

Partners for a Healthy Baby Digital Curriculum

User Manual

Rev. July 27, 2023

The latest version of this document can be found at https://cpeip.fsu.edu/phbDigital/userManual.pdf

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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* 1st Year, Baby's 2nd Year, and Toddler's 3rd 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.



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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.



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 | VZ-W9448-E42Y 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.

| | | | & Users | | | | | | |
|--------------------------|---|--|---|---|--|--|--|--|---|
| e Rock Hor | ne Visiting | | | Account | Groups | Contacts | Favorites | Licenses | Users 🔇 |
| i | | | | | | | | | |
| dit User Records Name | Email | User Type | User Group | User | Status | Last Login | License | L | Icense Status |
| Barry Alan | batman@e-graphics.org | User | Castle Rock Group #1 | A | :tive | 4/27/2023 3:07 PM | PM-X5783-M9W7 | | Expired |
| 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.

| Billy (current user) 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 |
| newsi Sign - Sign - Si | Strapping Curl Unit est is unit. |
| continues um continue all fais of our new Social, including all Peter (Instances in English: & a Tuty searchada, wes-blanci syste analy finds and gimt analyses frag hang finds a fame with. | n tul'a actuation from Gestern, Juripu. |
| | Second Second |

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

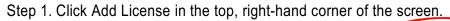
Digital Curriculum License Keys are designed for 1 User Account per 1 License Key. Two people would not be able to login with the same User Account at the same time. For example, while you are logged-in and using the Digital Curriculum, if a co-worker on another computer logs-in with the same User Account,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

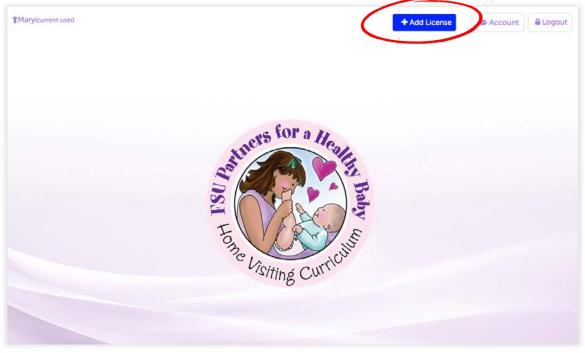
License Keys are good for 12 months and can be renewed. An expiration date is calculated when a License Key is activated and can then no longer be used to access the Digital Curriculum when the expiration date is reached.

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.

| * 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

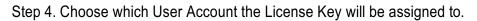
Step 2. Click Add New License.

| 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 _ণ 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 |
|--|--|---------|--------|----------|-----------|--------------|----------|
| | Account | | | | | | |
| Castle Rock Home Visiting | | Account | Groups | Contects | Fevorites | Licenses | Users |
| 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: | | | | | | | |
| Billy Batson License Already Assigned (HJ Bruce Wayne License Already Assigned (C Bruce Banner License Already Assigned (N Diane Prince No License Assigned Barry Alan License Already Assigned (PM- | 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

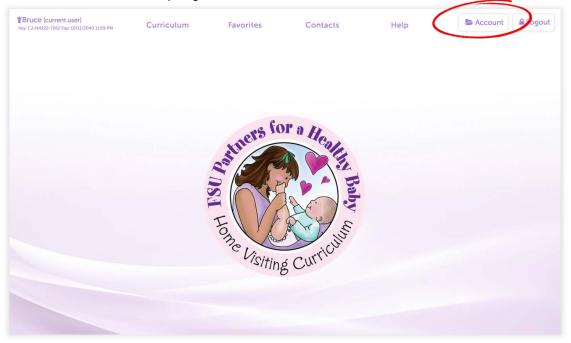
Sometimes it is necessary to assign a License Key to a different User Account.

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 ⁽¹⁾ 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: | | | |
| Billy Batson License Already Assigned (HJ Bruce Wayne License Already Assigned (C Bruce Banner License Already Assigned (I | 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 < | 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 | , |
| Active License CJ-N4222-7262 | QB | Bruce Wayne Ax Remove User from License Usersmar balmer | > | QB Info: (bla | nguage Handou | | October 11, 20 | |
| 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.



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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 ⁻ | 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.





FLORIDA STATE UNIVERSITY Center for Prevention and Early Intervention Policy

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 K | |
|---|--|--|
| 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.



FLORIDA STATE UNIVERSITY Center for Prevention and Early Intervention Policy

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 | | * | | |
| S | 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 | |



FLORIDA STATE UNIVERSITY Center for Prevention and Early Intervention Policy

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.

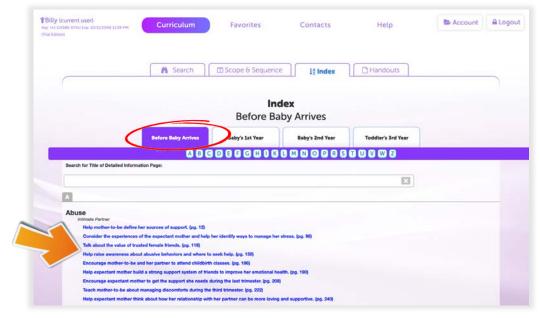
The Index contains a list of every Detailed Information Page and Handout across all of the books in the Curriculum.

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.



FLORIDA STATE UNIVERSITY Center for Prevention and Early Intervention Policy

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>[



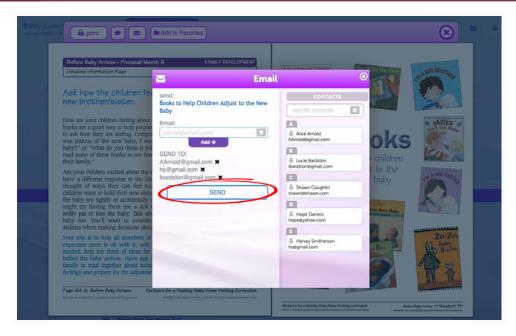
Step 2. You can either; Select a Contact from the contact list or enter an email in the Email field.



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.

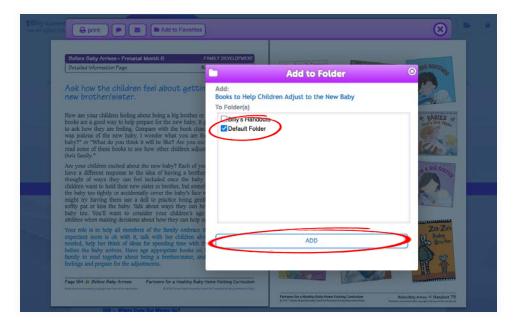
Step 1. Open a Detailed Information Page and its Handout and click the "Add to Favorites" button.



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 | | | | | |
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| ⊕ ≣ 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"

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|--|---|---|
| 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 |
| Books to Help Children Ar How Smoking Can Hurt Ye | | |
| 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 |
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| Contraction of the local division of the loc | | |



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

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|---|---|-------------------------------------|
| | 🖂 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 |
| Books to Help Children Au How Smoking Can Hurt Y | | |
| - 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.

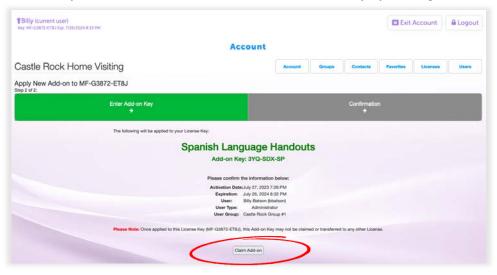
| (Billy (current user) Iny: MF-G3872-ETBJ Exp: 7/26/2024 8:33 PM | | | Exit Account | A Logou |
|--|--------------------------------|---|--------------------------|---------|
| | Ac | count | | |
| Castle Rock Home Visiting | | Account Con | tacts Favorites Licenses | Users |
| + Add New License | | | | |
| 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 | | | | |
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| ALL USERS IN ACCOUNT | | | | |
| () Users | ^Q , Digital License | h- A | dd-Ons | |
| CASTLE ROCK GROUP #1 | VZ-W9448-E42¥ | | | |
| | | | | |



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

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| 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.



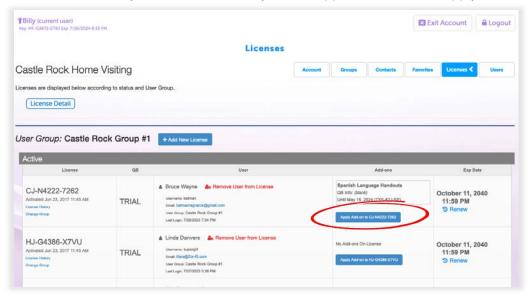
Step 2. Click Licenses in the Administrative Menu.

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 (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.



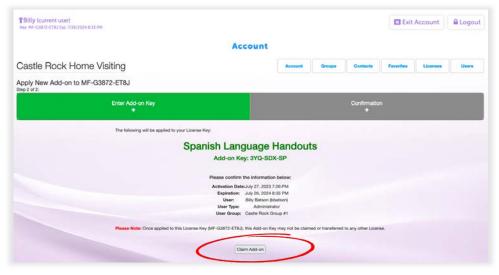
Step 4. Enter the Add-on Key to be claimed.

| *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 | | | | | | | | |
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| | 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.