



National HIV Curriculum

Learners Guide to Learning Groups

Learning groups help educators/supervisors optimize learning, track progress (including CE earned), and identify topics for further discussion. This guide uses screenshots to illustrate how to create an account and the different ways to join a group.

How to create an account on the National HIV Curriculum

1. Click on “Sign In/Register” in the upper right of the site (www.hiv.uw.edu), select “Register For New Account”, and enter the required information.
2. You will receive an e-mail with the subject “Your IDEA account verification code” from support@idea.medicine.uw.edu. The code will expire in 24 hours. Follow the instructions to verify your e-mail address. Verification allows you to reset your password.
3. Enter the code in the website pop-up window and click “Verify E-Mail.”
4. In addition, you will receive a welcome e-mail with the subject “Please verify your National HIV Curriculum Account” from support@hiv.uw.edu. This e-mail includes a URL link to verify your e-mail address. This link does not expire.
5. You must complete the Participant Form; you will be asked to review and update it annually thereafter. If you have any pending learning group invitations, you will see a pop-up invitation when you are signed in to the website. You can click on “Respond” in the pop-up window or close it.

How to join a learning group

A Learner is invited to a group by a Group Owner or Manager by any of the following methods:

- 1) an Invitation URL, 2) a Group Add Code, 3) an E-Mail Invitation from support@hiv.uw.edu, or
- 4) an invitation from the Owner or Manager(s) e-mail account

How to use an Invitation URL

1. Click on the Invitation URL or paste it into your browser. If you already have an account but are not signed in, you will be prompted to do so. If you do not have an existing account, you will be directed to register.
2. If you are already signed in to the site, you will be directed to the “Join a Group” page (Figure 1).

How to use a Group Add Code

1. If you already have an account and are signed in to the website, click on your name on the upper right, then click on “Join or Create a Group” from the drop-down menu.

2. On the next screen, find “Join a Group” on the left and enter the Group Add Code, then click on “Find Group”.

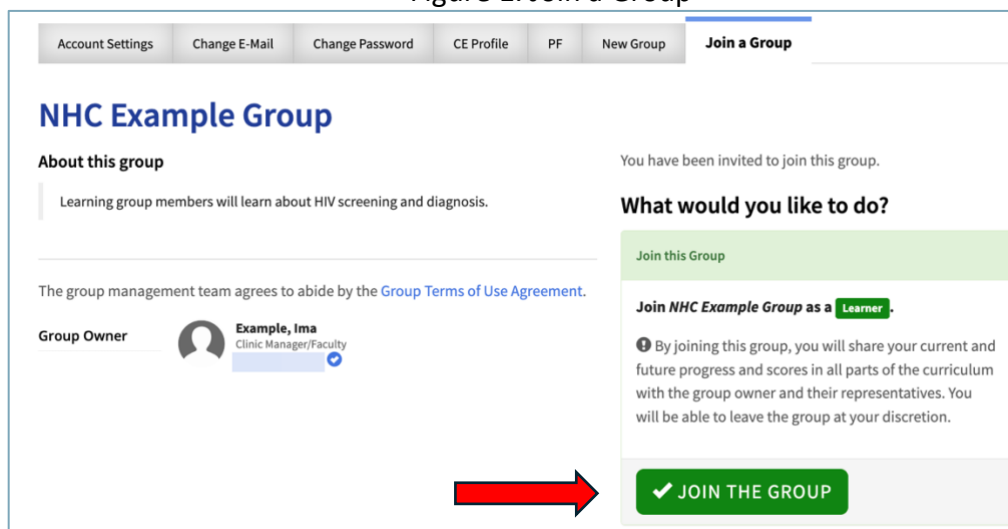
How to accept an invitation

1. You will receive an e-mail from either support@hiv.uw.edu or from a group management team member’s e-mail account. Click on the link in the blue box at the bottom of the e-mail. If you didn’t receive the invite, please check your spam or junk folder.
2. If you don’t immediately accept the e-mail invitation but you have an account on the website, a pop-up window will appear the next time you sign in. Click the “Respond” button. If you don’t see this pop-up window, please let the group Manager or Owner know what e-mail address was used to create your account.

How to join a group

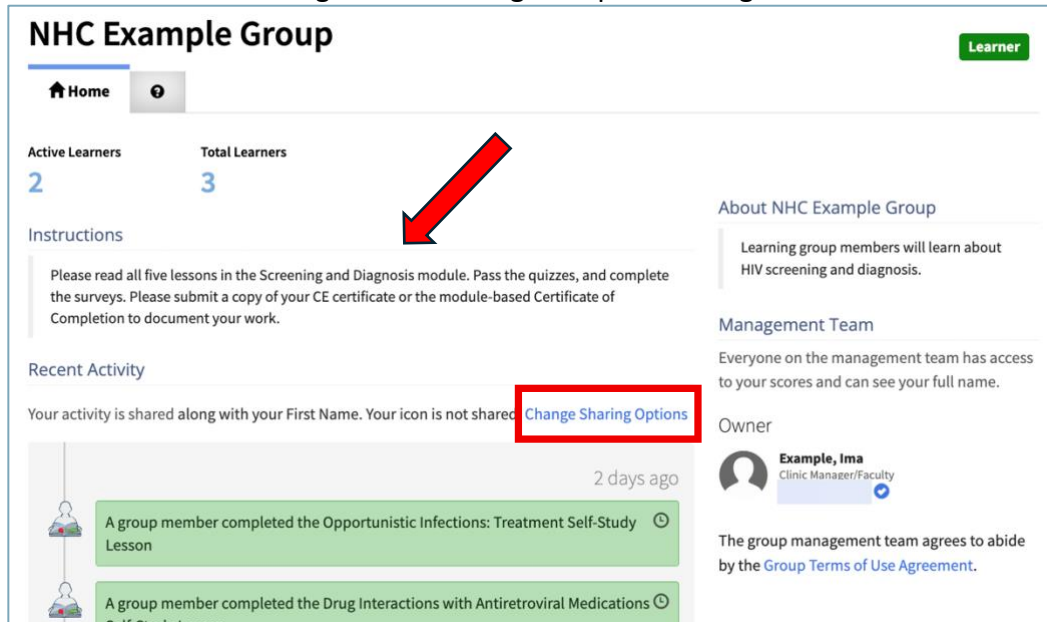
Following any of the methods above will bring you to the “Join a Group” page on the website (Figure 1). Here, you will see the name of the group, its purpose (if available), and the group management team. Click on “Join the Group” on the right. If you select the “Decline Invitation” button, the group management team will not be notified.

Figure 1. Join a Group



1. After you click on “Join the Group,” you will see the group home page (Figure 2). If the group Owner provided instructions, you will see them here. You will also see group member recent activities if the owner chose to share them.

Figure 2. Learning Group Home Page




2. *If* the group Owner allows member activities to appear on the group home page, you can determine your own privacy settings by clicking on “Change Sharing Options” (Figure 2). In the pop-up window, select how you would like to appear in the Recent Activity list and click “Save Options.”

How to access the group

Sign in, click on your name in the upper right, and then select “My groups” from the drop-down menu. You may belong to multiple groups or create your own group(s). Visit the group home page at any time to see if there are new instructions or to see how other members are doing (if enabled by your group Owner).

How to ask questions

Sign into the website and click on the Intercom chat button  in the lower right. This account is monitored Monday through Friday from 10:30 a.m. to 8:00 p.m. Eastern Time, with automated answers outside of those hours. You can also click on “Contact Us” at the bottom of the page to e-mail us at any time.