



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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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 within the Digital Curriculum
- Favorites – save bookmarks to your frequently used Detailed Information Sheets and Handouts

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:

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.



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.

Account

Castle Rock Home Visiting

[Account](#) [Groups](#) [Contacts](#) [Favorites](#) [Licenses](#) [Users](#)

YOUR ACCOUNT

User Name: bbatson
Name: Billy Batson
User Type: Group Manager
Email: bbatson@castlerock.org

[Update Profile](#)

[Deactivate Account](#)

YOUR LICENSE

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

Users	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	DEVELOPMENTAL ACTIVITIES: 75D-FDW-DA-Exp: 3/28/23
Bruce Banner	NU-T7464-2W96 Exp: 3/30/23	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.

Billy (current user)
Key: HJ-G4386-X7VU Exp: 10/11/2040 11:59 PM
(Trial Edition)

Exit Account Logout

Users

Castle Rock Home Visiting

Account Groups Contacts Favorites Licenses Users

Users

View and Edit User Records

No.	Name	Email	User Type	User Group	User Status	Last Login	License	License Status
1	Barry Alan	batman@e-graphics.org	User	Castle Rock Group #1	Active	4/27/2023 3:07 PM	PM-X5783-M9W7	Expired
2	Bruce Banner	anything@skipemert.com	User	Castle Rock Group #1	Active	7/26/2023 6:31 PM	NU-T7464-2W96	Active
3	Billy Batson	bbatson@castlerock.org	Group Manager	Castle Rock Group #1	Active	7/26/2023 7:30 PM	HJ-G4386-X7VU	Active
4	Bruce Wayne	batmanragnarok@gmail.com	User	Castle Rock Group #1	Active	7/26/2023 7:27 PM	CJ-H4222-7262	Active

[+ Add User](#)

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)

Exit Account Logout

Add New User

User Group: Castle Rock Group #1

User Type: User Users with an assigned license can use the digital curriculum, add families, and plan home visits.

User Name: User Email: First Name:

Last Name: 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.



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.

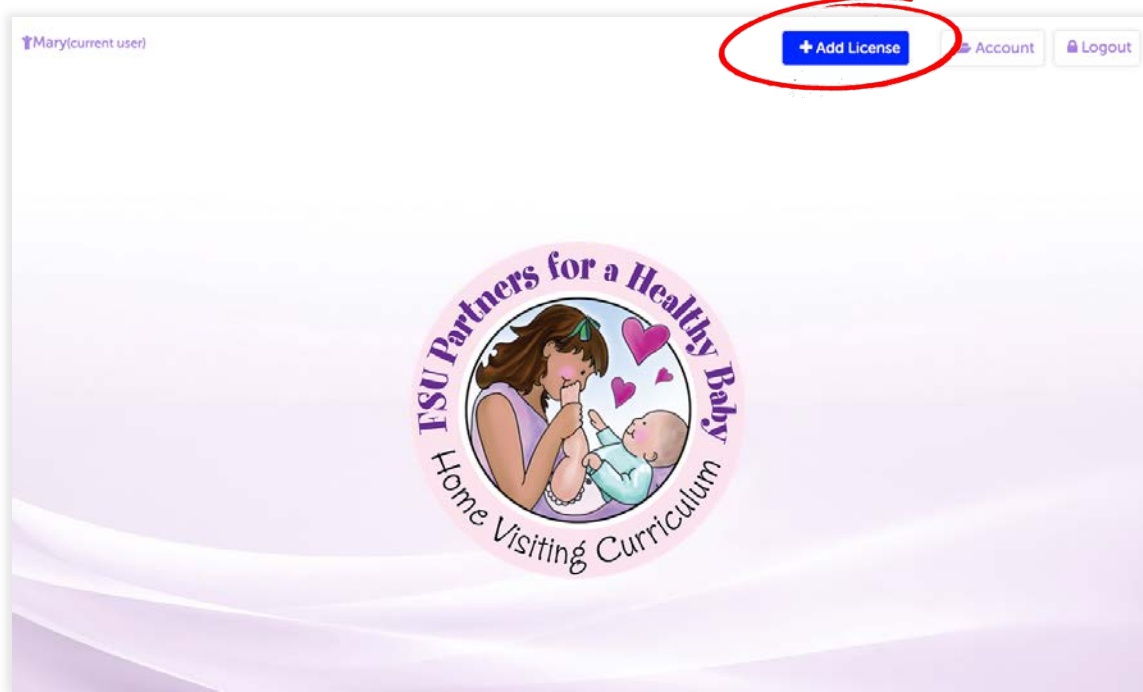
License Keys are good for 12 months and can be renewed. An expiration date is calculated when a License Key is activated and can then no longer be used to access the Digital Curriculum when the expiration date is reached.

Activating License Keys

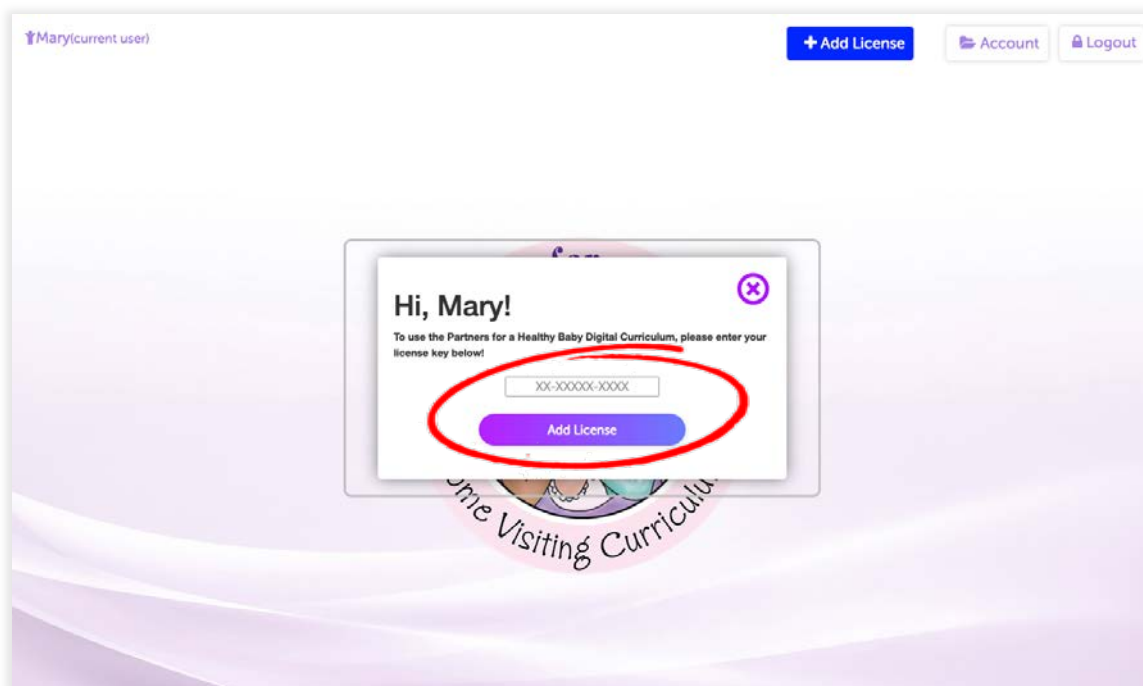
In most cases, License Keys are activated and assigned to User Accounts by either Administrators or Group Managers, but any User can activate a License Key if one is not already assigned to them.



Step 1. Click Add License in the top, right-hand corner of the screen.



Step 2. Enter License Key and click Add License.



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



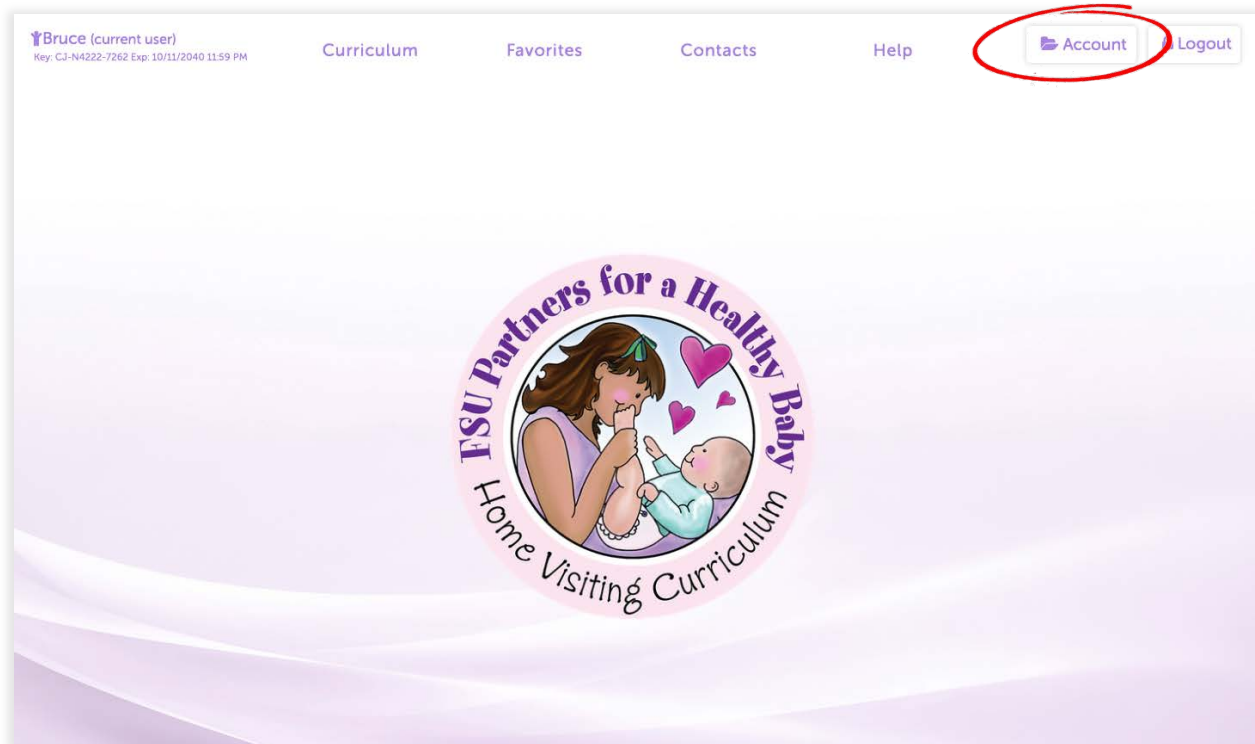
Assigning License Keys

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.





Step 2. Click Add New License.

The screenshot shows the 'Account' page for 'Billy (current user)'. The page title is 'Castle Rock Home Visiting'. A navigation bar includes 'Account', 'Groups', 'Contacts', 'Favorites', 'Licenses', and 'Users'. A blue button labeled '+ Add New License' is circled in red. Below this are two panels: 'YOUR ACCOUNT' and 'YOUR LICENSE'. The 'YOUR ACCOUNT' panel shows user details for Billy Batson (Group Manager) and an 'Update Profile' button. The 'YOUR LICENSE' panel shows the current license key 'HJ-G4386-X7VU' and an 'Apply Add-on' button. At the bottom, there is a table titled 'ALL USERS IN ACCOUNT' with columns for Users, Digital License, and Add-Ons.

Users	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	DEVELOPMENTAL ACTIVITIES: 75D-FDW-DA-Exp: 3/28/23
Bruce Banner	NU-T7464-2W96 Exp: 3/30/23	FINDING THE GOLD WITHIN: FR5-RVF-FG-Exp: 3/30/23 SPANISH LANGUAGE HANDOUTS: WNQ-7NX-SP-Exp: 3/30/23

Step 3. Enter New License Key.

The screenshot shows the 'Add New License' form, Step 1 of 3. The form has three main sections: 'Enter License Key', 'Choose User', and 'Confirmation'. The 'Enter License Key' section is active and contains a text input field with a placeholder 'XX-XXXXX-XXXX' and a 'Proceed to Next Step' button. The 'Choose User' and 'Confirmation' sections are currently empty.



Step 4. Choose which User Account the License Key will be assigned to.

Billy (current user)
Key: HJ-G4386-X7VU Exp: 10/11/2040 11:59 PM
(Trial Edition)

Account

Castle Rock Home Visiting

Account Groups Contacts Favorites Licenses Users

Add New License
Step 2 of 3:

Enter License Key → Choose User → Confirmation

TM-T9646-WTG7

Select User Below
- or -
Create New User

Castle Rock Group #1 Users:

- Billy Batson License Already Assigned (HJ-G4386-X7VU)
- Bruce Wayne License Already Assigned (CJ-N4222-7262)
- Bruce Banner License Already Assigned (NU-T7484-2W98)
- Diane Prince No License Assigned
- Barry Alan License Already Assigned (PM-X5783-M9W7)

Proceed to Next Step

Step 5. Confirm the information and click Add License.

Billy (current user)
Key: HJ-G4386-X7VU Exp: 10/11/2040 11:59 PM
(Trial Edition)

Account

Castle Rock Home Visiting

Account Groups 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



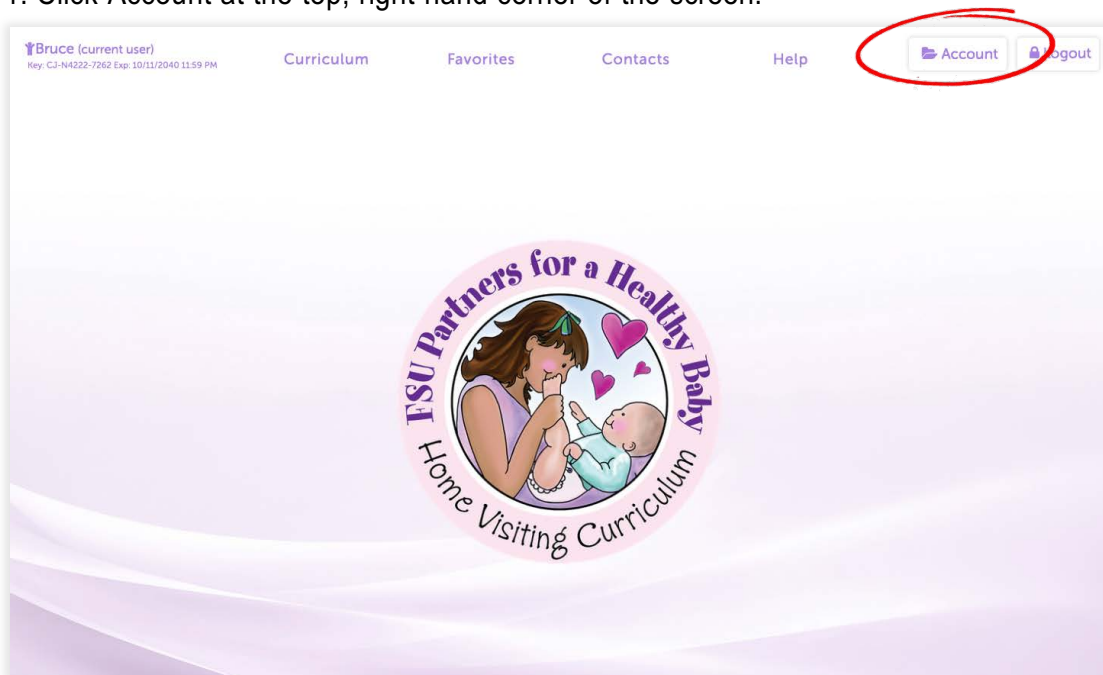
Reassigning an Existing License Key

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.

Account

Castle Rock Home Visiting

YOUR ACCOUNT

User Name: bbatson
Name: Billy Batson
User Type: Group Manager
Email: bbatson@castlerock.org

YOUR LICENSE

License Key: HJ-G4386-X7VU
Expires: Thursday, Oct 11, 2040 11:59 PM

ALL USERS IN ACCOUNT

Users	Digital License	Add-Ons
CASTLE ROCK GROUP #1		
Barry Alan	VZ-WB448-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. 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 License History	TRIAL	Bruce Wayne Remove User from License Username: bbatson Email: bbatson@gmail.com User Group: Castle Rock Group #1 Last Login: 7/26/2023 7:34 PM	Spanish Language Handouts QS Info: (blank) Until May 15, 2024 (TYS-82J-SP) Apply Add-on to CJ-N4222-7262	October 11, 2040 11:59 PM Renew
HJ-G4386-X7VU Activated Jun 23, 2017 11:45 AM License History	TRIAL	Billy Batson Remove User from License Username: bbatson Email: bbatson@castlerock.org User Group: Castle Rock Group #1 Last Login: 7/26/2023 7:41 PM	No Add-ons On License Apply Add-on to HJ-G4386-X7VU	October 11, 2040 11:59 PM Renew
MF-G3872-ET8J Activated Jul 26, 2023 8:33 PM License History	TEST	Unassigned Choose User	No Add-ons On License Apply Add-on to MF-G3872-ET8J	July 26, 2024 8:33 PM Renew
NU-T7464-2W96 Activated Mar 30, 2022 7:58 PM License History		Bruce Banner Remove User from License Username: bruce Email: wjyfyng@opennet.com User Group: Castle Rock Group #1 Last Login: 7/26/2023 8:31 PM	No Add-ons On License Apply Add-on to NU-T7464-2W96	March 30, 2024 7:58 PM Renew
SE-W2375-Z4JP Activated Jun 23, 2017 11:45 AM License History	TRIAL	Unassigned Choose User	No Add-ons On License Apply Add-on to SE-W2375-Z4JP	October 11, 2040 11:59 PM Renew
VW-A3793-Z745 Activated Jun 23, 2017 11:45 AM License History	TRIAL	Unassigned Choose User	No Add-ons On License Apply Add-on to VW-A3793-Z745	October 11, 2040 11:59 PM Renew



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

Billy (current user)
Key: HJ-G4386-X7VU Exp: 10/11/2040 11:59 PM
(Trial Edition)

Exit Account

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-G4386-X7VU)
- Bruce Wayne License Already Assigned (CJ-N4222-7262)
- Bruce Banner License Already Assigned (NU-T7464-2W96)
- Diane Prince No License Assigned
- Barry Alan License Already Assigned (PM-X5783-M9W7)
- Linda Danvers No License Assigned

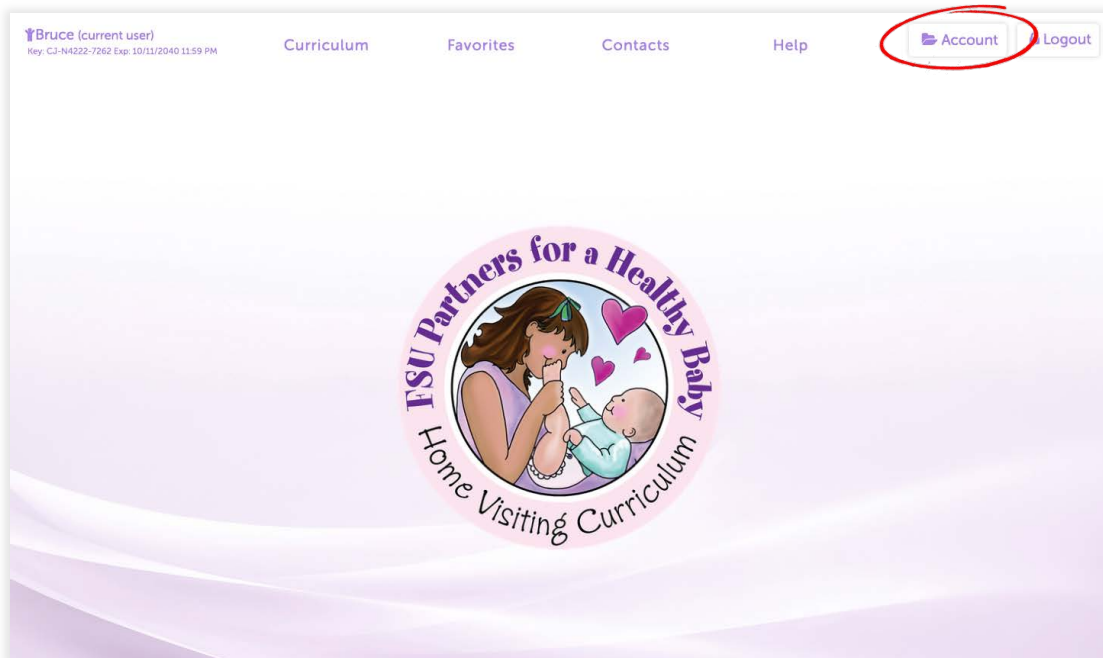
Cancel Save Changes

Families Assigned to License MF-G3872-ET8J:
This license currently has no assigned families.

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.

Account

Castle Rock Home Visiting

Account Groups Contacts Favorites **Licenses** Users

+ Add New License

YOUR ACCOUNT

User Name: bbatson
Name: Billy Batson
User Type: Group Manager
Email: bbatson@castlerock.org

Update Profile

Deactivate Account

YOUR LICENSE

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

Users	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	DEVELOPMENTAL ACTIVITIES: 75D-FDW-DA Exp: 3/28/23

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

Licenses

Castle Rock Home Visiting

Account Groups Contacts Favorites **Licenses** Users

Licenses are displayed below according to status.

License Detail

User Group: Castle Rock Group #1 + Add New License

License	QR	User	Add-ons	Exp Date
CJ-N4222-7262 Activated Jun 23, 2017 11:45 AM License History	TRIAL	Bruce Wayne Remove User from License Username: bbatson Email: bbatson@castlerock.org User Group: Castle Rock Group #1 Last Login: 7/25/2023 7:34 PM	Spanish Language Handouts QR Info: (blank) Until May 15, 2024 (TYS-82J-SP) Apply Add-on to CJ-N4222-7262	October 11, 2040 11:59 PM Renew
HJ-G4386-X7VU Activated Jun 23, 2017 11:45 AM License History	TRIAL	Billy Batson Remove User from License Username: bbatson Email: bbatson@castlerock.org User Group: Castle Rock Group #1 Last Login: 7/25/2023 7:41 PM	No Add-ons On License Apply Add-on to HJ-G4386-X7VU	October 11, 2040 11:59 PM Renew
MF-G3872-FT8J		Diane Prince Remove User from License	No Add-ons On License	July 26, 2024



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



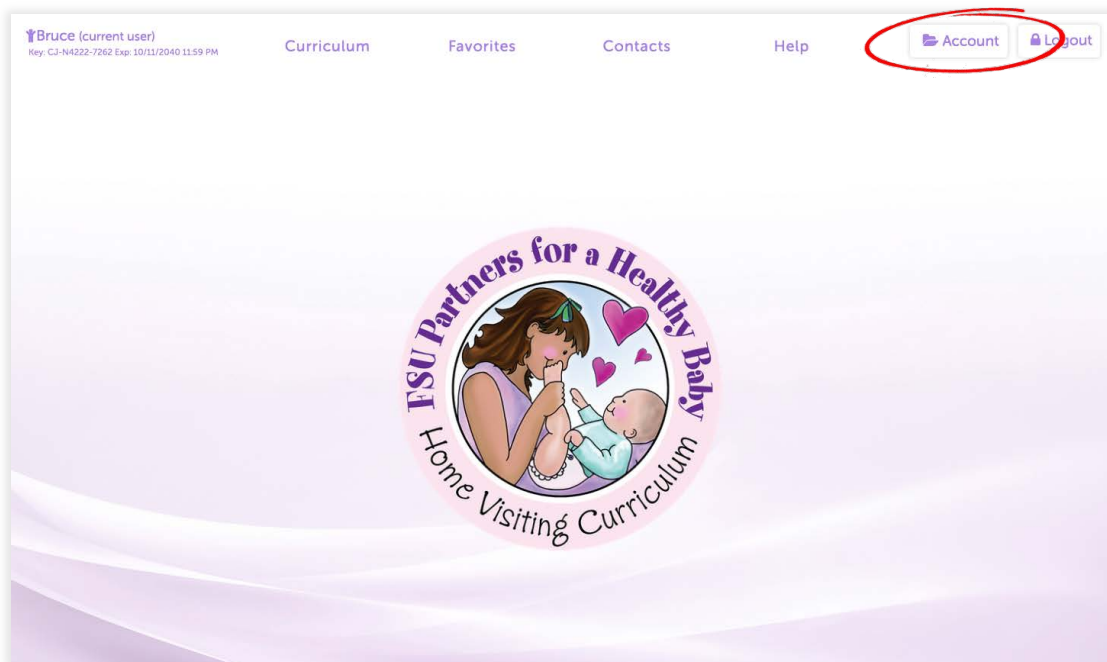
each have their own Group Manager, who have oversight and administrative control over all of the users within their User Group.

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.

Account

Castle Rock Home Visiting

Account Groups Contacts Favorites Licenses Users

+ Add New License

YOUR ACCOUNT

User Name: bbatson
Name: Billy Batson
User Type: Group Manager
Email: bbatson@castlerock.org

Update Profile

Deactivate Account

YOUR LICENSE

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

Users	Digital License	Add-Ons
CASTLE ROCK GROUP #1		
Barry Alan	VZ-WB448-E42Y 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

Castle Rock Home Visiting

Account Groups Contacts Favorites Licenses Users

User Groups offer you a way to organize users, licenses and families.

No.	Group Name	Assigned Users
1	Castle Rock Group #1	1. Billy Batson (Administrator) 2. Barry Alan (User) 3. Bruce Wayne (User) 4. Bruce Warner (User) 5. Diane Prince (User) 6. Linda Dalwers (User)
2	Castle Rock Group #2	1. Shaun Coughtin (Administrator) 2. Larry Johnstone (User) 3. Jane Smith (User)

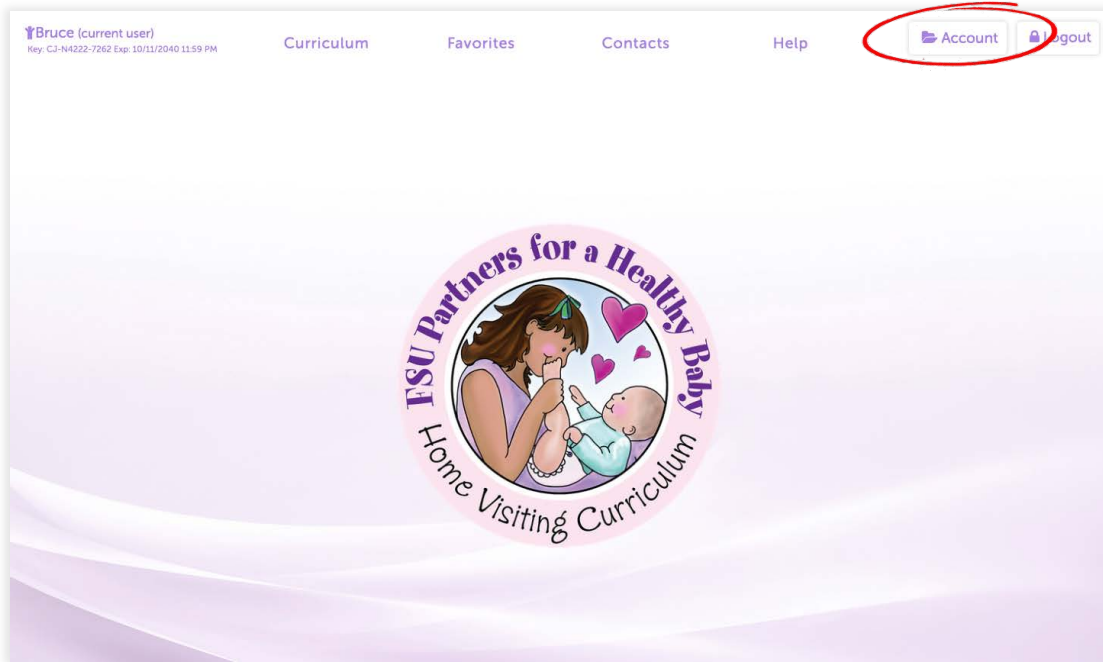
+ Add User Group



How to Assign User Accounts to a User Group

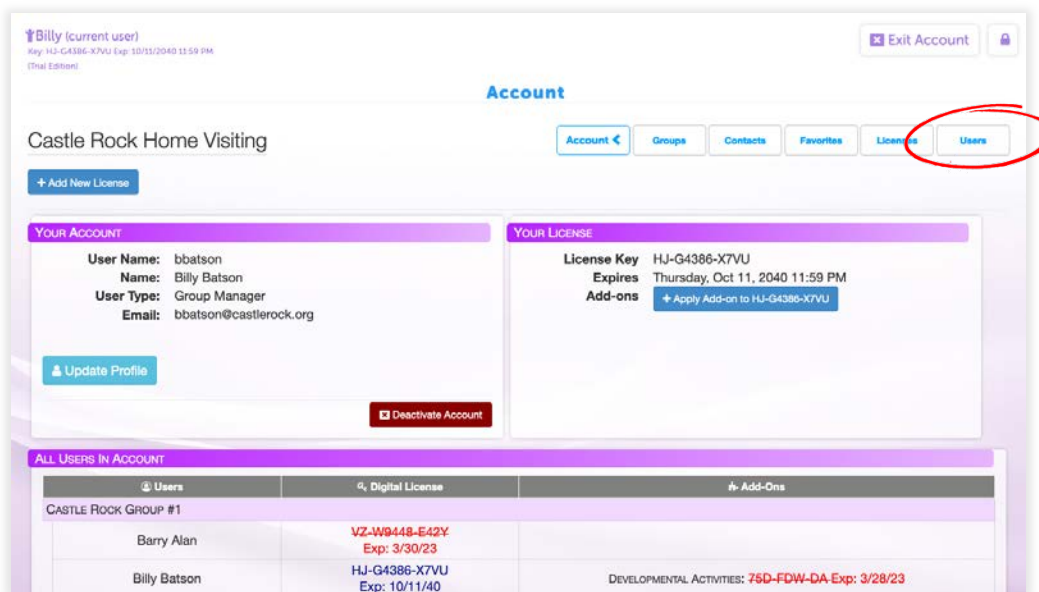
Step 1. Click Account.

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.





Step 3. Click on a User Account.

Users

View and Edit User Records

No.	Name	Email	User Type	User Group	User Status	Last Login	License	License Status
1	Barry Alan	batman@e-graphics.org	User	Castle Rock Group #1	Active	4/27/2023 3:07 PM	PM-X5783-M9W7	Expired
2	Bruce Banner	anything@skipmart.com	User	Castle Rock Group #1	Active	7/26/2023 6:31 PM	NU-T7464-2W96	Active
3	Billy Batson	bbatson@castlerock.org	Administrator	Castle Rock Group #1	Active	7/27/2023 12:44 PM	HJ-G4386-X7VU	Active
4	Shawn Coughlin	scoughlin@cepiu.fsu.edu	Administrator	Castle Rock Group #2	Active	4/11/2023 8:49 PM	JS-X3749-468G	Active
5	Linda Danvers	Kara@Zor-EI.com	User	Castle Rock Group #1	Active	Never	No License	N/A
6	Larry Johnstone	ljohnstone@castlerock.org	User	Castle Rock Group #1	Active	11/15/2017 2:51 PM	No License	N/A
7	Diane Prince	diane@invisplane.com	User	Castle Rock Group #1	Active	Never	MF-G3872-ETBJ	Active
8	Joan Smith	joan@cepiu.fsu.edu	User	Castle Rock Group #1	Active	Never	No License	N/A
9	Bruce Wayne	batmannagnarok@gmail.com	User	Castle Rock Group #1	Active	7/26/2023 7:34 PM	CJ-N4222-7262	Active

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

User Detail

Diane Prince

Diane's User Info

Deactivate Account

Site Access: Active

User Name: dprince

First Name: Diane

Password: [Reset Password](#)

License: MF-G3872-ETBJ

Last Login: Never

User Type: User

Email: diane@invisplane.com

Last Name: Prince

User Group: Castle Rock Group #1
 Castle Rock Group #2

[Cancel](#) [Save Changes](#)



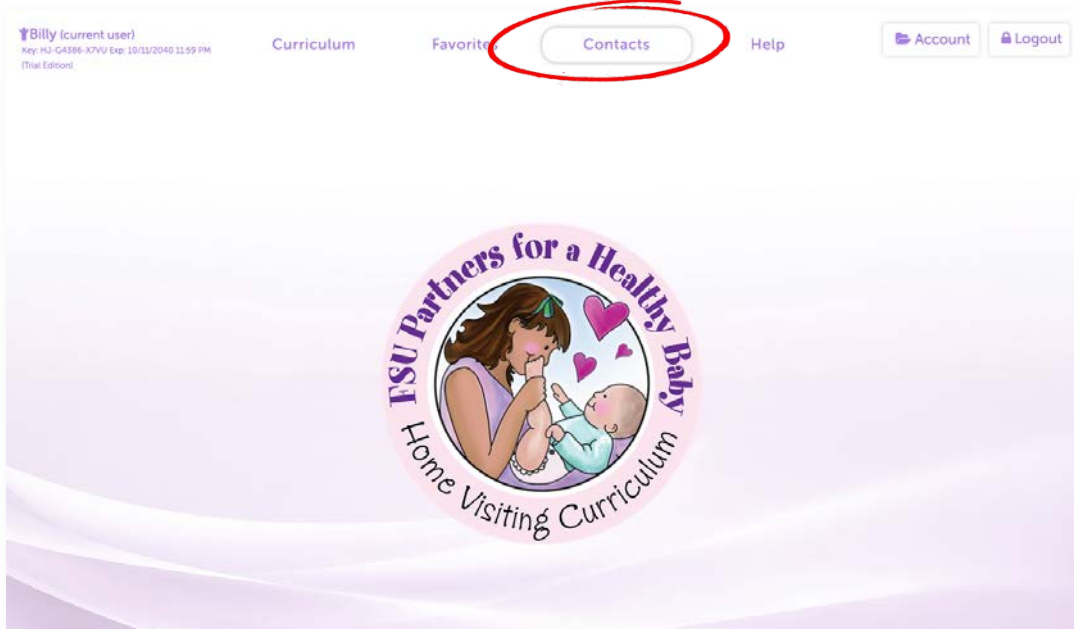
Contacts

Creating Contacts

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

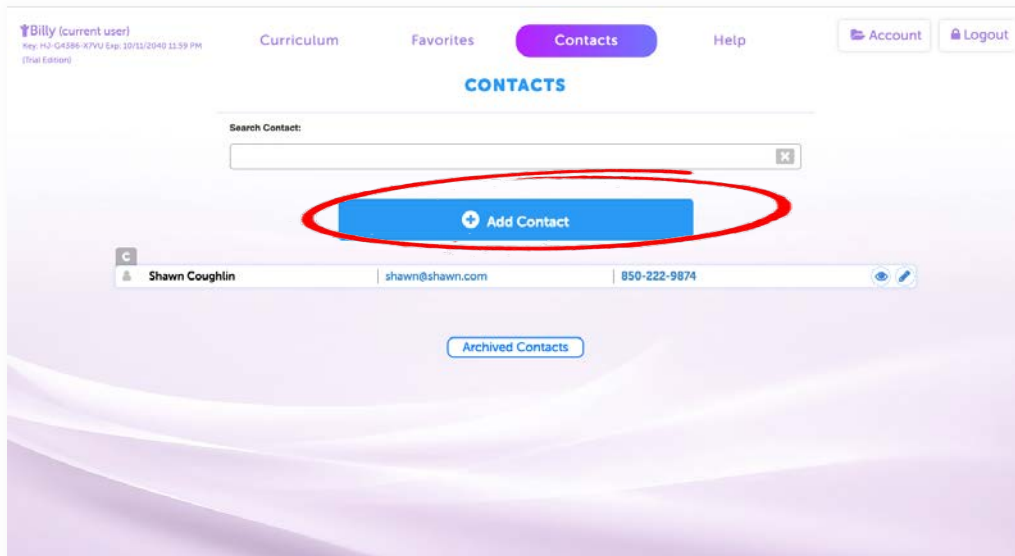
Contacts are useful for quickly sending Handouts to your families via Text or Email.

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

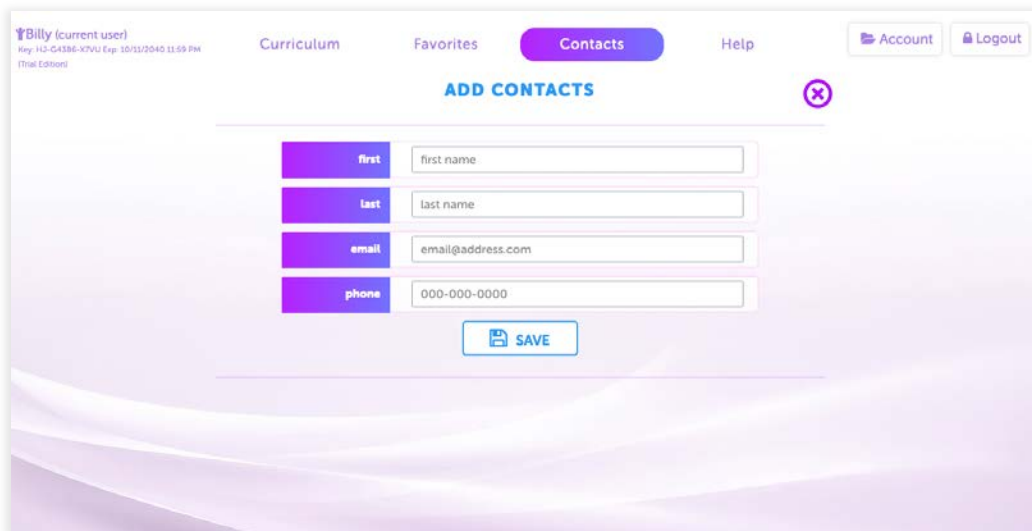




Step 2. Click Add Contact.



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





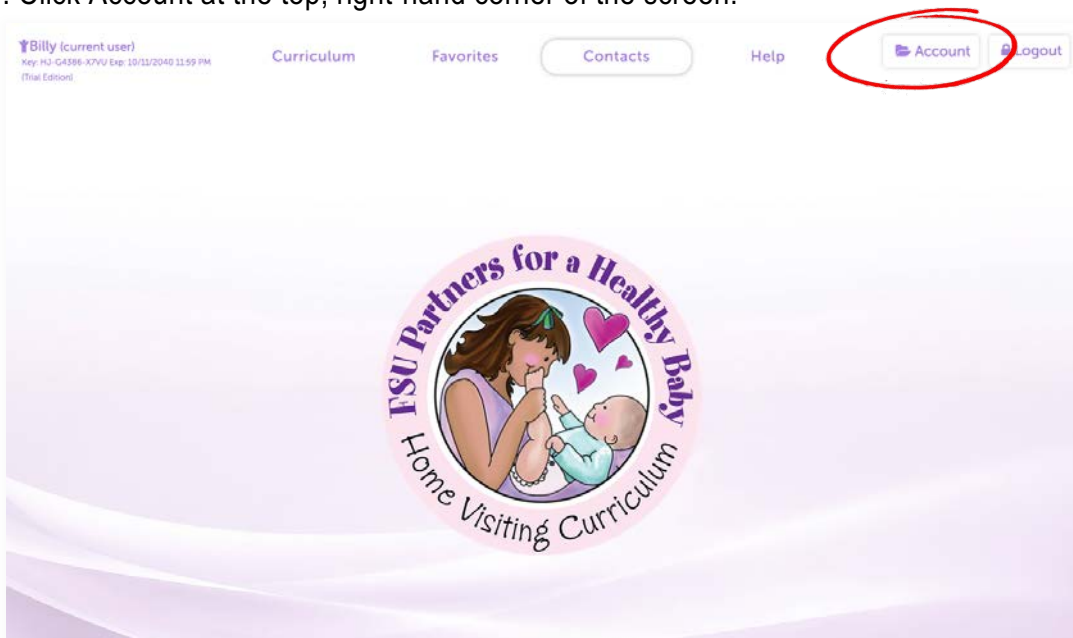
Sharing Contacts

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.

The screenshot shows the 'Account' page for 'Billy (current user)'. The administrative menu at the top includes 'Account', 'Groups', 'Contacts', 'Favorites', 'Licenses', and 'Users'. The 'Contacts' tab is circled in red. Below the menu, there are sections for 'YOUR ACCOUNT' and 'YOUR LICENSE'. The 'YOUR ACCOUNT' section shows user details for Billy Batson, including his name, user type (Group Manager), and email. The 'YOUR LICENSE' section shows the license key (HJ-G4386-X7VU), expiration date (Thursday, Oct 11, 2040 11:59 PM), and an 'Add-ons' button. Below these sections is a table titled 'ALL USERS IN ACCOUNT' with columns for 'Users', 'Digital License', and 'Add-Ons'. The table lists two users: Barry Alan and Billy Batson, with their respective license keys and expiration dates.

Users	Digital License	Add-Ons
Barry Alan	VZ-WB448-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 “Share Contacts Between Users”.

The screenshot shows the 'All Contacts' page for 'Billy (current user)'. The administrative menu at the top includes 'Account', 'Groups', 'Contacts', 'Favorites', 'Licenses', and 'Users'. The 'Contacts' tab is selected. Below the menu, there is a search bar and a section titled '5 Families'. The 'Share Contacts Between Users' button is circled in red. Below this button, there are three contact cards for John Aaron, Harvey Smitherson, and William Jones, each showing their group assignment and assigned to user.

Contact Name	Group Assignment	Assigned To
John Aaron	Castle Rock Group #1	Barry Alan
Harvey Smitherson	Castle Rock Group #1	
William Jones	Castle Rock Group #1	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.

All Contacts Share Contacts Between Users <

To allow a user to see another user's contact, do the following:
1. Select a Home Visiting Group (if you only have one, you can skip this step)
2. Select the user in the left-hand column
3. Check the box next to the contact you wish this user to see
4. Click "Save Changes"

Select Group:
Castle Rock Group #1

Castle Rock Group #1 Users

- Billy Batson
- Barry Alan
- Bruce Wayne
- Bruce Banner
- Diane Prince**
- Linda Danvers — (No License)

Diane's Contacts

Castle Rock Group #1 Castle Rock Group #2

Save Changes

Castle Rock Group #1

- Aaron
- Harvey Smitherson
- Jones
- Shawn Coughlin
- Smith

Save Changes

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

All Contacts Share Contacts Between Users <

To allow a user to see another user's contact, do the following:
1. Select a Home Visiting Group (if you only have one, you can skip this step)
2. Select the user in the left-hand column
3. Check the box next to the contact you wish this user to see
4. Click "Save Changes"

Select Group:
Castle Rock Group #1

Castle Rock Group #1 Users

- Billy Batson
- Barry Alan
- Bruce Wayne
- Bruce Banner
- Diane Prince**
- Linda Danvers — (No License)

Diane's Contacts

Castle Rock Group #1 Castle Rock Group #2

Save Changes

Castle Rock Group #1

- Aaron
- Harvey Smitherson
- Jones
- Shawn Coughlin
- Smith

Save Changes



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.

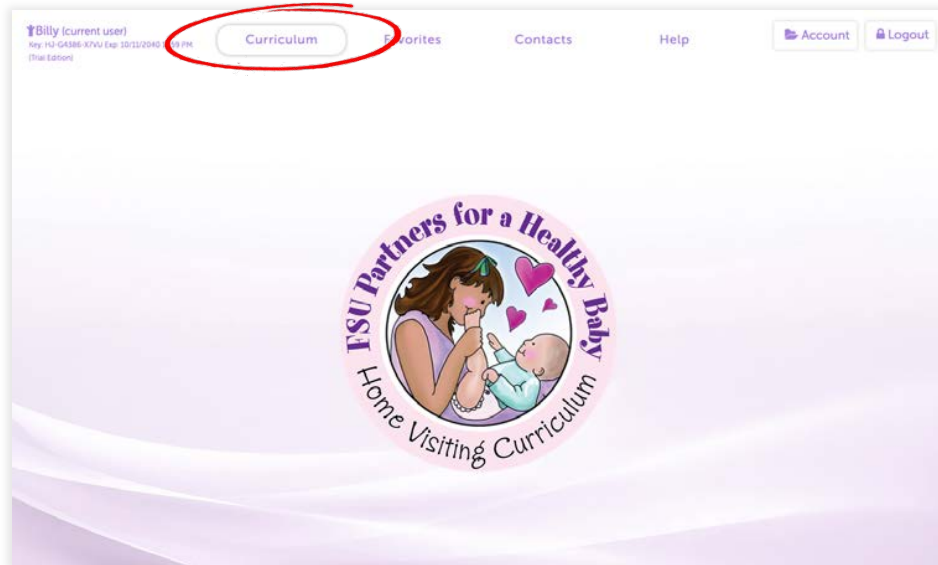
Other Matches compares the search term to the actual text the books. Any matches or related phrases that are found are returned and displayed beneath the Index Matches. Other matches are organized according to relevance and page number.

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

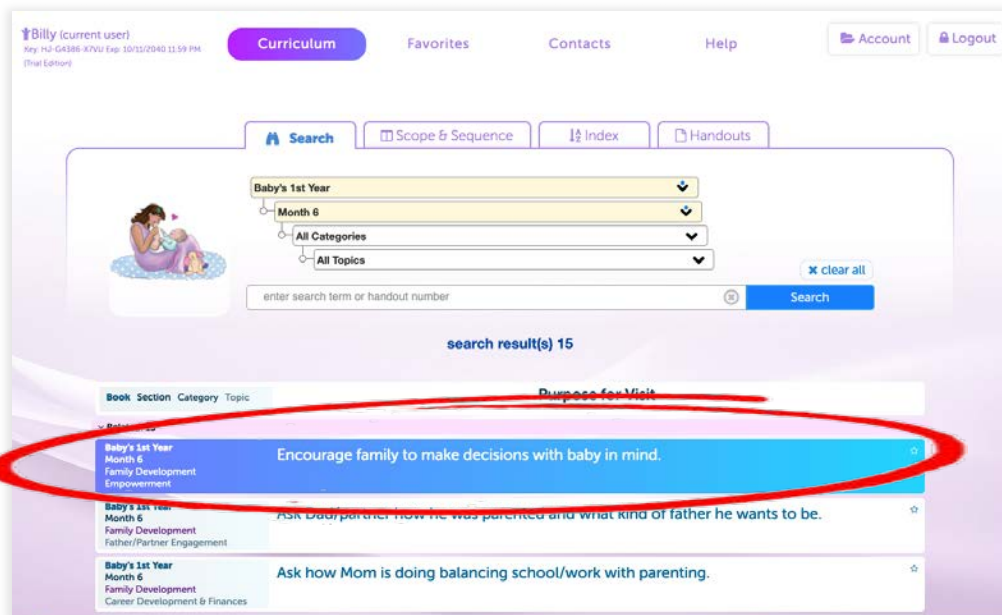


Searching the Curriculum

Step 1. Click Curriculum.



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

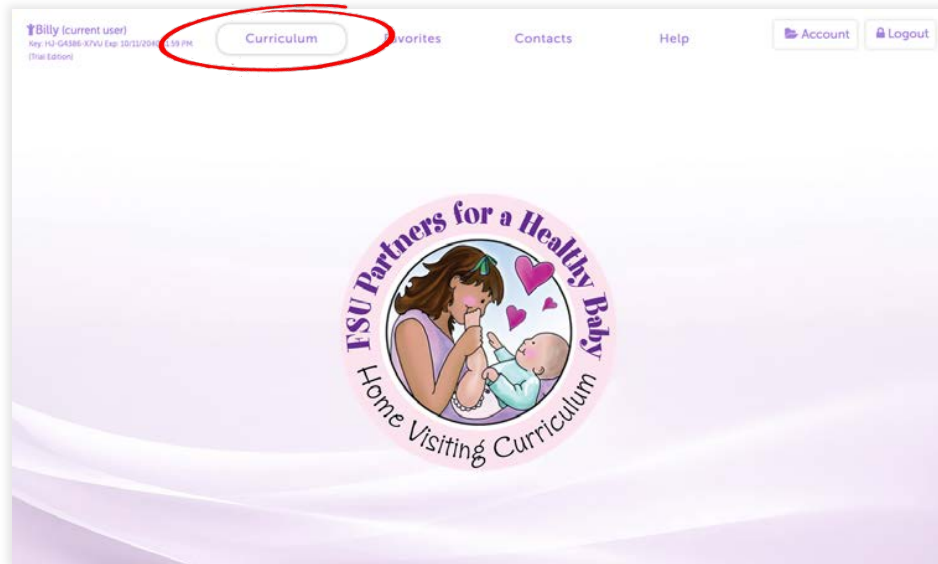




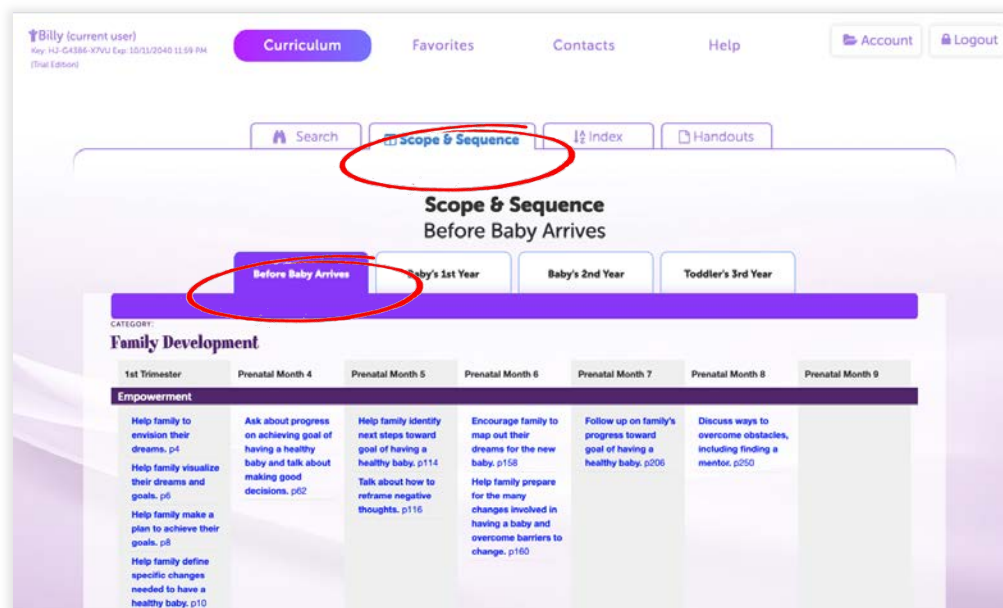
Scope & Sequence

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.





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

The screenshot shows a curriculum grid with three main categories: Career Development & Finances, Maternal & Family Health, and Sex, STIs, & Family Planning. The Maternal & Family Health category is further divided into trimesters and prenatal months. Two orange callout boxes labeled 'CATEGORY' and 'TOPIC' point to the category and topic headers respectively.

Career Development & Finances						
Help family keep track of their spending. p18	Help family make a realistic monthly budget. p72 Discuss any school or work concerns. p74	If family has more bills than they can pay, help them decide which ones to pay first. p124	Encourage expectant mother to take time off from work or school after baby comes. p168	Work with family to make better decisions about their money to improve credit rating. p212	Help family plan for extra expenses related to returning to school/work. p256	Help family keep track of bills and receipts by getting organized. p204
Maternal & Family Health						
1st Trimester	Prenatal Month 4	Prenatal Month 5	Prenatal Month 6	Prenatal Month 7	Prenatal Month 8	Prenatal Month 9
Alcohol, Drugs, & Tobacco						
Talk with expectant 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 use of them. p22	Encourage expectant mother not to drink alcohol or use drugs. p76	Teach mother-to-be how quitting smoking can help her developing baby. p136		Talk with mother-to-be about creating a smoke-free home for her baby. p214	Talk with mother-to-be about the benefits of breastfeeding even if she is still smoking. p258	
Sex, STIs, & Family Planning						
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 sexual 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 Help mother-to-be learn how to use a condom correctly. p172 Talk with mother-to-be about ways to be affectionate with her	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. p200	Make sure the expectant mom and her partner understand the benefits of spacing pregnancies. p296 Talk with mother-to-be about birth control methods that she can use while breastfeeding. p298

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.

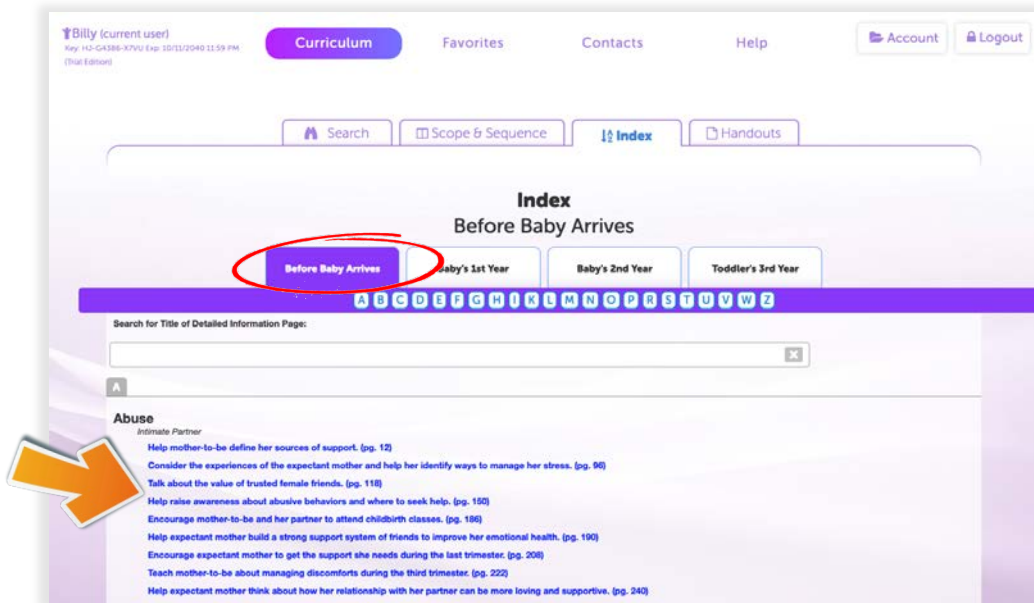
The Index contains a list of every Detailed Information Page and Handout across all of the books in the Curriculum.

Step 1. Click Curriculum.

The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: 'Curriculum' (highlighted with a red circle), 'Favorites', 'Contacts', 'Help', 'Account', and 'Logout'. Below the navigation bar is a large circular logo that reads 'FSU Partners for a Healthy Baby Home Visiting Curriculum'. The logo features an illustration of a woman holding a baby.



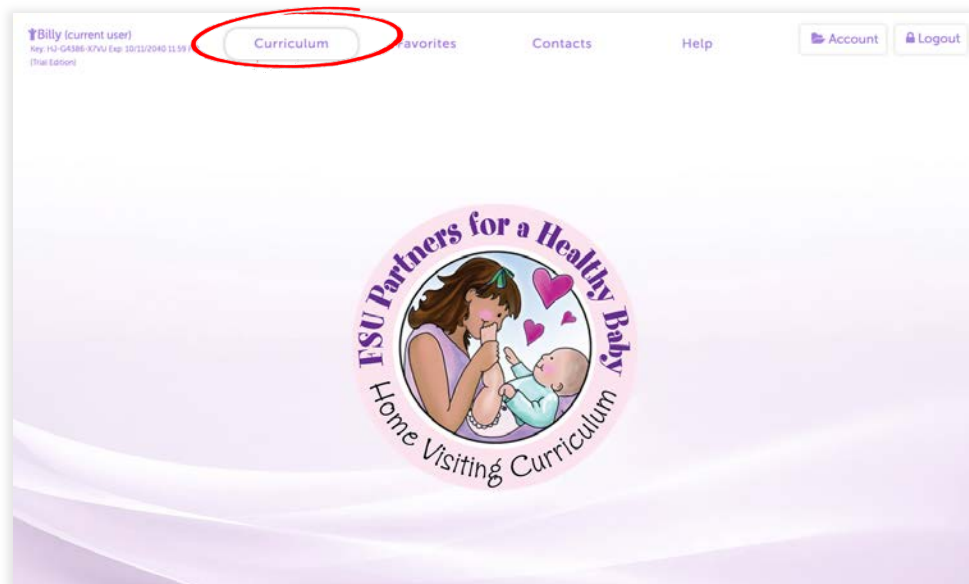
Step 2. Choose a Book and select the Detailed Information Page.



Handouts

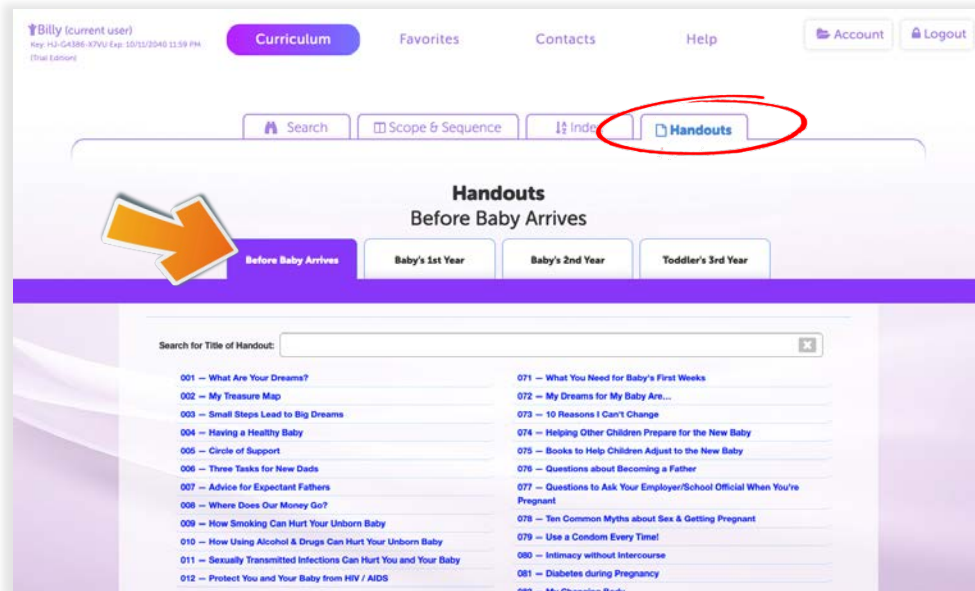
For those who have a particular Handout in mind, the Handout section is available.

Step 1. Click Curriculum.





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.



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.



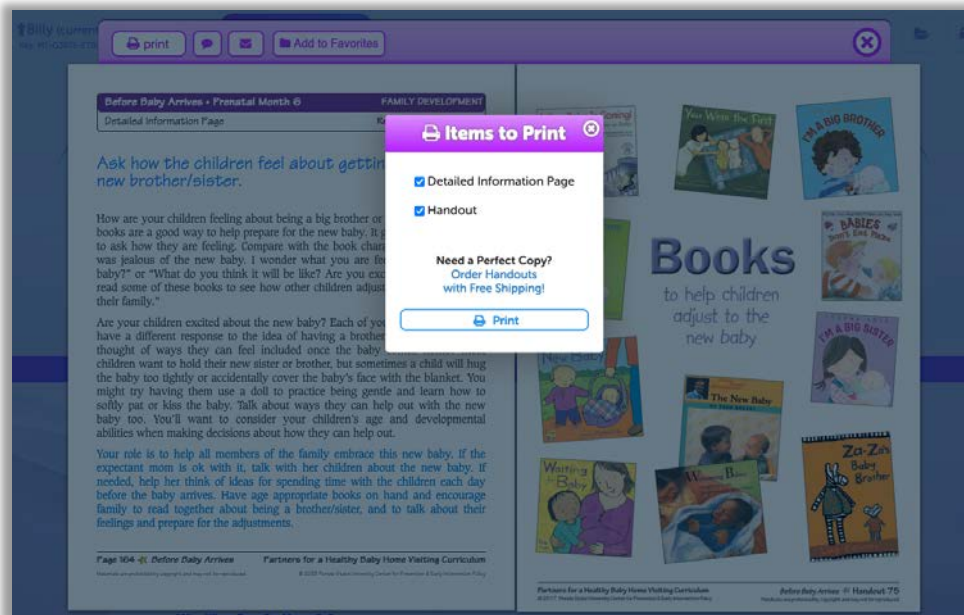
Step 2. Click "Print"






Step 3. Select the items to be printed.

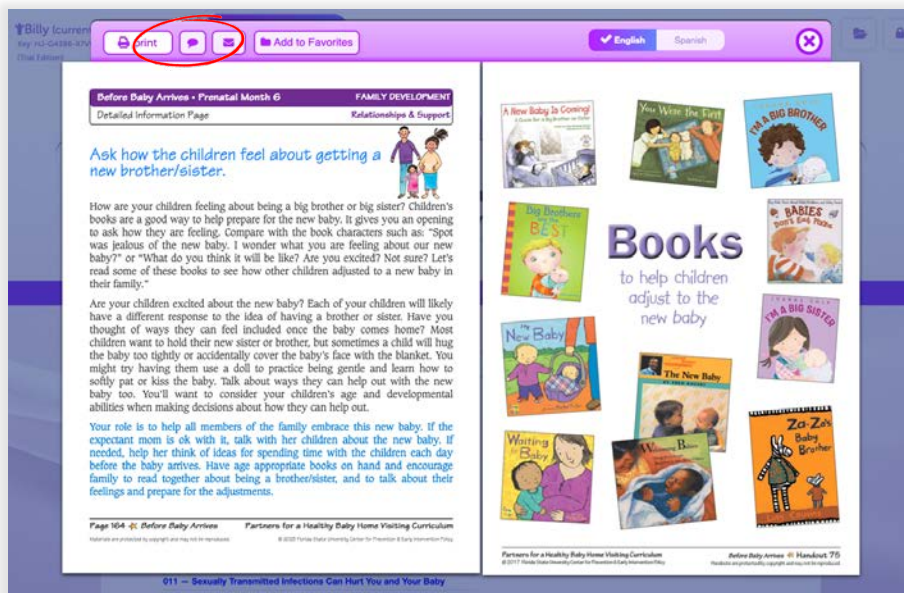
Note: Printing is disabled in the 7-day Trial.



Texting Handouts

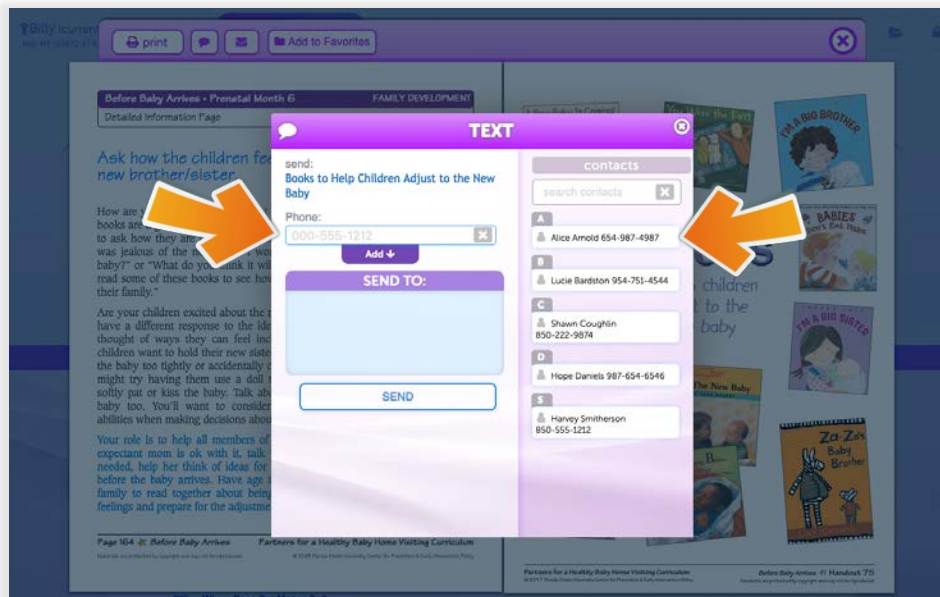
You can text a Handout to a family member from within the Digital Curriculum.

Step 1. Open a Detailed Information Page and its Handout and click the “Texting” icon .

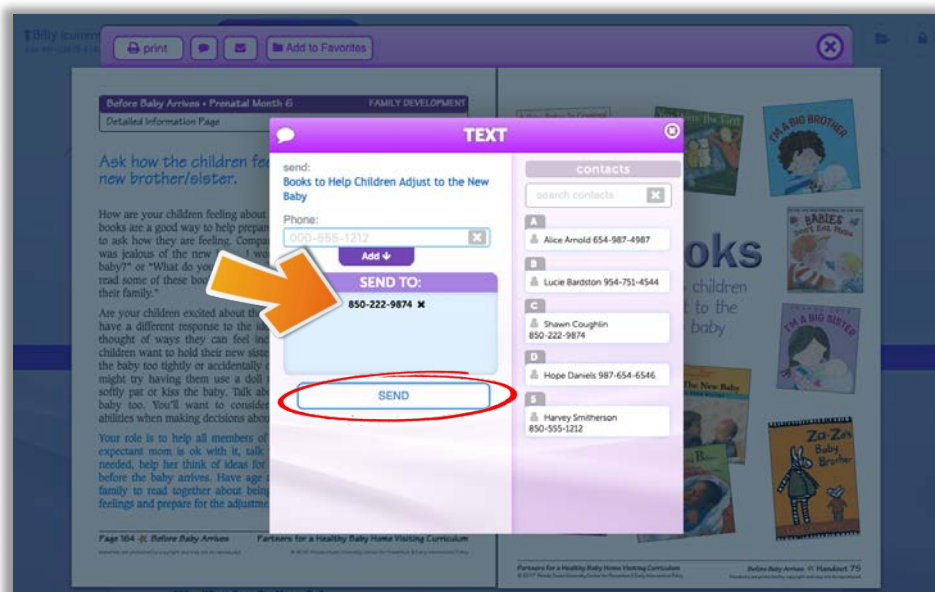




Step 2. You can either; Select a Contact from the contact list or enter a number in the Phone field.




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.”





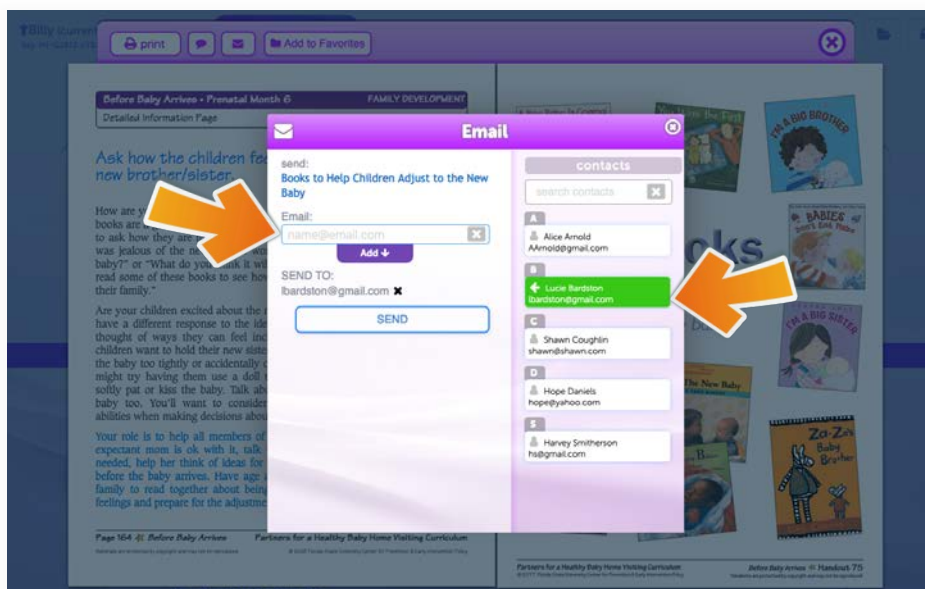
Emailing Handouts

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

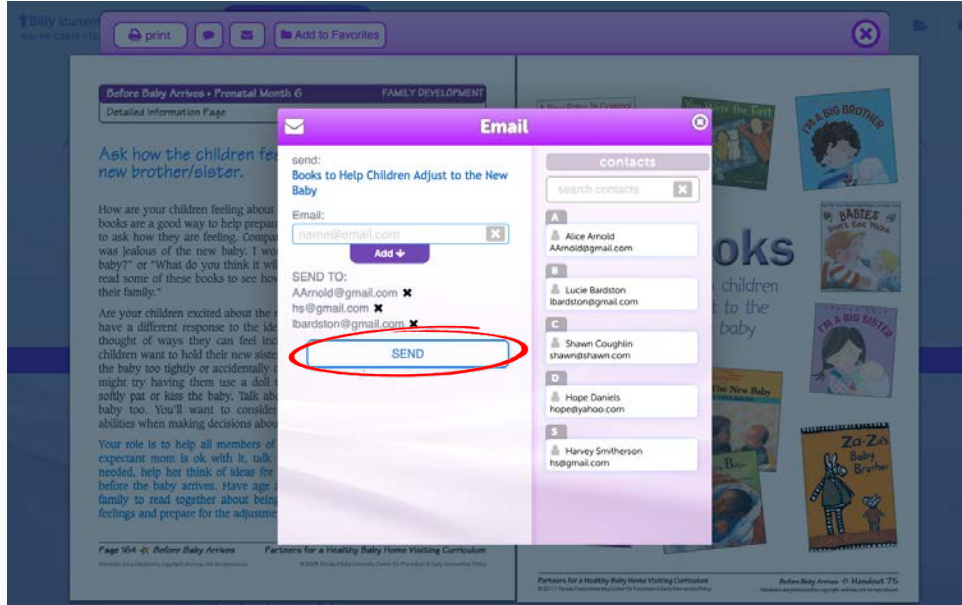
Step 1. Open a Detailed Information Page and its Handout and click the “Email” icon .



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



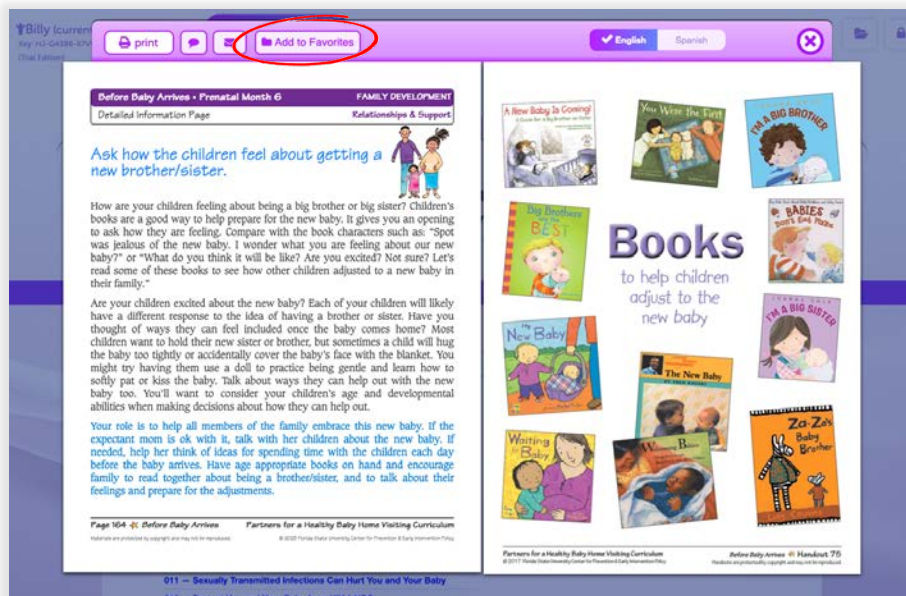
Step 3. Once you have clicked on a Contact, or entered an email and clicked the “Add” button, the email will be added into the “SEND TO” field. You can add more email addresses here, if you want to send the Handout to multiple people. Then click “SEND.”



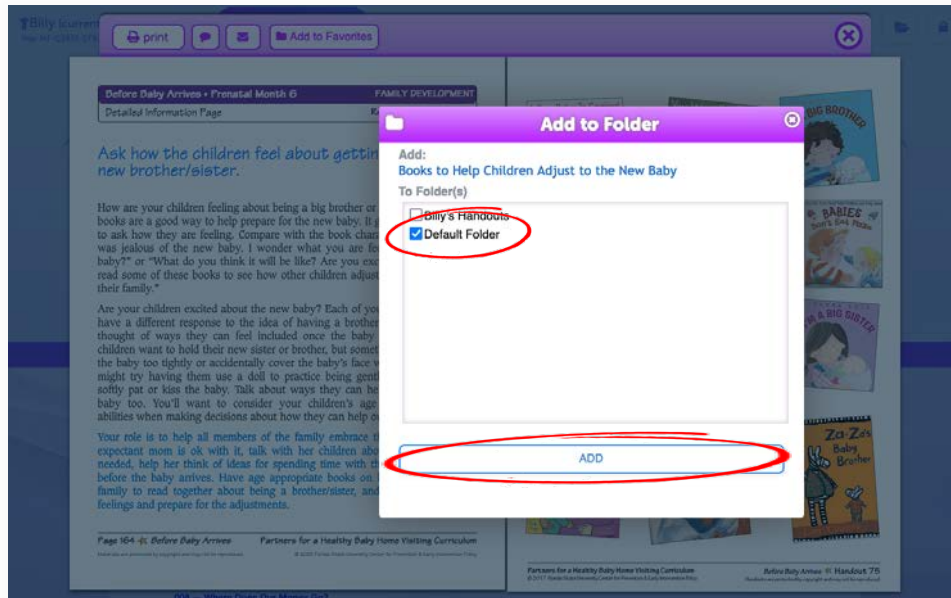
Favorites

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

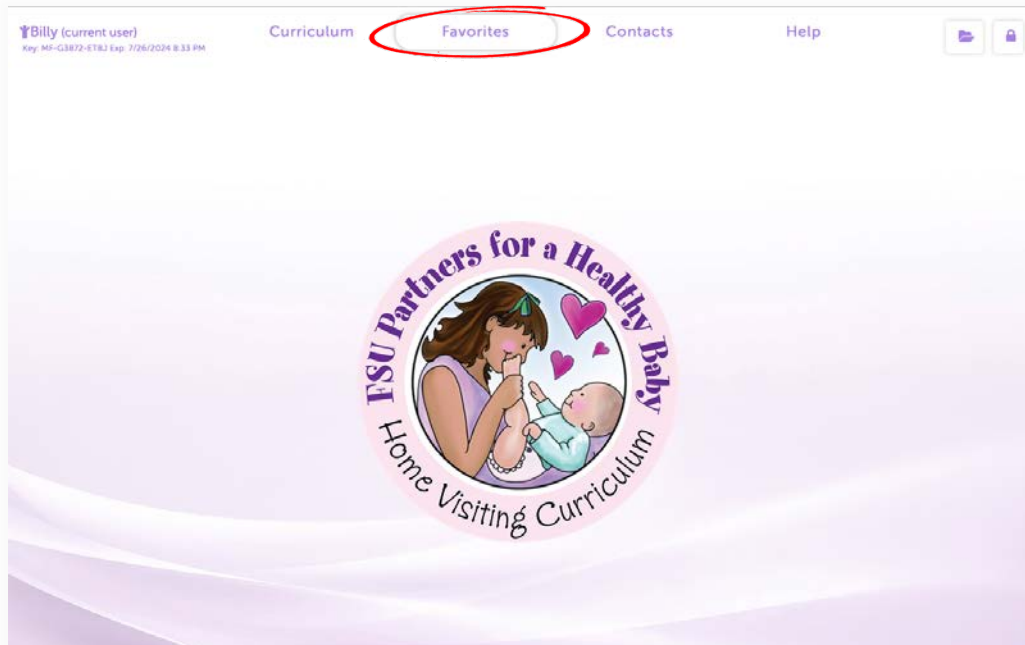
Step 1. Open a Detailed Information Page and its Handout and click the “Add to Favorites” button.




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

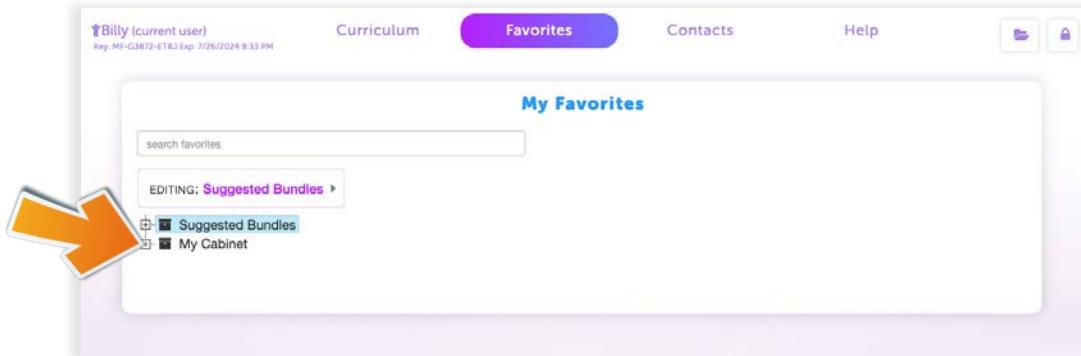


Step 3. To see where this is saved, click on the "Favorites" button.

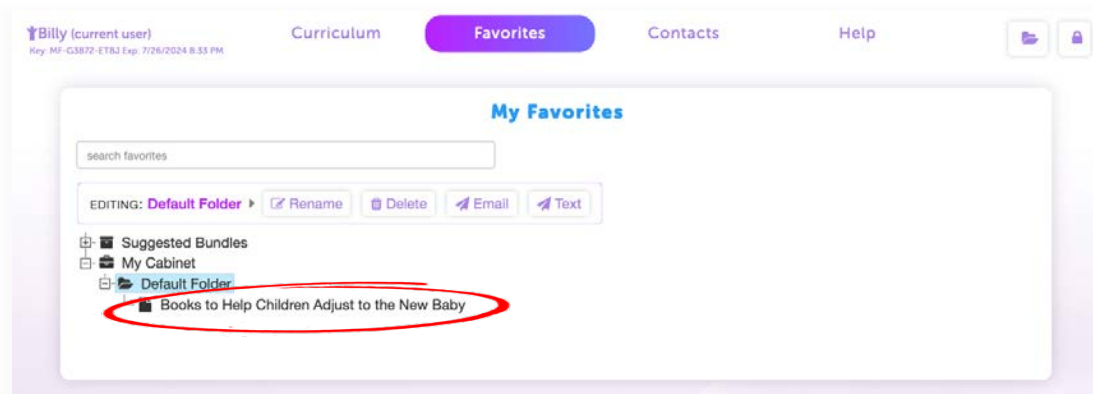




Step 4. You will see two cabinets. Suggested Bundles and My Cabinet. Suggested Bundles is a set of non-editable collections of Handouts we have provided to you. My Cabinet is where you will store all of your own short-cuts. Start by clicking the “plus button”  next to My Cabinet



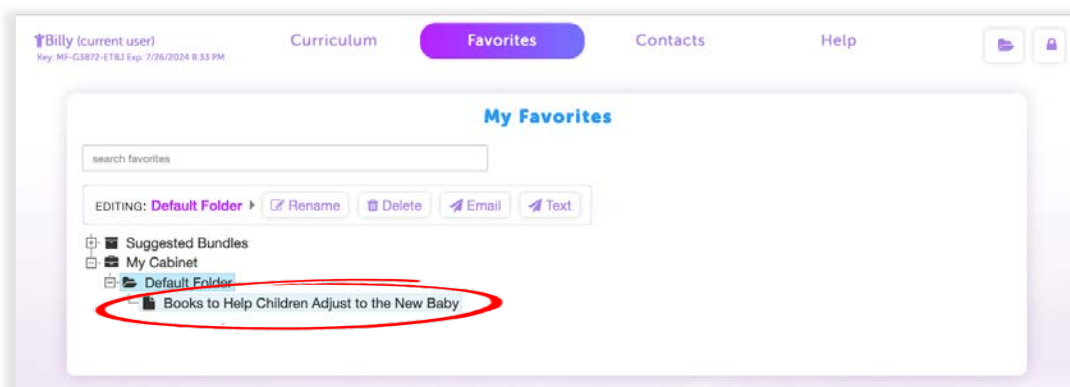
Step 5. Next, click on “Default Folder” and you will see the Handout you added earlier.



Sending Texts or Emails from Favorites to One Family Member

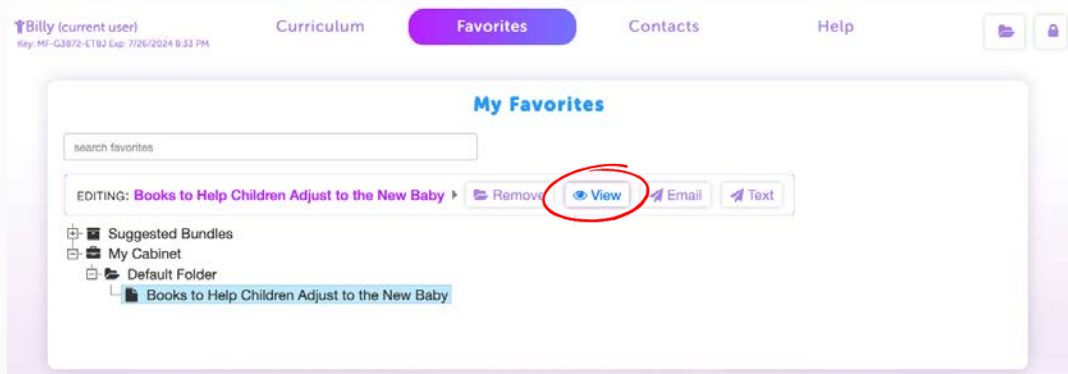
You can send Handouts to your family members from within Favorites the same way you do from within the Curriculum.

Step 1. Click on the Handout





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



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.

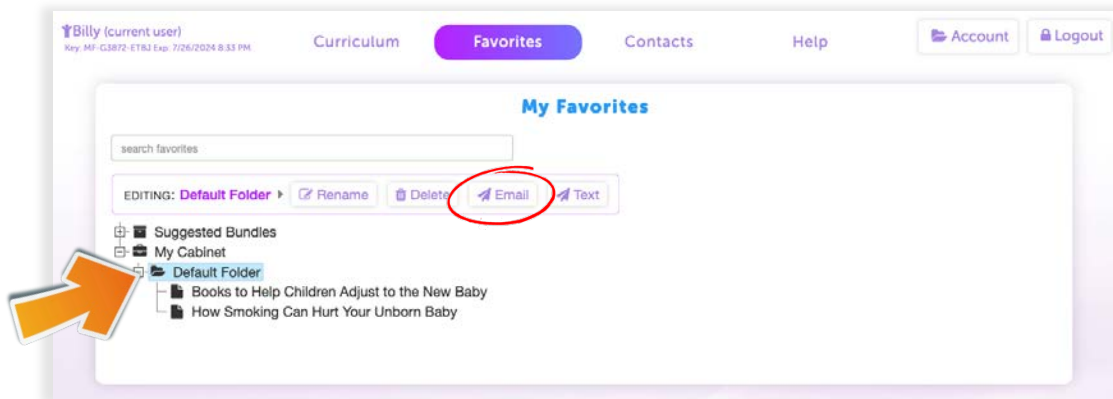




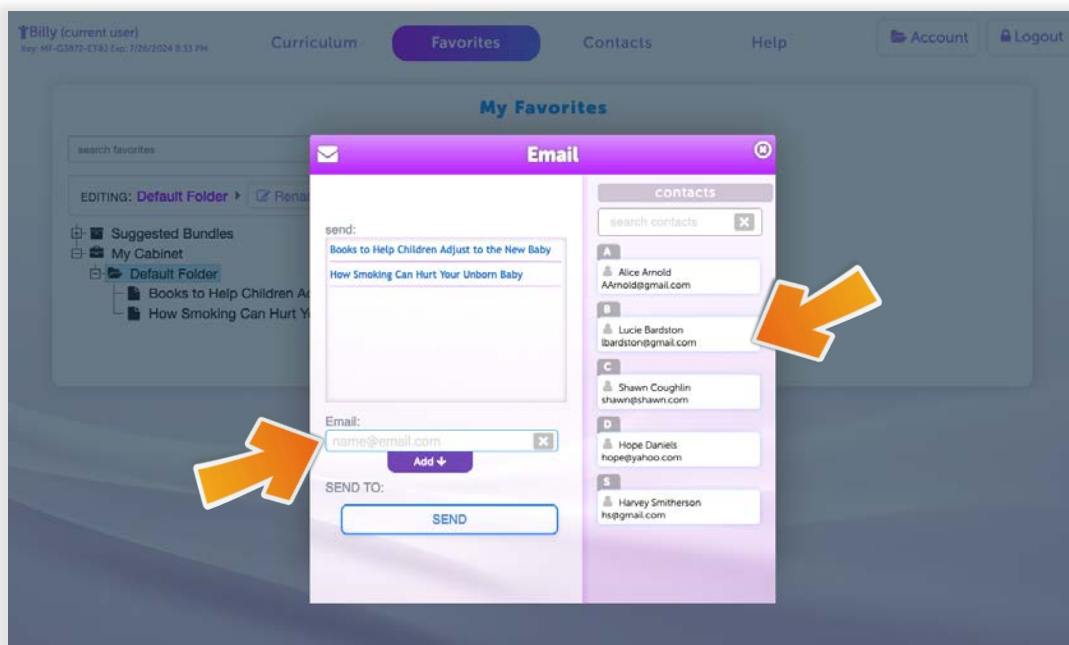
Sending Texts or Emails from Favorites to Multiple Family Members

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.

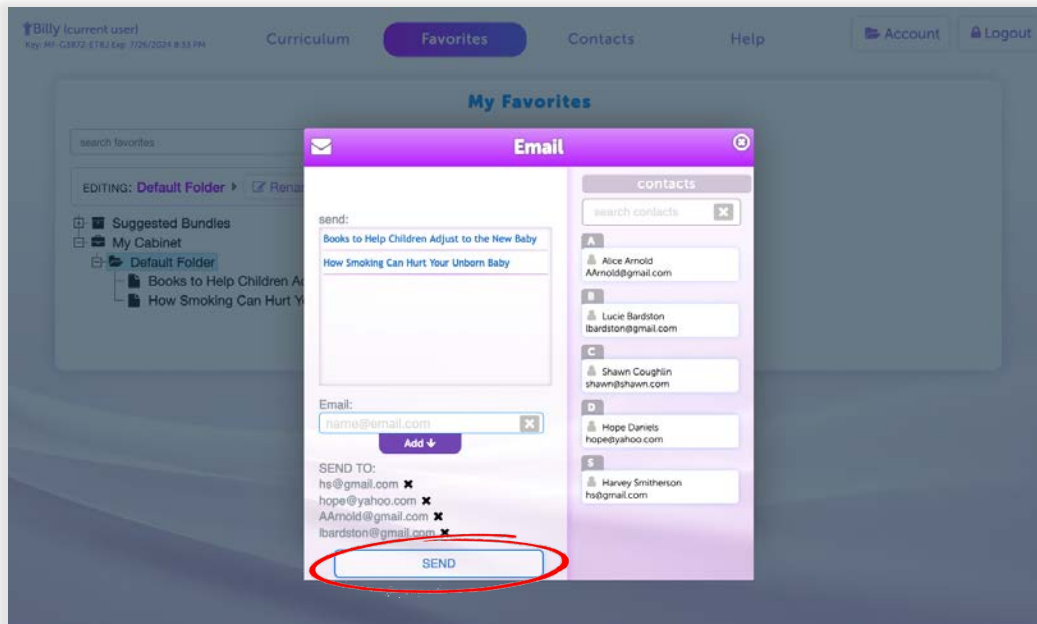


Step 2. Either click on contact names on the right to add their email to the list and/or type in the email addresses into the Email field and click "Add"





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



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.

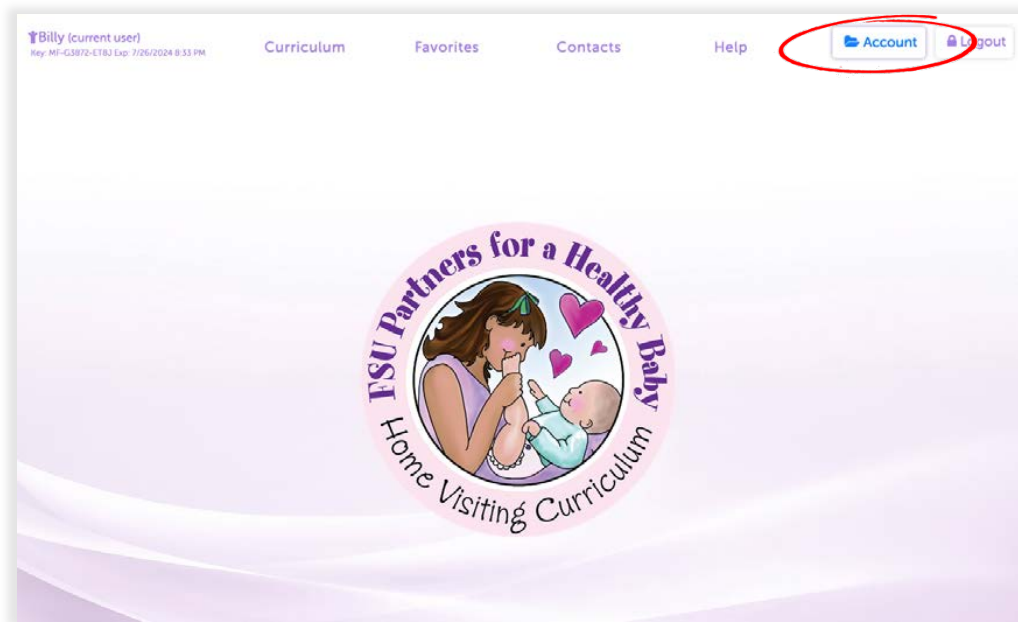
Add-on Keys will need to be purchased again when the license is renewed to maintain access to the additional content and/or features.



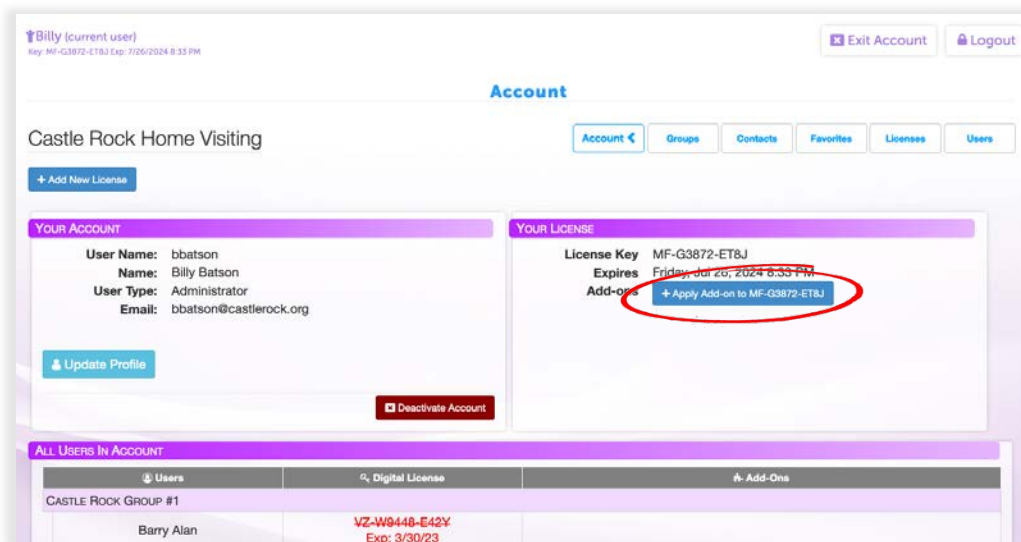
Activating an Add-on Key

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

Step 1. Click Account.



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





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

Billy (current user)
Key: MF-G3872-ET8J Exp: 7/26/2024 8:33 PM

Account

Castle Rock Home Visiting

Apply New Add-on to MF-G3872-ET8J

Step 1 of 2:

Enter Add-on Key

Confirmation

Add-on Keys grant a licensee access to additional content and/or features within the Digital Curriculum.

Enter Add-on Key

XXX-XXX-XX

Proceed to Next Step

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 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.

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

Billy (current user)
Key: MF-G3872-ET8J Exp: 7/26/2024 8:33 PM

Account

Castle Rock Home Visiting

Apply New Add-on to MF-G3872-ET8J

Step 2 of 2:

Enter Add-on Key

Confirmation

The following will be applied to your License Key:

Spanish Language Handouts
Add-on Key: 3YQ-SDX-SP

Please confirm the information below:

Activation Date: July 27, 2023 7:26 PM
Expiration: July 26, 2024 8:33 PM
User: Billy Bateman (bbateman)
User Type: Administrator
User Group: Castle Rock Group #1

Please Note: Once applied to this License Key (MF-G3872-ET8J), this Add-on Key may not be claimed or transferred to any other License.

Claim Add-on

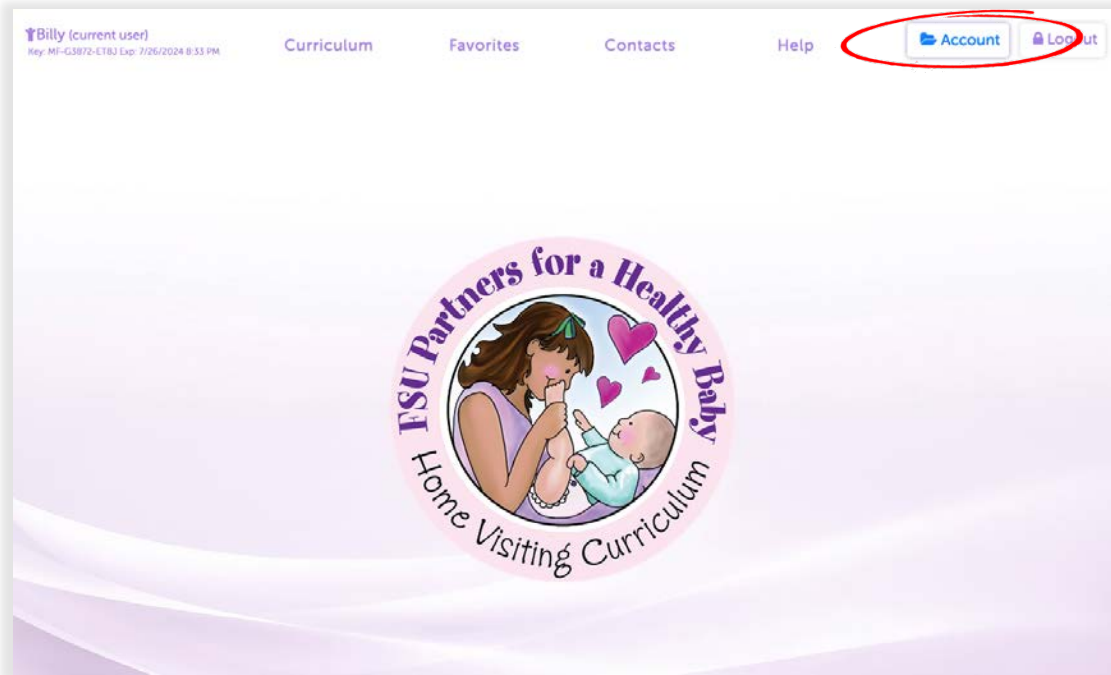
Assigning an Add-on Key

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



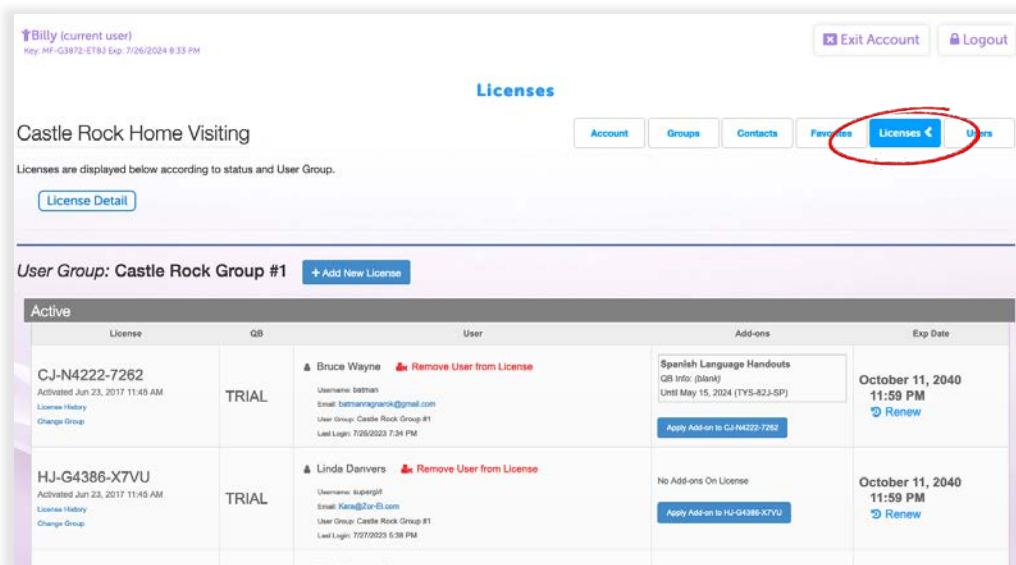
Once activated and applied to a License Key, Add-on Keys may not be reassigned to a different License Key. If you apply an Add-on Key to the wrong License Key by mistake, contact Support as soon as possible.

Step 1. Click Account.



Step 2. Click Licenses in the Administrative Menu.

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





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

Billy (current user)
Key: MF-G3872-ET8J Exp: 7/26/2024 8:33 PM

Exit Account Logout

Licenses

Castle Rock Home Visiting

Account Groups Contacts Favorites Licenses Users

Licenses are displayed below according to status and User Group.

License Detail

User Group: Castle Rock Group #1 + Add New License

License	QB	User	Add-ons	Exp Date
CJ-N4222-7262 Activated Jun 23, 2017 11:45 AM License History Change Group	TRIAL	Bruce Wayne Remove User from License Username: bawman Email: bawman@rock.com User Group: Castle Rock Group #1 Last Login: 7/26/2023 7:34 PM	Spanish Language Handouts QB Info: (blank) Until May 15, 2024 (7Y5-821-50) Apply Add-on to CJ-N4222-7262	October 11, 2040 11:59 PM Renew
HJ-G4386-X7VU Activated Jun 23, 2017 11:45 AM License History Change Group	TRIAL	Linda Danvers Remove User from License Username: supanglt Email: Linda@2e-ll.com User Group: Castle Rock Group #1 Last Login: 7/27/2023 5:38 PM	No Add-ons On License Apply Add-on to HJ-G4386-X7VU	October 11, 2040 11:59 PM Renew

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

Billy (current user)
Key: MF-G3872-ET8J Exp: 7/26/2024 8:33 PM

Exit Account Logout

Account

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 Confirmation

Add-on Keys grant a licensee access to additional content and/or features within the Digital Curriculum.

Enter Add-on Key
XXX-XXX-XX

Proceed to Next Step

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 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.



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

The screenshot shows a web interface for applying a new add-on to a license key. At the top left, the user is identified as 'Billy (current user)' with a key ID of 'MF-G3872-ET8J' and an expiration date of '7/26/2024 8:33 PM'. There are 'Exit Account' and 'Logout' buttons in the top right. The main heading is 'Account', with sub-sections for 'Account', 'Groups', 'Contacts', 'Favorites', 'Licenses', and 'Users'. The current page is titled 'Castle Rock Home Visiting' and shows the process of applying a new add-on to the license key 'MF-G3872-ET8J', which is 'Step 2 of 2'. A progress bar indicates that the 'Enter Add-on Key' step is complete, and the 'Confirmation' step is active. The add-on being applied is 'Spanish Language Handouts' with the key '3YQ-SDX-SP'. The user is asked to confirm the following information: Activation Date: July 27, 2023 7:26 PM; Expiration: July 26, 2024 8:33 PM; User: Billy Batson (batson); User Type: Administrator; User Group: Castle Rock Group #1. A red 'Please Note' states: 'Once applied to this License Key (MF-G3872-ET8J), this Add-on Key may not be claimed or transferred to any other License.' A red circle highlights the 'Claim Add-on' button at the bottom of the page.



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
 - 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
 - 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:



- 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 (<https://cpeip.fsu.edu/phbDigital>) 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 (<https://cpeip.fsu.edu/phbDigital>) and clicking “Forgot Username.”

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