

Partners for a Healthy Baby Digital Curriculum

# **User Manual**

Rev. July 27, 2023

The latest version of this document can be found at <a href="https://cpeip.fsu.edu/phbDigital/userManual.pdf">https://cpeip.fsu.edu/phbDigital/userManual.pdf</a>

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# FLORIDA STATE UNIVERSITY Center for Prevention and Early Intervention Policy

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# Introduction

The *Partners for a Healthy Baby* Digital Curriculum is a web-based subscription service that provides users with full access to all four books in the *Partners* series and their almost 700 Handouts – including *Before Baby Arrives, Baby's* 1<sup>st</sup> Year, Baby's 2<sup>nd</sup> Year, and Toddler's 3<sup>rd</sup> Year!

With the Digital Curriculum, users can get what they need whether in the office or on the go:

- Search quickly search through all four books by Age or Stage of the Child, Category, Topic, and/or Keyword for any resource you need.
- Print every Detailed Information Page and Handout can be at your fingertips in a flash!
- Email email Handouts directly from within the Digital Curriculum
- Text text Handouts directly from withing the Digital Curriculum
- Favorites save bookmarks to your frequently used Detailed Information Sheets and Handounts

# User Accounts

A User Account is needed to access the Digital Curriculum. Users have a username and password that are used to log in.

### Organizations and Accounts

Any number of User Accounts can be joined together within a single Organization Account. For more information about Organization Accounts and User Accounts, see Step 1. Go to the CPEIP Webstore's Digital Curriculum Subscription Renewal Page: <u>https://cpeipstore.fsu.edu/digital\_renewal.aspx</u>

Step 2. Enter License Key(s) that need to be renewed.



FLORIDA STATE UNIVERSITY Center for Prevention and Early Intervention Policy



The renewal will typically be applied to your account 12-48 hours after payment for the order has been received.

### **Trial License Keys**

A 7-day Trial of the Digital Curriculum is available on our website: https://cpeip.fsu.edu

The Trial does not include any add-ons or the ability to print and the Trial License Key will expire 7 days after being activated.

Switching from a Trial Key to a Standard License Key

After a Trial License Key Expires, the associated User Account can no longer be used to access the Digital Curriculum.

In order to switch from a Trial License Key to a Standard License Key, the Trial License Key will need to be unassigned from its User Account.

For information about unassigning and assigning License Keys, see Unassigning a License Key and Assigning a New License Key.

Administration.



### Account Creation

Organizations that wish to supervise the activity of their employees within the Digital Curriculum are strongly encouraged to start by creating a User Account for a single Administrator using the link below:

https://cpeip.fsu.edu/phbDigital/join/

An Administrator can then create subordinate User Accounts that are tied to the same organization.



#### Step 1. Click Account at the top, right-hand corner of the screen.



#### Step 2. Click Users in the Administrative Menu.

Note: The Administrative Menu is only visible to Administrators and Group Managers.

		Exit Account 🔒 Logout
		Account
Castle Rock Home Visiting		Account Contacts Favorites Users
Your Account		Your License
User Name: bbatson Name: Billy Batson User Type: Group Manager Email: bbatson@castlerock.ct	rg	License Key HJ-G4386-X7VU Expires Thursday, Oct 11, 2040 11:59 PM Add-ons + Apply Add-on to HJ-G4386-X7VU
ALL USERS IN ACCOUNT	E3 Deactivate Account	
Users     CASTLE ROCK GROUP #1	ୟ Digital License	+ Add-Ons
CASTLE HOCK GROUP #1 Barry Alan	<del>VZ-W9448-E42Y</del> Exp: 3/30/23	
Billy Batson	HJ-G4386-X7VU Exp: 10/11/40	DEVELOPMENTAL ACTIVITIES: 75D-EDW-DA-Exp: 3/28/23
Bruce Banner	NU-T7464-2W96	FINDING THE GOLD WITHIN: FR5-RVF-FG-Exp: 3/30/23 SPANISH LANGUAGE HANDOUTS: WNQ-7NX-SP-Exp: 3/30/23



#### Step 3. Click Add User at the bottom of the screen.

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e Rock Hor	ne Visiting			Account	Groups	Contacts	Favorites	Licenses	Users 🔇
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Bruce Banner	anything@skipemmert.com	User	Castle Rock Group #1	A	stive	7/26/2023 6:31 PM	NU-T7464-2W96		Active
Billy Batson	bbatson@castlerock.org	Group Manager	Castle Rock Group #1	Ad	tive	7/26/2023 7:30 PM	HJ-G4386-X7VU		Active
Bruce Wayne	batmanragnaroki@gmail.com	User	Castle Rock Group #1	A	stive	7/26/2023 7:27 PM	CJ-N4222-7262		Active
					-				
	It User Records Name Barry Alan Bruce Benner Billy Batson	Sit User Records           Name         Email           Barry Alan         batman@e-graphics.org           Bruce Benner         anything@skipemmert.com           Billy Batson         bbatson@casterock.org	Stit User Records       Name     Email     User Type       Barry Alan     batman@e-graphics.org     User       Bruce Banner     anything@skipemmert.com     User       Billy Batson     beatson@casterock.org     Group Manager	Name Email     User Type     User Group       Barry Alan     Estmani@e-graphics.org     User     Castle Rock Group #1       Bruce Banner     anything@skipenmert.com     User     Castle Rock Group #1       Bitly Batson     beatson@castlerock.org     Group Manager     Castle Rock Group #1	Account         Account         Account         At User Records         Name       Email       User Type       User Group       User         Bany Alan       Datmanige-graphics.org       User       Castle Rock Group #1       Al         Bruce Banner       anything@skipemmert.com       User       Castle Rock Group #1       Al         Bitly Batson       beatson@castlerock.org       Group Manager       Castle Rock Group #1       Al	Name     Enall     User Type     User Group     User Status       Barry Alan     batman@e-graphics.org     User     Castle Rock Group #1     Active       Bruce Banner     anything@skipemmert.com     User     Castle Rock Group #1     Active       Bitly Batson     beatsoni@castlerock.org     Group Manager     Castle Rock Group #1     Active	Name     Email     User Type     User Group #1     Active     Attact #2772023 8.07 PM       Barry Alan     batman@e-graphics.org     User     User     Castle Rock Group #1     Active     4/2772023 8.07 PM       Bruce Banner     anything@skipermert.com     User     Castle Rock Group #1     Active     7/26/2023 8.31 PM       Bitty Batson     beatsong@costlencek.org     Group Manager     Castle Rock Group #1     Active     7/26/2023       Bitty Batson     beatsong@costlencek.org     Group Manager     Castle Rock Group #1     Active     7/26/2023       Bitty Batson     beatsong@costlencek.org     Group Manager     Castle Rock Group #1     Active     7/26/2023	Name     Email     User Type     User Group #1     Active     Attive     At	Name       Email       User Type       User Group #1       Active       Last Login       License         Barry Alan       batman@ge-graphics.org       User       User       Castle Rock Group #1       Active       4/2772023 3.07 PM       PM-X5783-MBW7       License         Bing Batton       batman@ge-graphics.org       User       Castle Rock Group #1       Active       7/26/2023 8.31 PM       PM-X5783-MBW7       License         Bing Batton       beatsonggonstiencok.org       Group Manager       Castle Rock Group #1       Active       7/26/2023 7.26 PM       NU-17464-2W96       License         Bing Batton       beatsonggonstiencok.org       Group Manager       Castle Rock Group #1       Active       7/26/2023 7.26 PM       NL-17464-2W96       License         Bing Batton       beatsonggonstiencok.org       Group Manager       Castle Rock Group #1       Active       7/26/2023 7.26 PM       NL-17464-2W96       License

Step 4. Enter information for the new User Account.

<b>Billy (current user)</b> Key: HJ-G4386-X7VU Exp: 10/11/2040 11:59 PM (Trial Edition)						X Exit Account	Logout
		A	dd New User				
User Group User Type:	Castle Rock Group #1		ed license can use the dia	jital curriculum, add families, and p	nlan home visits		
User Name		User Email:		First Name:			
Last Name	4	Cancel	Save				

A temporary password will be sent to the new user's email. They will be required to create a new password when logging in for the first time.



For more information about Organization Accounts and User Accounts, see Step 1. Go to the CPEIP Webstore's Digital Curriculum Subscription Renewal Page: https://02a5a37.netsolstores.com/digital\_renewal.aspx

Step 2. Enter License Key(s) that need to be renewed.

Ontact Association (Party Action ARLY INTERVENTION Policy	
centact (b) - My Account	WWWWITH THE THE THE THE THE THE THE THE THE T
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The renewal will typically be applied to your account 12-48 hours after payment for the order has been received.

#### **Trial License Keys**

A 7-day Trial of the Digital Curriculum is available on our website: https://cpeip.fsu.edu

The Trial does not include any add-ons or the ability to print and the Trial License Key will expire 7 days after being activated.

#### Switching from a Trial Key to a Standard License Key

After a Trial License Key Expires, the associated User Account can no longer be used to access the Digital Curriculum.

In order to switch from a Trial License Key to a Standard License Key, the Trial License Key will need to be unassigned from its User Account.



For information about unassigning and assigning License Keys, see Unassigning a License Key and Assigning a New License Key.

Administration.

#### Login Sessions

The Digital Curriculum allows User Accounts to login using most modern browsers, but User Accounts are limited to a single active session at a time.

Two people would not be able to login with the same User Account at the same time. For example, while you are logged-in and using the Digital Curriculum, if a co-worker on another computer logs-in with the same User Account, you would be automatically logged out. One User Account should be assigned to one person for the best experience.

# License Keys

License Keys grant access to the Digital Curriculum and are assigned to a specific User Account once activated.

#### How License Keys Work

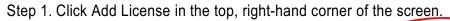
Digital Curriculum License Keys are designed for 1 User Account per 1 License Key. Two people would not be able to login with the same User Account at the same time. For example, while you are logged-in and using the Digital Curriculum, if a co-worker on another computer logs-in with the same User Account, you would be automatically logged out. One User Account should be assigned to one person for the best experience.

License Keys are good for 12 months and can be renewed. An expiration date is calculated when a License Key is activated and can then no longer be used to access the Digital Curriculum when the expiration date is reached.

#### Activating License Keys

In most cases, License Keys are activated and assigned to User Accounts by either Administrators or Group Managers, but any User can activate a License Key if one is not already assigned to them.







Step 2. Enter License Key and click Add License.

<b>*</b> Mary(current user)	Hi, Mary!         To use the Partners for a Healthy Baby Digital Curriculum, please enter your         Icense key below!         XX-XXXXXXX         XX-XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	+ Add License	Account 2	Logout
	Add License			

For more information about Activating License Keys as an Administrator or Group Manager, see Assigning License Keys.



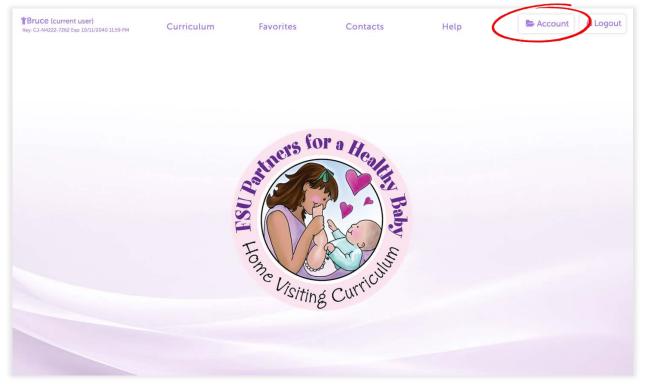
# Assigning License Keys

Administrators and Group Managers have the ability to assign License Keys to the Users beneath them.

**Note:** Prior to assigning a License Key to someone, make sure they already have a User Account. For more information about creating User Accounts, see Account Creation.

#### Assigning a New License Key

Step 1. Click Account at the top, right-hand corner of the screen.





FLORIDA STATE UNIVERSITY Center for Prevention and Early Intervention Policy

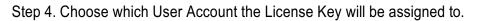
# Step 2. Click Add New License.

Billy (current user) Key: H3-C4586-X7VU Exp: 10/11/2040 11:59 PM (Triat Edition)		🖾 Exit Account 🗎 Logou
	A	ccount
Castle Bock Home Visiting		Account Coroups Contacts Favorites Licenses Users
+ Add New License		Your License
User Name: bbatson Name: Billy Batson User Type: Group Manager Email: bbatson@castlerock.	org	License Key Expires Add-ons Add-ons
ALL USERS IN ACCOUNT		
© Users CASTLE BOCK GBOUP #1	ব <sub>ণ</sub> Digital License	Add-Ona
Barry Alan	VZ-W9448-E42Y Exp: 3/30/23	
Billy Batson	HJ-G4386-X7VU Exp: 10/11/40	DEVELOPMENTAL ACTIVITIES: 75D-FDW-DA-Exp: 3/28/23
Bruce Banner	NU-T7464-2W96	FINDING THE GOLD WITHIN: FRS-RVF-FG Exp: 3/30/23 SPANISH LANGUAGE HANDOUTS: WINQ-7NX-SP Exp: 3/30/23

# Step 3. Enter New License Key.

TBilly (current user)           Rey: H3-G4388-X7VU Exp:10/11/2040 11:59 PM           (Pial Edition)					EX Exit	Account	A Logout
	Account						
Castle Rock Home Visiting		Account	Groups	Contacta	Favorites	Licenses	Users
Add New License Step 1 of 3:							
Enter License Key	Choose User ∳				Confirmati	on	
	New License Key						
	Proceed to Next Step						
	[Proceed to Next Step]						





PBilly (current user) Key: HJ-G4386-X7VU Exp: 10/11/2040 11:59 PM (Trial Edition)						X Exit Acco	ount
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dd New License ep 2 of 3:							
Enter License Key	Choose User				Confirme	tion	
	TM-T9646-WTG	7					
	Select User Belo - or - Create New Use						
Castle Rock Group #1 Users:							
<ul> <li>Billy Batson License Already Assigned (HJ</li> <li>Bruce Wayne License Already Assigned (C</li> <li>Bruce Banner License Already Assigned (N</li> <li>Diane Prince No License Assigned</li> <li>Barry Alan License Already Assigned (PM-</li> </ul>	J-N4222-7262) IU-T7464-2W96)						
					-	Proceed to N	ext Step

Step 5. Confirm the information and click Add License.

*Billy (current user) Key-HJ-G4386-K7VU Exe: 10/11/2040 11:59 PM (Thai Edition)		🛛 Exit Account
	Account	
Castle Rock Home Visiting	Account	ups Contacts Favorites Licenses Users
Add New License Step 3 of 3:		
Enter License Key ✦	Choose User ✦	Confirmation
TM-T9646-WTG7 Confirm Info:		
License Key: TM-T9646-WTG7 Activation (Today): 07/26/2023 8:27:PM Expiration: 07/25/2024 8:27 PM User: Diane Prince (dprince) User Type: User User Group: Castle Rock Group #1		
		Add License



Reassigning an Existing License Key

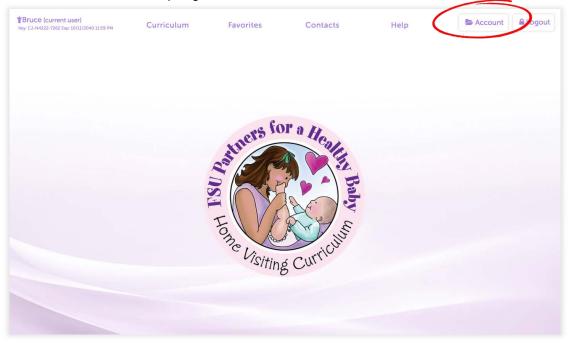
Sometimes it is necessary to assign a License Key to a different User Account.

To do this, the License Key will first need to be unassigned from its current User Account. For information about unassigning a License Key from a User Account, see Unassigning a License Key.

**Note:** Before reassigning a License Key, keep in mind that *Family Records are tied to License Keys*. Any Family Record assigned to a License Key will go with it when the License Key is reassigned to a new User Account. For information about Family Records and License Keys, see

Families and License Keys.

Step 1. Click Account at the top, right-hand corner of the screen.





# Step 2. Click "Licenses" in the Administrative Menu.

Note: The Administrative Menu is only visible to Administrators and Group Managers.

Billy (current user) Ney H3-G4586-X7VU (Sep 10/11/2040 1159 PM (Thai Edition)		🖬 Exit Account 🔒
	A	ccount
Castle Rock Home Visiting		Account Contacts Favorite Licenses
Your Account		Your License
User Name: bbatson Name: Billy Batson User Type: Group Manager Email: bbatson@castleroc	k.org	License Key Expires Thursday, Oct 11, 2040 11:59 PM Add-ons Apply Add-on to HJ-G4386-XrVU
ALL USERS IN ACCOUNT	Deactivate Account	
@ Users	a, Digital License	Add-Ons
CASTLE ROCK GROUP #1 Barry Alan	VZ-W9448-E42¥ Exp: 3/30/23	
Billy Batson	HJ-G4386-X7VU Exp: 10/11/40	DEVELOPMENTAL ACTIVITIES: 75D-FDW-DA Exp: 3/28/23

Step 3. Locate an Unassigned License Key and select Choose User.

License	QB	User	Add-ons	Exp Date
CJ-N4222=7262 Activated Jun 23, 2017 11:45 AM Jonnes Illabry	TRIAL	Bruce Wayne     Aremove User from License Userance brinn Exel betweenpend genetion User Oroup: Certle Riod Group #1 Lant User Tradicators 21:54 MI	Spanish Language Handouta G5 Hrb: (blank) Until May 15, 2024 (TYS-82J-SP) Apply Ad3-on to CJ-N4222-7582	October 11, 2040 11:59 PM S Renew
HJ-G4386-X7VU Activated Jun 23, 2017 11:45 AM License History	TRIAL	▲ Billy Batson ▲ Remove User from License Usersmin Under Crist Index Organization (org User Organization Res Crist) Lan Login 792027 241 TM	No Add-ons On License Apply Add-on is 163-04386-XTVU	October 11, 2040 11:59 PM ී Renew
MF-G3872-ET8J Activated Jul 25, 2023 8:33 PM Liamas History	TEST	💩 Urassigner	No Add-ons On Liotense Apply Add-on to ME-039872-ETRJ	July 26, 2024 8:33 PM S Renew
NU-T7464-2W96 Activated Mar 30, 2022 7:58 PM Lisense History		Bruce Banner Usanser brute Usanser brute Usanser brute Usanser brute Usanser brute Usanser brute Usan Usan Usanser brute Usan Usan Usanser brute Usan Usan Usanser brute Usanser Usanser	No Add-ons On License Apply Add-in to NJ-17454-2009	March 30, 2024 7:58 PM <sup>(1)</sup> Renew
SE-W2375-Z4JP Activated Jun 23, 2017 11:45 AM Ucense History	TRIAL	ි Unassigned 🛃 Choose User	No Add-ons On License Apply Add-on to Sti-W2376-24JP	October 11, 2040 11:59 PM S Renew
VW-A3793-Z745 Activated Jun 23, 2017 11:45 AM	TRIAL	O Unassigned  Ghoose User	No Add-ons Cin License Apply Add-on to VW-A3793-2745	October 11, 2040 11:59 PM



Step 4. Select a User Account with no assigned License Key and click Save Changes.

Billy (current user) y: HJ-G4386-X7VU Exp. 10/11/2040 11 59 PM		🔀 Exit Accoun	
at Edition)			
	Add User to License		
License No. MF-G3872-ET8J			
Organization: Castle Rock Home Visiting			
+ Add New User			
Castle Rock Group #1 Users:			
<ul> <li>Billy Batson License Already Assigned (HJ</li> <li>Bruce Wayne License Already Assigned (C</li> <li>Bruce Banner License Already Assigned (I</li> </ul>	J-N4222-7262)		
	J-N4222-7262) IU-T7464-2W96)		
Bruce Wayne License Already Assigned (C Bruce Banner License Already Assigned Diane Prince No License Assigned Barry Alan License Already Assigned (PM-	J-N4222-7262) IU-T7464-2W96)		
Bruce Wayne License Already Assigned (C Bruce Banner License Already Assigned Diane Prince No License Assigned Barry Alan License Already Assigned (PM-	J-N4222-7262) IU-T7464-2W96) X5783-M9W7) Cencel Bave Changes		
Bruce Wayne License Already Assigned (C Bever Banner License Already Assigned Diane Prince No License Assigned Barry Alan License Already Assigned Linda Danvers No License Assigned	J-N4222-7262) IU-T7464-2W96) X5783-M9W7) Cencel Bave Changes ET8J:		

Unassigning a License Key

Unassigning a License Key from a User Account allows it to be assigned to a different User Account.

Step 1. Click Account at the top, right-hand corner of the screen.





Step 2. Click Licenses in the Administrative Menu.

Note: The Administrative Menu is only visible to Administrators and Group Managers.

★Billy (current user) Key H3-C4386-X7VU (kg: 10/15/2040 1159 PM (Thai Edition)			🖾 Exit Account
	A	ccount	
Castle Rock Home Visiting		Account <b>&lt;</b>	Groups Contacts Factories Licenses Urs
Your Account		YOUR LICENSE	
User Name: bbatson Name: Billy Batson User Type: Group Manager Email: bbatson@castleroc	k.org	License Key Expires Add-ons	HJ-G4386-X7VU Thursday, Oct 11, 2040 11:59 PM + Apply Add-on to HJ-G4386-X7VU
Lupdate Profile	Deactivate Account		
ALL USERS IN ACCOUNT			
CASTLE ROCK GROUP #1	a, Digital License		Add-Ons
Barry Alan	VZ-W9448-E42Y Exp: 3/30/23		
Billy Batson	HJ-G4386-X7VU Exp: 10/11/40	Develo	OPMENTAL ACTIVITIES: 75D-FDW-DA Exp: 3/28/23

Step 3. Locate the License Key you wish to unassign and select Remove User from License.

Billy (current user) y:HJ-G4386-X7VU Exp: 10/11/2040 11-5 sat Edition)	9 PM						Exit Acco	unt
		Licenses						
astle Rock Home '	Visiting		Account	Groups	Contects	Favorites	Licenses <	Usera
enses are displayed below accord	ding to status.							
License Detail								
								_
ser Group: Castle Ro	ck Group #	+ Add New License						
	(11))) (11)) (11)	and the second						
•								
	QB	User			Add-ons		Exp Date	,
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Active License		Bruce Wayne     Ax Remove User from License	>	QB Info: (bla Until May 15	nguage Handou skj			
Active License CJ-N4222-7262 Activated Jun 23, 2017 11:45 AM Loose History HJ-G4386-X7VU	as TRIAL	Bruce Wayne     Ber Remove User from License Usersmither Rood Group 81 Lard Login 7/26/2023 7:34 PM     Billy Batson     Les Kernave User from License Usersmithe Battloon	>	QB Info: (bla Until May 15	nguage Handou ak) 2024 (TYS-823-Si n Is CJ-N4222-7262	2)	October 11, 20 11:59 PM D Renew October 11, 20	040
License License CJ-N4222-7262 Activated Jun 23, 2017 11:45 AM License Hittiny	QB	Bruce Wayne     Ar Remove User from License Usenmen: battom     Careb Betamorgravik@gm8.com     User Grape: Careb Rook Grape 81     Last Lingin: 72670203 7:34 PM     Billy Battom     Ar Betamorgravik@gma.com     Archiver.com	>	QB Info: (bia Until May 15 Apply Add- No Add-ons 0	nguage Handou ak) 2024 (TYS-823-Si n Is CJ-N4222-7262	2)	October 11, 20 11:59 PM つ Renew	040



# Renewing License Keys

License Keys can be renewed at any time before they expire or up to 90 days after the expiration date has passed.

The cost to renew a License Key will generally be cheaper than it is to buy a new License Key. Renewals can only be applied to an existing License Key and will extend it for an additional 12 months.

Step 1. Go to the CPEIP Webstore's Digital Curriculum Subscription Renewal Page: https://cpeipstore.fsu.edu/digital\_renewal.aspx

Step 2. Enter License Key(s) that need to be renewed.



The renewal will typically be applied to your account 12-48 hours after payment for the order has been received.

#### **Trial License Keys**

A 7-day Trial of the Digital Curriculum is available on our website: https://cpeip.fsu.edu

The Trial does not include any add-ons or the ability to print and the Trial License Key will expire 7 days after being activated.



Switching from a Trial Key to a Standard License Key

After a Trial License Key Expires, the associated User Account can no longer be used to access the Digital Curriculum.

In order to switch from a Trial License Key to a Standard License Key, the Trial License Key will need to be unassigned from its User Account.

For information about unassigning and assigning License Keys, see Unassigning a License Key and Assigning a New License Key.

# Administration

Administration within the digital curriculum

### User Types

There are 3 types of User Accounts within the Digital Curriculum:

- Administrators
- Group Managers
- Users

Any one of these can have a License Keys and use the Digital Curriculum, but User Accounts do not have access to Administrative Functions within the curriculum.

Administrative Functions include the ability to:

- Assign License Keys to User Accounts
- Create User Groups
- Assign User Accounts to User Groups
- See users' visit records and family records
- Update email addresses and reset passwords
- Only Administrators and Group Managers have access to Administrative Functions.

Administrators have control over an entire organization. Group Managers only control their group (see User Groups).

#### User Groups

User Groups are an optional way of organizing and isolating User Accounts based on the needs of the organization. Groups can be used to distinguish between locations, teams, etc. and can



each have their own Group Manager, who have oversight and administrative control over all of the users within their User Group.

Administrators within an organization have complete oversight and administrative control over all of the User Accounts in every User Group.

#### How to Create a User Group

Step 1. Click Account.

Note: Only Administrators can add new User Groups.





Step 2. Click Groups in the administrative menu.

Billy (current user)           Key 143-GASB6-X2VU (xp10/33/2040 13:59 PM           That Estion1		Exit Account
	A	count
Castle Rock Home Visiting		Account Groups Conects Favorites Licenses Users
Your Account		Your License
User Name: bbatson Name: Billy Batson User Type: Group Manager Email: bbatson@castlerock	org  Desctivate Account	License Key Expires Add-ons HJ-G4386-X7VU Thursday, Oct 11, 2040 11:59 PM + Apply Add-on to HJ-G4386-X7VU
ALL USERS IN ACCOUNT		
Users     CASTLE ROCK GROUP #1	ୟ Digital License	Add-Ons
Barry Alan	VZ-W9448-E42¥ Exp: 3/30/23	
Billy Batson	HJ-G4386-X7VU Exp: 10/11/40	DEVELOPMENTAL ACTIVITIES: 75D-FDW-DA-Exp: 3/28/23

Note: The Administrative Menu is only visible to Administrators and Group Managers.

Step 3. Click Add New Group and enter the Group's name.

		User Groups					
astle Ro	ck Home Visiting	Account	Groups 🔇	Contacts	Favorites	Licenses	Users
er Groups offer you	a way to organize users, licenses and families.						
No.	Group Name			Assigne	d Users		
1	Castle Rock Group #1	1. Billy Batsc 2. Barry Alar 3. Bruce Way 4. Bruce Bar 5. Diane Prir 6. Linda Dan	yne (User) nner (User) nce (User)				
2	Castle Rock Group #2		sughlin (Administrator Instone (User) th (User)	)			
		Add User Group					



#### How to Assign User Accounts to a User Group

#### Step 1. Click Account.

Note: Only Administrators can move a User Accounts to a different User Group.



Step 2. Click Users in the administrative menu. Note: The Administrative Menu is only visible to Administrators and Group Managers.

iilly (current user) H3-GASBG-X2VU (bg: 10/15/2040 13:59 PM I Eshben)		🖾 Exit Account 🔒
		Account
astle Rock Home Visiting		Account Contacts Favorites Licence Users
YOUR ACCOUNT		Your License
Our Account         User Name:       bbatson         Name:       Billy Batson         User Type:       Group Manager         Email:       bbatson@castlerock.org		License Key HJ-G4386-X7VU Expires Thursday, Oct 11, 2040 11:59 PM Add-ons + Apply Add-on to HJ-G4386-X7VU
LL USERS IN ACCOUNT	Deactivate Account	
© Users CASTLE ROCK GROUP #1	a, Digital License	Add-Ons
Barry Alan	VZ-W9448-E42Y Exp: 3/30/23	
Billy Batson	HJ-G4386-X7VU Exp: 10/11/40	DEVELOPMENTAL ACTIVITIES: 75D-FDW-DA Exp: 3/28/23



#### Step 3. Click on a User Account.

	(current user) 34386-X7VU Exp: 10/11/2040 11 and	59 FM						× Exit	Account	A Logout
				& Users						
ast	le Rock Home	Visiting			Account	Groups	Contacta	Favorites	Licenses	Users 🔇
ser	S									
w and	Edit User Records									
No.	Name	Email	User Type	User Group	U	ser Status	Last Login	License	1	license Status
1	Barry Alan	batman@e-graphics.org	User	Castle Rock Group #1		Active	4/27/2023 3:07 PM	PM-X5783-M9	W7	Expired
2	Bruce Banner	anything@skipemmert.com	User	Castle Rock Group #1		Active	7/26/2023 6:31 PM	NU-T7464-2W	96	Active
3	Billy Batson	bbatson@castlerock.org	Administrator	Castle Rock Group #1		Active	7/27/2023 12:44 PM	HJ-G4386-X7	vu	Active
4	Shawn Coughlin	scoughlin@cpsip.fsu.edu	Administrator	Castle Rock Group #2		Active	4/11/2023 8:49 PM	J5-X3749-46	IG	Active
5	Linda Danvers	Kara@Zor-El.com	User	Castle Rock Group #1		Active	Never	No License		N/A
6	Lany Johnstone	Enhnstone@castlerock.org	Uner	P. 4. D. J. Co., 12		Active	11/15/2017 2/41 PM	No License	e	N/A
6	Diane Prince	diana@invisplane.com	User	Castle Rock Group #1		Active	Never	MF-G3872-E1	-18 <sup>-</sup>	Active
8	Jonn Smith	Istuthiliteasterocicory		Contra Contra Contra Pite	_	PARTIE .	Never	No License	8.1	N/A
9	Bruce Wayne	batmanragnarok@gmail.com	User	Castle Rock Group #1		Active	7/26/2023	CJ-N4222-72	62	Active

Step 4. Select a Group to assign the User Account to and click Save.

▼Billy (current user) xxy:HJ-GA386KXYVEHP_10121720401159 PM That Edition		& Users				EX Exit	Account	A Logou
Castle Rock Home Visiting		a oscis	Account	Groups	Contacts	Favorites	Licenses	Users
User Detail								
Diane Prince								
Diane's User Info								
Deactivate Account								
Site Access: Active	~		User Type:	User				
User Name: dprince			Email:	diana@invis	splane.com			
First Name: Diane			Last Name:	Prince		-	_	
Password: Reset Password			vser Group:		ock Group #1 ock Group #2		_	
Last Login: Never								



# Contacts

# Creating Contacts

Any User Account with an active License Key can create a Contact.

Contacts are useful for quickly sending Handouts to your families via Text or Email.

#### Step 1. Click Contacts at the top of the screen.





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# Step 2. Click Add Contact.

Billy (current user) Key: H3-G4586-X7VU Exp. 10/11/2040 11:59 PM (Trial Edition)	Curriculum	Favorites	Contacts	Help	Se Account	Logout
		CONT	ACTS			
	Search Contact:					
				X		
		🕄 Add	Contact			
۵		et a second				
a Shawn Coughli	n	shawn@shawn.com	850-222-987	4	• /	
		Archived	Contacts			

Step 3. Enter the person's Name, Email, and Cell Phone Number and click "Save".

#Billy (current user)           Nep.102-64386-627VU Exp. 10/15/2040 11:50 PM           This Edition!	Curriculum	Favorites Contacts ADD CONTACTS	Help	Se Account	A Logout
	first	first name			
	last	last name			
	email	email@address.com			
	phone	000-000-0000			
		SAVE			



# Sharing Contacts

When first created, a Contact is tied to the License Key that was used to create it and is subsequently visible only to the User Account assigned to the License Key.

In some cases, it may be necessary to share a Contact with multiple User Accounts. For example, a program that employs both a home visitor and nurse would need to share a Contact with both the home visitor and nurse.

When a Contact is shared between several User Accounts, each user will be able to create, view, and edit the Contact.

Step 1. Click Account at the top, right-hand corner of the screen.





#### Step 2. Click "Contacts" in the Administrative Menu.

Note: The Administrative Menu is only visible to Administrators and Group Managers.

Billy (current user) Key H3-64386-XXVU (xp 10/11/2040 1159 PM (Trai Estent)			🗷 Exit Account
	A	ccount	
Castle Rock Home Visiting		Account 🔇	Groups Contacts Favorites Licenses Users
YOUR ACCOUNT		YOUR LICENSE	
User Name: bbatson Name: Billy Batson User Type: Group Manager Email: bbatson@castlerock	org	License Key Expires Add-ons	HJ-G4386-X7VU Thursday, Oct 11, 2040 11:59 PM + Apply Add-on to HJ-G4386-X7VU
Update Profile ALL USERS IN ACCOUNT	Deactivate Account		
@ Users	a, Digital License		#- Add-Ons
CASTLE ROCK GROUP #1 Barry Alan	VZ-W9448-E42Y Exp: 3/30/23		
Billy Batson	HJ-G4386-X7VU Exp: 10/11/40	DEVELO	OPMENTAL ACTIVITIES: 75D-FDW-DA Exp: 3/28/23

Step 3. Click "Share Contacts Between Users".

Billy (current user) Key: HJ-G4586-X7VU Exe: 10/11/2040 11:59 PM (That Edition)					EX Exit	Account	A Logout
	All Contacts						
Castle Rock Home Visiting		Account	Groups	Contacts <	Fevorites	Licenses	Users
All Contacts  Search Contacts	863						
Q, Search							
5 Families							
	John Aaron						
	Group Assignment: Castle Rock Group #1 Assigned To: Barry Alan						
	Harvey Smitherson						
	Group Assignment: Castle Rock Group #1 Assigned To:						
	William Jones						
	Group Assignment: Castle Rock Group #1 Assigned To: Barry Alan						



Step 4. Select Group and then click the desired User.

Note: Only Users with an active License Key will be available for selection.

1. Select a Home V 2. Select the user i	e another user's contact, do the following; fisiting Group (if you only have one, you can n the left-hand column ext to the contact you wish this user to see nges"	skip this step)
elect Group:	5	
Castle Rock Group #1		· •
Castle Rock Grou Billy Batson Barry Alan Bruce Wayne Bruce Banner	p #1 Users	Diane's Contacts Castle Rock Group #1 Castle Rock Group #2 Save Changes
Diane Prince	No Linear A	Castle Rock Group #1
Linda Danvers - (	No License)	Aaron
		Harvey Smitherson
		] Jones
		Shawn Coughlin
		Gmith

Step 5. Select the Contact Name in the right-hand pane and click Save Changes.

All Contacts	Share Contacts Between Users <b>K</b>	
1. Select a Ho 2. Select the r	to see another user's contact, do the following: whe Visiting Group (if you only have one, you can ski user in the left-hand column box next to the contact you wish this user to see . Changes"	ip this step)
Select Group:		
Castle Rock Group	#1	v
Billy Batson Barry Alan Bruce Wayne Bruce Banner Diane Prince		Diane's Contacts  Caste Rock Group #1  Caste Rock Group #1  Aaren  Harvey Smitherson  Shawn Couplán  Stret Charges



# Contacts and License Keys

When reassigning License Keys between User Accounts, it is important to remember that Contacts are attached to the License Key and not the User Account. Any Contacts that were created with the License Key will transfer to the new User Account when the License Key is reassigned.

For more information about License Keys and Reassignment, see How License Keys Work.

# Curriculum

#### Search

The Digital Curriculum allows users to search and browse every book in the *Partners for a Healthy Baby* Curriculum.

Search results can be narrowed by:

- Book
- Stage of Pregnancy/Age of Child
- Category
- Topic
- Any word or phrase that is entered as the search term.

Generally, the search will provide two sets of results: Index Matches and Other Matches.

Index Matches returns results from the Index as it appears inside of the physical books. Index Matches are organized alphabetically by Index term and then by page number.

Other Matches compares the search term to the actual text the books. Any matches or related phrases that are found are returned and displayed beneath the Index Matches. Other matches are organized according to relevance and page number.

Any results that appear in Index Matches will not be listed again in Other Matches.



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# Searching the Curriculum

Step 1. Click Curriculum.

Billy (current user) Rep. H2-6586-XXVI Exp. 10/11/2040 (Col Pre (Thus Edition)	Curriculum	Fivorites	Contacts	Help	Secount 2	Logout
		ars fo				
	â	Notificite	a calling Ba			
		Home	S Curricius			
		15/fing	g Cur.			

Step 2. Search for the Purpose you are looking for and click it to open.

lilly (current user) HJ-G4365-X7VU Exp: 10/11/2040 11:59 PM #164904	Curriculum Favorites	Contacts	Help	Account	
	A Search	ce Iå Index	Handouts		
	Baby's 1st Year		*		
<b>S</b>	Month 6		*		
	-All Topics		•	× clear all	
	enter search term or handout number		8	Search	
	search	result(s) 15			
Book Section Category Topic		Purpose for Visit			
- Balaine					-
Baby's 1st Year Month 6 Family Development Empowerment	Encourage family to make decis	ions with baby in mine	d.		1
Baby 3 131 rear Month 6 Family Development Father/Partner Engagement	Ask Dadipartici now he was pa	rented and what Kind	of father he wants	to be. o	
Baby's 1st Year Month 6 Family Development Career Development & Finances	Ask how Mom is doing balancing	g school/work with pa	arenting.	\$	



# Scope & Sequence

The Scope & Sequence allows you to find a Detailed Information Page by viewing the entire Curriculum organized by Book, Category, Age or Stage of Child, and then Topic.

Step 1. Click Curriculum.



Step 2. Click "Scope & Sequence" and then choose a Book.

Billy (curren Ny: HJ-64386-X7V Trai Edition)	It user) AJ Cap: 10/31/2040 11:59 PM	Curriculum	Favor	ites Co	ontacts	Help	E Account	Logo
_		A Search	a scope §	Sequence	lå Index	Handouts		
				ope & Seque fore Baby Arr				
		Before Baby Arriv	es Saby's 1s	t Year Baby	y's 2nd Year	Toddler's 3rd Year		
	CATEGORT:							
	CATEGORY: Family Developm 1st Trimester	nent Prenatal Month 4	Prenatal Month 5	Prenatal Month 6	Prenatal Month 7	Prenatal Month 8	Prenatal Month 9	
	Family Developm		Prenatal Month 5	Prenatal Month 6	Prenatal Month 7	Prenatal Month 8	Prenatal Month 9	
	Family Developm tst Trimester Empowerment Help family to envision their dreams. p4		Prenatal Month 5 Help family identify next steps toward goal of having a healthy baby, p114	Prenatal Month 6 Encourage family to map out their dreams for the new baby, 0169	Prenatal Month 7 Follow up on family's progress toward goal of having a healthy baby, 200	Prenatal Month 8 Discuss ways to overcome obstacles, including finding a meetore, 250	Prenatal Month 9	
	Family Developm 1st Trimester Empowerment Help family to envision their	Prenatal Month 4 Ask about progress on achieving goal of having a healthy	Help family identify next steps toward goal of having a healthy baby, p114 Talk about how to reframe negative	Encourage family to map out their dreams for the new baby, p158 Heip family prepare for the many	Follow up on family's progress toward goal of having a	Discuss ways to overcome obstacles, including finding a	Prenatal Month 9	
	Family Developm Ist Trineater Empowerment Help family to envision their dreams. p4 Help family visualize their dreams and	Prenatal Month 4 Ask about progress on achieving goal of having a healthy baby and talk about making good	Help family identify next steps toward goal of having a healthy baby, p114 Talk about how to	Encourage family to map out their dreams for the new baby, p158 Help family prepare	Follow up on family's progress toward goal of having a	Discuss ways to overcome obstacles, including finding a	Prenatal Month 9	



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Step 3. Scroll down and find the Category and Topic of the material you are looking for, and click on the Purpose title.

Heip family keep track of this spending, p18       Heip family max a track of this bills than they budget, p72       If family has more pay, heip them pay, heip them pay, heip them take time off from pay, heip them take time off from take better or school are take time off from take better decision about take time off from take better or school are take time off from take time off from take better or school are take time off from take better take time off from take better or school are take time off from take time off from take better take time off from take better take time off from take better take time off from take better take time off from take time							
Katernel & Fansibility Health           tst Timester         Prenatal Month 4         Prenatal Month 5         Prenatal Month 6         Prenatal Month 7         Prenatal Month 8         Prenatal Month 9           Atcochol, Drugs, & Tobusco		budget, p72 Discuss any school or work concerns.	pay, help them decide which ones	take time off from work or school after	decisions about their money to improve credit	related to returning to school/work.	receipts by getting
Acchold, Drugs, & Tobacco         Tobacco           Talk with expectant parent(s) about how exposure to banke can harm the baby, p20         Encourage expectant mother or use drugs, p76         Teach mother-to-be how quitting smoking can help her developing baby; p126         Talk with mother-to- be about the smoking-can help her developing baby; p126         Talk with mother-to- be about the benefits of her developing baby; p126         Talk with mother-to- be about the smoking-tree home smoking-tree home her about her           7 alk with mother to- be about the banking alcohol or drugs and encourage mother- to-be to talk homestri about her         Talk with mother-to- be about the her developing baby; p126         Talk with mother-to- be about the banking, p268         benefits of she is still smoking, p268		ily Health					
Talk with expectant     Encourage     Teach mother-to-be     Talk with mother-to-be     Talk with mother-to-be       exposure to axing an the baby, p20     or use drugs, p76     Talk works noted to the drive droved to the droved to	1st Trimester	Prenatal Month 4	Prenatal Month 5	Prenatal Month 6	Prenatal Month 7	Prenatal Month 8	Prenatal Month 9
parentify about how expectant mother action at color drink alcohol at another expectant to another the baby, provide the drink alcohol at another expectant mother action at another expectant mother expectant mother action at another expectant mother expectant moth	Alcohol, Drugs, & Tob	acco					
	parent(s) about how exposure to smoke can harm the baby, p20 Talk about dangers of using alcohol or drugs and encourage mother- to-be to talk honestly about her	expectant mother not to drink alcohol	how quitting smoking can help her developing baby.		be about creating a smoke-free home	be about the benefits of breastfeeding even if she is still smoking.	
	Help mother-to-be learn how to protect herself and her baby from sexually transmitted infections, p24 Explain why HIV testing is important, p26	Reassure mother-to- be that in most situations aexual intercourse will not harm her baby. p78	Talk with expectant mom about reproductive goals and birth control options. p128	Explain myths about birth control and getting pregnant. p170 Heigh mother-to-be learn how to use a condom correctly. p172 Talk with mother-to- be about ways to be	Ask if mother-to-be has any concerns about sex and discuss options for starting birth control before leaving the hospital, p216	Talk about intercourse after childbirth and make sure expectant mom and her partner have selected a birth control method. p250	Make sure the expectant mom and her partner understand the benefits of spacing pregnancies, p296 Talk with mother-to- be about birth control methods tha she can use while

#### Index

For those who have a particular Detailed Information Page in mind or who would like to browse all of the Curriculum, the Index is available.

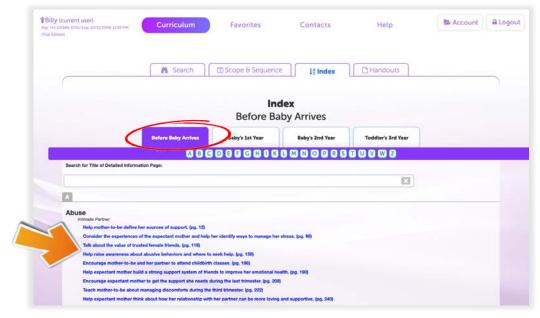
The Index contains a list of every Detailed Information Page and Handout across all of the books in the Curriculum.

Step 1. Click Curriculum.





Step 2. Choose a Book and select the Detailed Information Page.



# Handouts

For those who have a particular Handout in mind, the Handout section is available.



Step 1. Click Curriculum.



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Step 1. Click Handouts and select a Book. You will then see a complete list of the Handouts within that back. Clicking the Handout name will bring up the that Handout and It's Detailed Information Page.

Key, HJ-G4386-X7VU Exp. 10/ (Trial Edition)	/11/2040 11.59 PM	Curriculum	Favorites	Contacts	Help	Account	Logout
		M Search	Scope & Sequence	e lå inde	Handouts	>	
				douts			
			Before Ba	aby Arrives			
		ore Baby Arrives	Baby's 1st Year	Baby's 2nd Year	Toddler's 3rd Year		
	Search for Title of Hando			off - What Yau Mard Io 8			
	001 — What Are You	ur Dreams?		071 — What You Need for B		×	
	001 — What Are You 002 — My Treasure	ur Dreams? Map		072 — My Dreams for My B	aby Are		
	001 — What Are You 002 — My Treasure 003 — Small Steps I	ur Dreams? Map Lead to Big Dreams		072 — My Dreams for My B 073 — 10 Reasons I Can't C	aby Are Change		
	001 — What Are You 002 — My Treasure	ur Dreams? Map Lead to Big Dreams althy Baby		072 — My Dreams for My B 073 — 10 Reasons I Can't C	aby Are Change en Prepare for the New Baby	×	
	001 — What Are You 002 — My Treasure 003 — Small Steps I 004 — Having a Her	ur Dreams? Map Lead to Big Dreams althy Baby sport		072 — My Dreams for My B 073 — 10 Reasons I Can't C 074 — Helping Other Childr	aby Are Change en Prepare for the New Baby ren Adjust to the New Baby		
	001 — What Are You 002 — My Treasure 003 — Small Steps I 004 — Having a Her 005 — Circle of Sup	ur Dreams? Map Lead to Big Dreams althy Baby sport for New Dads		072 — My Dreams for My B 073 — 10 Reasons I Can't O 074 — Helping Other Childr 075 — Books to Help Childr 076 — Questions about Beo	aby Are Change en Prepare for the New Baby ren Adjust to the New Baby		
	001 — What Are You 002 — My Treasure 003 — Small Steps I 004 — Having a Heu 005 — Circle of Sup 006 — Three Tasks	ur Dreams? Map Lead to Big Dreams atthy Baby port for New Dads spectant Fathers		072 — My Dreams for My B 073 — 10 Reasons I Can't O 074 — Helping Other Childr 075 — Books to Help Childr 076 — Questions about Beo	aby Are Change en Prepare for the New Baby ren Adjust to the New Baby coming a Father		
	001 – What Are You 002 – My Treasure 003 – Small Sterps 004 – Having a Hei 005 – Circle of Sup 006 – Three Tasks 007 – Advice for E 008 – Where Does	ur Dreams? Map Lead to Big Dreams atthy Baby port for New Dads spectant Fathers	Baby	072 — My Dreams for My B 073 — 10 Reasons I Can't G 074 — Helping Other Child 075 — Books to Help Child 076 — Questions about Bec 077 — Questions to Ask Yo Pregnant	aby Are Change en Prepare for the New Baby ren Adjust to the New Baby coming a Father		
	001 - What Are You 002 - My Treasure 003 - Small Steps 004 - Having a Her 005 - Circle of Sup 006 - Three Tasks 007 - Advice for ES 008 - Where Dees 009 - How Smokin	ur Dreams? Map Lead to Big Dreams althy Baby port for New Dads spectant Fathers Our Money Go?		072 — My Dreams for My B 073 — 10 Reasons I Can't G 074 — Helping Other Child 075 — Books to Help Child 076 — Questions about Bec 077 — Questions to Ask Yo Pregnant	aby Are change en Prepare for the New Baby en Adjust to the New Baby coming a Father or Employer/School Official When Yo about Sex & Getting Pregnant		
	001 – What Are Yoo 002 – My Treasure 003 – Small Steps 004 – Having a He 005 – Circle of Sup 006 – Three Tasks 007 – Advice for Ex 008 – Where Does 008 – Work Smakin 010 – How Using A	ur Dreams? Map Lead to Big Dreams althy Baby sport for New Dads opectant Fathers Qur Money Go? g Can Hurt Your Unborn	t Your Unborn Baby	072 — My Dreams for My B 073 — 10 Reasons I Can't G 074 — Heiping Other Child 075 — Books to Help Child 076 — Questions about Be 077 — Questions to Ask Yo Pregnant 078 — Ten Common Myths	aby Are Change en Prepare for the New Baby en Adjust to the New Baby coming a Father ur Engloyer/School Official When Yo about Sex & Gotsing Pregnant r Time!		
	001 - What Are You           002 - My Treasure           003 - Small Steps           004 - Hawing a Her           005 - Circle of Sup           000 - Three Tasks           007 - Advice for Eix           008 - Where Does           009 - Hours Small           010 - Hours Small           010 - Sexually Trar	wr Dreams? Map Lead to Big Dreams althy Baby port for New Dads opectant Fathers Our Money Go? g Can Hurt Your Unborn Joohol & Druge Can Hurt	t Your Unborn Baby Hurt You and Your Baby	072 — My Dreams for My B 073 — 10 Reasons I Can't C 074 — Helping Other Child 075 — Books to Help Child 076 — Questions about B6 077 — Questions to Ask Yo Pregnant 078 — Ten Common Mytha 079 — Use a Condom Every	aby Ars change en Propare for the New Baby en Adjust to the New Baby coming a Father ur Employen/School Official When Yo about Sex & Gatsing Pregnant Transl programs		

Optional: You can also find a Handout by using the inline search-bar at the top.

### Printing

All of the materials contained within the *Partners for a Healthy Baby* Home Visiting Curriculum are intellectual property and are subject to copyright. In order to print from the Digital Curriculum, Users require an active, unexpired License Key.



As stated in the End User License Agreement (EULA), a License Key entitles one person access to the Digital Curriculum. A single License Key and/or User Account is not intended to be shared among multiple people and such use is not permitted. Users are only authorized to print a quantity of materials reasonable in relation to the number of clients being served.

#### Printing a Detailed Information Page & Handout

Step 1. From within the Curriculum section, select something from within the Search, Scope & Sequence, Index, or Handouts sub-sections – this will display the Detailed Information Page and its Handout.



#### Step 2. Click "Print"





# Step 3. Select the items to be printed. **Note:** Printing is disabled in the 7-day Trial.



#### **Texting Handouts**

You can text a Handout to a family member from within the Digital Curriculum.

Step 1. Open a Detailed Information Page and its Handout and click the "Texting" icon 🖭





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Step 2. You can either; Select a Contact from the contact list or enter a number in the Phone field.

Before Baby Arrives • Prenatal Mo	nth 6 FAMILY DEVELOPMENT	The Real Street	
Detailed Information Page	🗩 TEXT		ROTHER
Ask how the children fe	send: Books to Help Children Adjust to the New Baby	contracts search contacts	
How are books are to ask how they are	Phone:	Alice Arrold 654-987-4987	ABIES
was jealous of the h baby?" or "What do you unk it wi read some of these books to see ho their family."	Add + SEND TO:	Lucie Bardston 954-751-4544	
Are your children excited about the have a different response to the id		A Shawn Coughtin 850-222-9874 BD	10 5/87
thought of ways they can feel in children want to hold their new siste the baby too tightly or accidentally might try having them use a doll		Hope Daniels 287-654-6546	2
softly pat or kiss the baby. Talk at baby too. You'll want to conside abilities when making decisions abo	SEND	Harvey Smitherson	
Your role is to help all members of expectant mom is ok with it, talk needed, help her think of ideas for			Baby Brothe
before the baby arrives. Have age family to read together about bein feelings and prepare for the adjustme	and the second se		1

Step 3. Clicking a Contact, or entering a number and clicking the "Add" button, will place their cell phone number into the "SEND TO" field. You can add more numbers here, if you want to send the Handout to multiple people. Then click "SEND."

Before Baby Arrives + Prenatal Mont Detailed Information Page		Distance Provide Line Line Line Line Line Line Line Lin
Ne state a serie de la serie d	🗩 TEXT	
Ask how the children for new brother/sister.	send: Books to Help Children Adjust to the New	contacts
How are your children feeling about	Baby	search contacts
books are a good way to help prepart to ask how they are feeling. Compa-	Phone:	Alice Arnold 654-567-4567
was jealous of the new 1 was	Add 🕸	DKS C
baby?" or "What do you read some of these boo	SEND TO:	a Lucie Bardston 954-751-4544 children
their family."	850-222-9874 ×	C to the
Are your children excited about the		& Shawn Coughin 850-222-9874 baby
thought of ways they can feel ind children want to hold their new siste	-	
the baby too tightly or accidentally t might try having them use a doli t		A Hope Daniels 987-654-6546
softly pat or kiss the baby. Talk ab- baby too. You'll want to consider	SEND	De New Baby
abilities when making decisions about		A Harvey Smitherson
Your role is to help all members of expectant mom is ok with it, talk		Za U Ba
needed, help her think of ideas for before the baby arrives. Have age 1		
family to read together about being		
feelings and prepare for the adjustme		



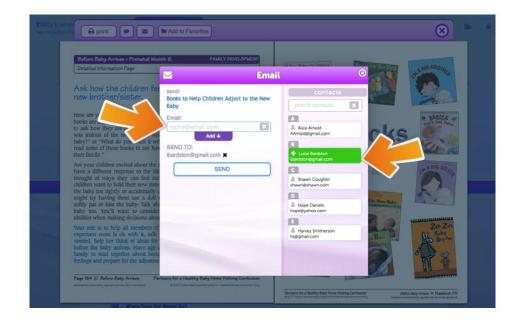
### **Emailing Handouts**

You can email a Handout to a family member from within the Digital Curriculum.

Step 1. Open a Detailed Information Page and its Handout and click the "Email" icon <a>[</a>



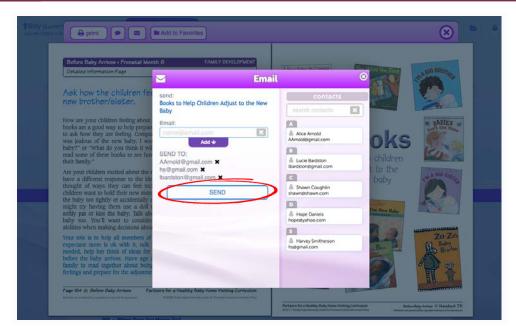
Step 2. You can either; Select a Contact from the contact list or enter an email in the Email field.



Step 3. Once you have clicked on a Contact, or entered an email and clicked the "Add" button, the email will be added into the "SEND TO" field. You can add more email addresses here, if you want to send the Handout to multiple people. Then click "SEND."



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# Favorites

You can create a short-cut to Handouts you use repeatedly by using the "Add to Favorites" function.

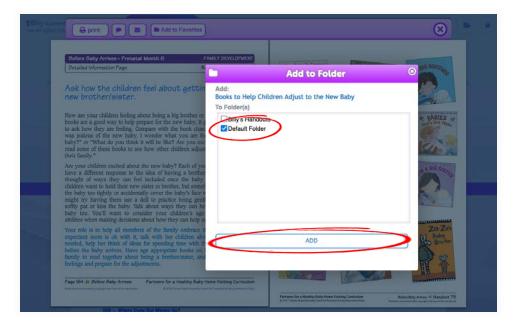
Step 1. Open a Detailed Information Page and its Handout and click the "Add to Favorites" button.



Step 2. Choose a folder to save the short-cut and click the "ADD" button.



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Step 3. To see where this is saved, click on the "Favorites" button.





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Step 4. You will see two cabinets. Suggested Bundles and My Cabinet. Suggested Bundles is a set of non-editable collections of Handouts we have provided to you. My Cabinet is where you will store all of your own short-cuts. Start by clicking the "plus button" in next to My Cabinet

			tes	
search	favorites			
EDITI	NG: Suggested Bun	ndles >		
	Suggested Bundles My Cabinet			

Step 5. Next, click on "Default Folder" and you will see the Handout you added earlier.

		My Favorit	tes	
search favorites				
EDITING: Default Folder	Car Rename	e 🖌 Email 🖌 Text		
Suggested Bundles     My Cabinet				
E- South Folder	Children Adjust to the Nev			

Sending Texts or Emails from Favorites to One Family Member

You can send Handouts to your family members from within Favorites the same way you do from within the Curriculum.

Step 1	. Click	on the	Handout
--------	---------	--------	---------

		My Favorit	tes	
search favorites				
EDITING: Default Folder	Cell Rename     Delete	A Email A Text		
	\$			
🖻 😓 Default Folder	p Children Adjust to the New			



Step 2. Once the Handout is selected, click on the "View" button.

		My Favori	tes		
search favorites					
EDITING: Books to Held	Children Adjust to the New B	aby ) 🖻 Remove	View A Email	ext	
🗄 🖬 Suggested Bundle		C			
E- 🚔 My Cabinet	10				
🖻 🖆 Default Folder	Ip Children Adjust to the New E				

Step 2. Once the Detailed Information Sheet and Handout are open, you can Text or Email just as you would from within the Curriculum. Instructions on this are stated earlier in this document.

Billy fourrent	E Logout
Arrives - Prenatal Mon: Detailed information Page Ask how the children feel about getting a new brother/sister.	Sile BROTTLE
How are your children feeling about being a big brother or big sister? children's books are a good way to help prepare for the new baby. It gives you an opening to ask how they are feeling. Compare with the book characters such as: "Spot was jealous of the new baby. I wonder what you are feeling about our new baby? or "What do you think it will be like? Are you excited? Not sure? Let's read some of these books to see how other children adjusted to a new baby in their family." Bookk	ren 🔽 🔛
Are your children excited about the new baby? Each of your children will likely have a different response to the idea of having a brother or sister. Have you thought of ways they can feel included once the baby comes home? Most children want to hold their new sister or brother, but sometimes a child will hug the baby too tightly or accidentally cover the baby's face with the blanket. You might try having them use a doll to practice being gentle and learn how to softly pat or kiss the baby. Talk about ways they can help out with the new baby too. You'll want to consider your children's age and developmental abilities when making decisions about how they can help out.	A BIG SIGTLA
Your role is to help all members of the family embrace this new baby. If the expectant mom is ok with it, talk with her children about the new baby. If needed, help her think of ideas for spending time with the children each day before the baby arrives. Have age appropriate books on hand and encourage family to read together about being a brother/sister, and to talk about their feelings and prepare for the adjustments.	Za-Zas Baby Boltz
Page 164 - & Defore Bally Arrives         Partners for a Healthy Bally Home Visiting Curriculum           Variable are producted y supplet and equit to reposteral         # 1000 Fixed States (care for Theories & Exp Strumettor Progr           Partners for a Healthy Bally Home Visiting Curriculum         # 1000 Fixed States (care for Theories & Exp Strumettor Progr	Before Boly Amires 🛠 Handout 75 Tendota are processing upped a set register to reproduce.



Sending Texts or Emails from Favorites to Multiple Family Members

You can send multiple Handouts from within Favorites to multiple people at the same time. Here's how.

Step 1. Click to select a folder containing Multiple Handouts and then click the Email button.

			My Far	vorites		
search far	orites					
EDITING	Default Folder +	G' Rename	elete 🖪 Email 🕅 T	ext		
⊕ <b>≣</b> Su	ggested Bundles					
	A					
	Cabinet Default Folder	Children Adjust to the				

Step 2. Either click on contact names on the right to add their email to the list and/or type in the email addresses into the Email field and click "Add"

	My Favori	tes
search favorites	🖂 Email	○
EDITING: Default Folder + 🛛 Rena		contacts
E Suggested Bundles	send:	search contacts
E My Cabinet	Books to Help Children Adjust to the New Baby	[3]
🖻 😂 Default Folder	How Smoking Can Hurt Your Unborn Baby	Alice Amold AArnold@gmail.com
<ul> <li>Books to Help Children Ar</li> <li>How Smoking Can Hurt Ye</li> </ul>		
Then onlowing can nut in		Lucie Bardston Bardstonggmail.com
		ibardston/ggmak.com
		A Shawn Coughlin
	Email:	shawneshawn.com
	name@email.com 💉	Hope Daniels
	Add +	hopedyahoo com
	SEND TO:	A Harvey Smitherson
	SEND	in narvey animerson hsipgmail.com
		the second se
Contraction of the local division of the loc		



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Step 3. Once you've added all the email addresses, click "SEND"

	My Favori	ites
	🖂 Emai	. •
EDITING: Default Folder + 🕼 Rena		contacts
Suggested Bundles	send:	search contacts
Subgested Bundles	Books to Help Children Adjust to the New Baby	
🖻 🏷 Default Folder	How Smoking Can Hurt Your Unborn Baby	Arrold Bgmail.com
<ul> <li>Books to Help Children Au</li> <li>How Smoking Can Hurt Y</li> </ul>		
- How smoking Can Hurt Y		👗 Lucie Bardston
		Ibardston@gmail.com
		A Shawn Coughlin
		shawn@shawn.com
and the second se	Email: name@email.com	
the second s	Add 🕹	Hope Daniels     hopedyahoo.com
and the second se	SEND TO:	[3]
	hs@gmail.com ×	Harvey Smitherson     hstigmail.com
	hope@yahoo.com X AAmold@gmail.com X	
and a second	Ibardston@gmail.com X	

NOTE: Texting is the same process. Just click the Texting button and add phone numbers and then click the "SEND" button.

# Add-on Keys

Add-on Keys grant a User Account time-limited access to additional content and/or features within the Digital Curriculum.

### How Add-on Keys Work

Add-on Keys can be applied to any new or active License Key and will last until that License Key expires, but no longer than 12 months. For example, if you apply an Add-on Key to a License Key that expires 8 months from now, the Add-on Key will also expire in 8 months. Alternatively, if you apply an Add-on Key to a License Key that expires 18 months from now, the Add-on Key will expire in 12 months.

Add-on Keys will need to be purchased again when the license is renewed to maintain access to the additional content and/or features.



## Activating an Add-on Key

Any User with an active License Key can claim and activate an Add-on Key.

Step 1. Click Account.



Step 2. Click "pply Add-on to..." inside the Your License section.

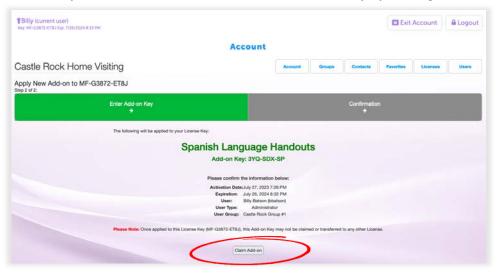
(Billy (current user) Iny: MF-G3872-ETBJ Exp: 7/26/2024 8:33 PM			Exit Account	A Logou
	Ac	count		
Castle Rock Home Visiting		Account Con	tacts Favorites Licenses	Users
+ Add New License				
YOUR ACCOUNT		Your License		
User Name: bbatson Name: Billy Batson		License Key MF-G3872-ET8J Expires Friday doi 20, 202	4 8.33 PM	
User Type: Administrator Email: bbatson@castlerock.c	pro	Add-ons + Apply Add-on to N		
Lipdate Profile				
	E Deactivate Account			
ALL USERS IN ACCOUNT				
() Users	<sup>Q</sup> , Digital License	h- A	dd-Ons	
CASTLE ROCK GROUP #1	VZ-W9448-E42¥			



#### Step 3. Enter the Add-on Key to be claimed.

TBILly (current user) Ney MP-03872-ETBJ Exp. 7726/2024 III.33 PM				EX Exit	Account	Logout
Accor	unt					
Castle Rock Home Visiting	Account	Groups	Contacts	Favorites	Licenses	Users
Apply New Add-on to MF-G3872-ET8J step 1 of 2:						
Enter Add-on Key			Confirmatio	ari i		
Add-on Key grant a li additional content and Digital Curri Enter Add 2000-2000 Proceed to N Note: The Add-on Key can be applied to any new or active license and will last until that license expires, but no longer than additional content and or features.	r features within the culurm. on Key	II need to be pur	chased again whe	n the license is ren	www.ed to maintain	access to the

Step 4. Confirm that you wish to claim and activate the Add-on Key by clicking "Claim Add-on".



#### Assigning an Add-on Key

Administrators and Group Managers are able to activate and assign Add-on Keys to a particular License Key through the Administrative Menu.



Once activated and applied to a License Key, Add-on Keys may not be reassigned to a different License Key. If you apply an Add-on Key to the wrong License Key by mistake, contact Support as soon as possible.

Step 1. Click Account.



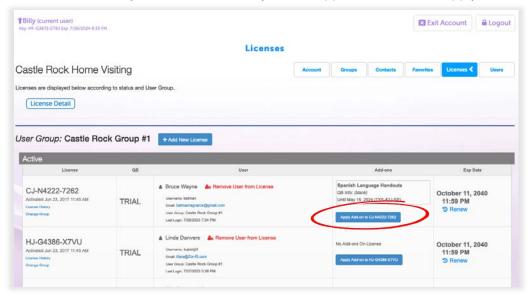
Step 2. Click Licenses in the Administrative Menu.

Note: The Administrative Menu is only visible to Administrators and Group Managers.

Silly (current user) ; MF-G3972-ET83 Ekp:7/26/2024 6:33 Pr	M C	Licenses		Exit Account
astle Rock Home Visiting			ount Groups Contacts Fi	regenses <b>(</b> U) res
nses are displayed below accord	ing to status and U	ser Group.		
er Group: Castle Roo	ck Group #1	+ Add New License		
	ck Group #1	+ Add New License	Add-ons	Exp Date
er Group: Castle Roo Clive Liseme CJ-N4222-7262 Konveled Jan 23, 2017 11:48 AM Liseme Henry Charge Brop			Add-ons Spanish Language Handouts CB Intri (biski) Until May 15, 2024 (1YS-822-5(P) Agely Addantis CutAc222-7262	Exp Date October 11, 2040 11:59 PM © Renew



Step 3. Find the License Key that the Add-on Key will be applied to and click Apply Add-on.



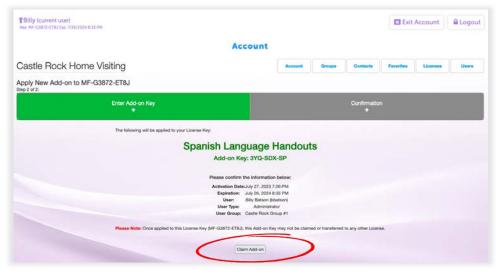
Step 4. Enter the Add-on Key to be claimed.

*Billy (current user) Xey, MF-G3872-ETBJ Dgr. 7/26/2024 8:33 PM				EX Exit	Account	Logout		
	Account							
Castle Rock Home Visiting	Account	Groups	Contacts	Favoritas	Licenses	Users		
Apply New Add-on to MF-G3872-ET8J								
Enter Add-on Key		Confirmation						
	Add-on Keys grant a license access to decend context and/or features within the Digital Curiculum. Enter Add-on Key 2000-2000-2000 Proceed to Next Step es, but no longer than 12 months. Add-on Keys	will need to be pu	rchased again when	the license is ret	ewed to maintain	access to the		



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### Step 5. Confirm that you wish to claim and activate the Add-on Key.





# Recommended System Requirements

Recommended System Requirements:

#### DESKTOPS:

- Windows
  - Operating System:
    - (64-bit) Windows 10+
  - Hardware:
    - 1GHz Dual Core or better
    - 8GB of RAM
    - 200MB of available hard drive space
  - o Browser:
    - Chrome 111.0+
    - Firefox 114+
    - Edge 113+
- Mac
  - Operating System:
    - macOS 13.10+
  - Hardware:
    - 2GHz or newer processor
    - 4GB of RAM
    - 200MB of available hard drive space
  - o Browser:
    - Chrome 111.0+
    - Firefox 114+
    - Safari 16.5+

#### MOBILE:

• Apple (iPhone, iPad)

- Operating System:
  - iOS 16.5+
- Hardware:
  - A7 chip or better
  - 200MB of available hard drive space
- Browser:
  - Chrome 111.0+
  - Firefox 114+
  - Safari 16.5+
- Android (Samsung Galaxy or similar)
  - Operating System:
    - Android 11+
  - Hardware:
    - 1.2 GHz dual core or better
    - 3GB of RAM
    - 200MB of available hard drive space
  - Browser:



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- Chrome 111.0+
- Firefox 114+
- Windows (Window's Surface)
  - Operating System:
    - Windows 10+
  - Hardware:

- Intel 1.60GHz or better
- 4GB of RAM
- 200MB of available hard drive space
- Browser:
  - Chrome 111.0+
  - Firefox 114+
  - Edge 113+

**Note:** We are not supporting Internet Explorer (IE) as it has been replaced by MS Edge and IE will not render essential CSS and JavaScript elements required by the Digital Curriculum. Please note that If your device is running Windows-7 and up and is 64-bit, you can install the latest Chrome or Firefox browser, enabling you to run the Digital Curriculum.

# Support

Technical support and assistance is available through our Help Desk.

Simply fill out the form at the link above to ask questions or get help with any problem you may experience.

Support is available 8:00 a.m. - 5:00 p.m. (EST), excluding holidays and weekends.

#### Forgotten Password

Users can reset their own passwords by going to the Digital Curriculum sign-in page (<u>https://cpeip.fsu.edu/phbDigital</u>) and clicking "Forgot Password."

After entering the username associated with the User Account, a temporary password will be sent to the email address on file for the User Account that can be used to log in. A new password will need to be created the next time the User logs in.



## Forgotten Username

Users can recover their username by going to the Digital Curriculum sign-in page (<u>https://cpeip.fsu.edu/phbDigital</u>) and clicking "Forgot Username."

After entering the email address associated with the User Account, an email containing the username will be sent.