units. A unit may be a video, an animation, case study, or a quiz. Each unit must be completed in order. Your completed units are preceded by a checkmark.



Return to Course Home Page

Course 1: Introduction

COURSE 1 VIDEO > MORE

# Course 1

## Introduction



CRISIS COORDINATOR

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08:06

English CC  
None

Watch the video and then click here to continue

Closed Caption

# Video Player

- > Play Video
- || Pause Video
- Click & Drag progress marker for forward/rewind
- [Full Screen Icon] Full Screen
- For closed caption click on [CC] and choose ENGLISH
- To end closed caption click on [CC] and choose NONE





Learning materials are presented as video units. A standard web video player is used to view the video. To start or stop the player, click on the arrow at the bottom left. To fast forward or rewind, click and drag the progress bar. To view full screen, click the full screen icon at the far right.

You can also view a video with closed captioning synchronized to the audio. Click on the Closed Captioning icon at the right and choose English. Turn off closed captioning by clicking the same icon and choosing None.



# Review a Course

- Return to Dashboard
- Click on desired course
- At the Course Home Page:
  - **DO NOT click on the Start or Resume Course button!!**
  - Instead, click on the course unit you desire to review
  - You may only select units to review that you have previously completed (preceded with a checkmark)

The screenshot displays the 'Course 1: Introduction' page. At the top left, the 'CRISISRISK' logo is visible. The page title is 'Course 1: Introduction' with a 'COMPLETED' status. A 'Go to Course' button is present but crossed out with a large red 'X'. Below it, a red bracket groups two units: 'Course 1 Video' and 'Course 1 Case Study', both marked with green checkmarks. The page also includes a 'COMPLETION RULES' section stating 'All units must be completed' and a '< return to courses' link at the bottom.

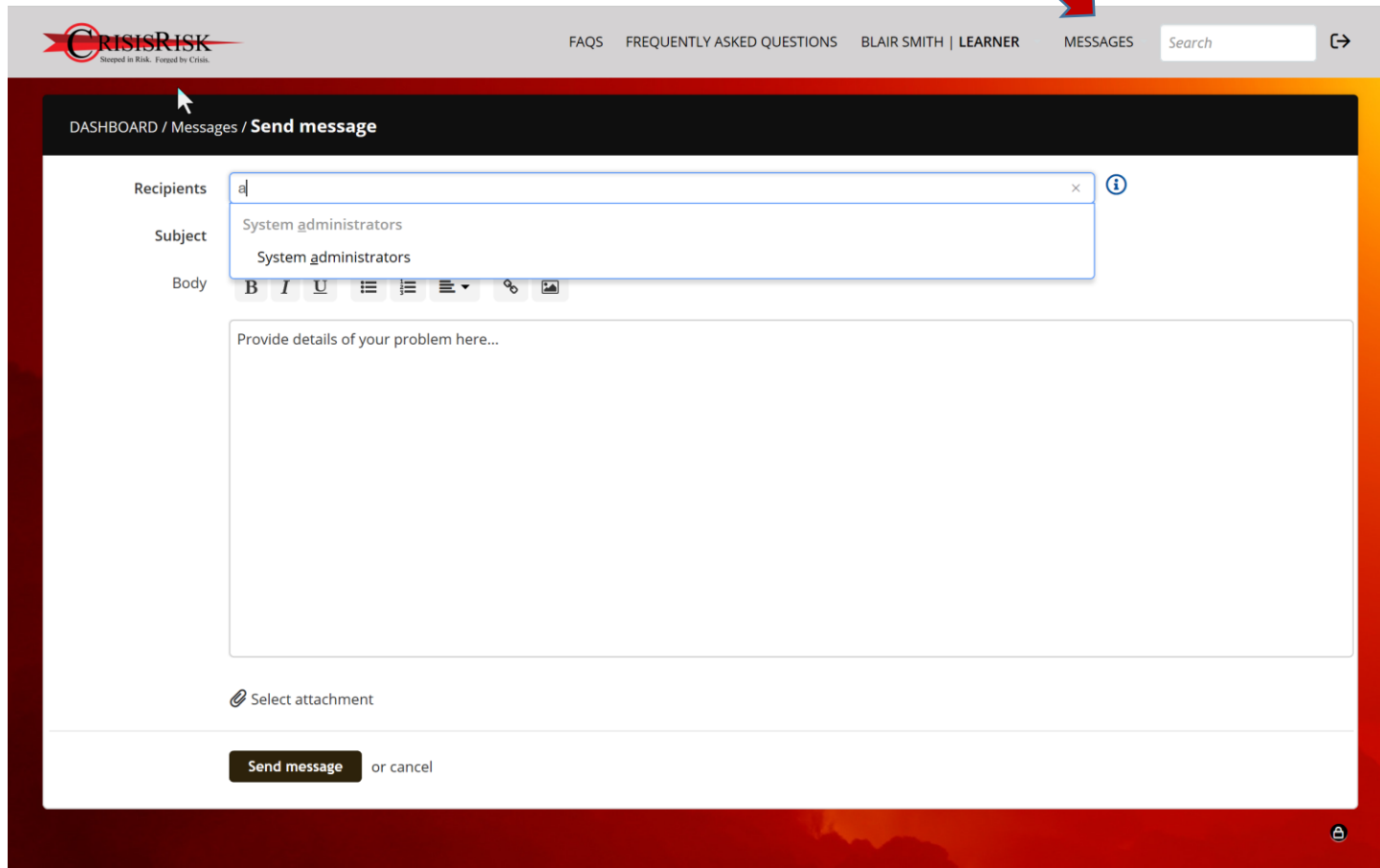




Although you cannot skip uncompleted courses or units to fast forward for your certification, you can, however, review previously completed materials at any time.

To review units within a previously completed course:

- Return to your dashboard
- Click on the completed course that you wish to review
- At the course home page – and this is important - DO NOT click on the button within the course image!
- Instead, click on any of the listed course units to the right of the image to review.



**CRISISRISK**  
Stepped in Risk. Forged by Crisis.

FAQS FREQUENTLY ASKED QUESTIONS BLAIR SMITH | LEARNER MESSAGES Search

DASHBOARD / Messages / **Send message**

Recipients a

Subject System administrators

Body

Provide details of your problem here...

Select attachment

Send message or cancel

# Get Help

- Check out Frequently Asked Questions at top of dashboard.
- Send a message to a course administrator...
  - Click on MESSAGES
  - Enter "A" in the Recipients box
  - Select System Administrators
  - In the Subject box enter a very short description of your problem
  - In the Text box, provide as many details as possible about your problem
  - Click Send message
  - You will receive a response within one business day





You can visit the Frequently Asked Questions tool at the top of your dashboard. Here you will find instructions and tips for platform usage.

You can send a question or message to a course administrator using the messaging tool. To do this:

- Click on MESSAGES at the top of your dashboard.
- In the Recipients box, key the letter “A”
- In the drop down, select System Administrators
- Use the text box to describe your problem or question.
- Click Send a message.

You will receive a response within one business day.

Thanks for listening and we look forward to hearing from you. You can now proceed to Course One.