

# VGMU Extension

## Quick Reference Guide



### How to Access VGMU Extension

Type the following address (or URL) in your Internet browser: <http://extension.vgmu.com>.  
The VGMU Extension home page will display.



### How to Create an Account and Purchase a Course

When creating a VGMU Extension account, you will be prompted to enter an email address, which will automatically be assigned as your VGMU Extension login ID. If you have no email address, or if you use the same email address as a login ID for one of the other VGM Education-sponsored Websites listed below, you should contact VGM Education at 866.227.8171 or [vgmu@vgm.com](mailto:vgmu@vgm.com). A VGM Education representative will create your VGMU Extension account for you.

- VGMU
- mov-E
- POINT U
- NorcoU (NVU)
- GAWDA U
- U.S. Rehab Academy of Advanced Rehab Science
- ROHO E-Learning Institute

If you do not use the same email address as a login ID for any of the Websites above, please continue to step 1 below.

1. Click on the **Course Catalog** button.

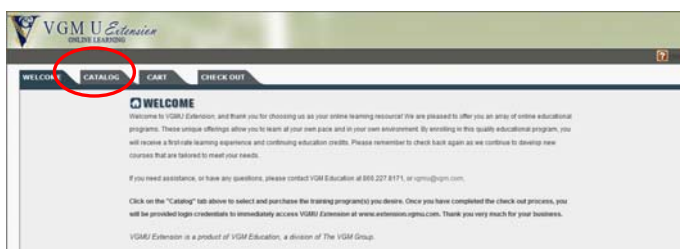


2. The VGMU Extension Course Catalog will display.



Click on the **CLICK HERE TO PURCHASE EXTENSION COURSES ONLINE** icon.

3. A new window opens to display the VGMU Extension "e-commerce" page.



Click on the **Catalog** tab.



# VGMU Extension

## Quick Reference Guide



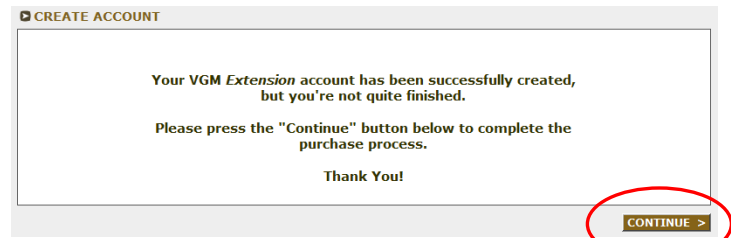
**Password Hint:** Please re-type your password in this field.

**VGM Group Member #:** If your company is a member of The VGM Group, please enter your member number in this field.

Click on the **Continue** button.

- A message will display to confirm your VGMU Extension account has been created.

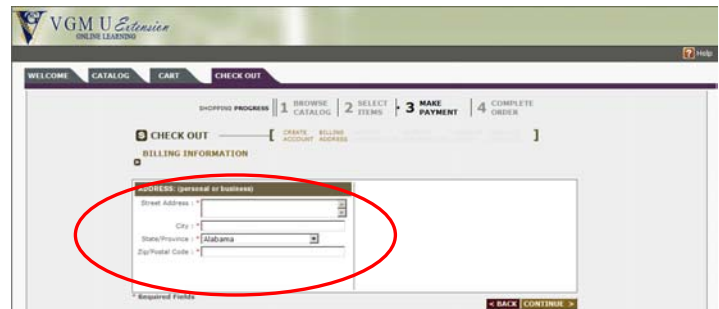
Click on the **Continue** button.



- The "Billing Information" page will display.

Type your street address and city, select your state/providence, and type your zip/postal code.

Click on the **Continue** button.

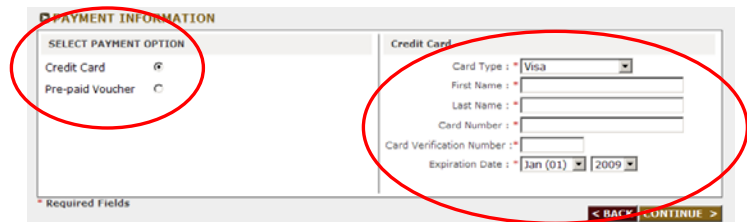


- The "Payment Information" page will display.

Select the appropriate radio button in the "Select Payment Option" box.

Complete all fields in the "Credit Card" box.

Click on the **Continue** button.

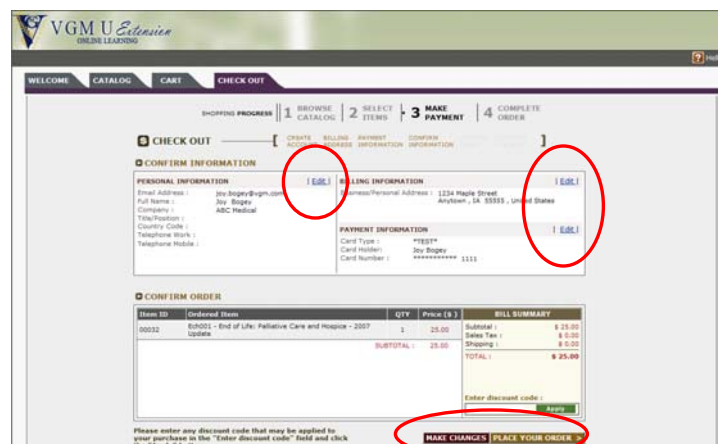


- The "Confirm Information" page will display to confirm all information you provided and the courses you purchased.

If you wish to change any information in the "Confirm Information" boxes, click the appropriate **Edit** link and make the changes.

If you wish to make any changes to your order, click the **Make Changes** button and make your changes.

If you have no changes, click the **PLACE YOUR ORDER** button.



# VGMU Extension

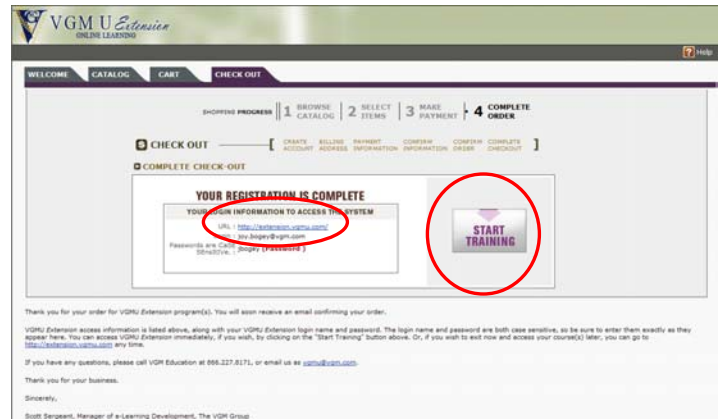
## Quick Reference Guide



13. The “Complete Check Out” page will display. The page contains your login ID and password, and a link to VGMU Extension.

At this point, you can:

- Exit the e-commerce module and access VGMU Extension later, or
- Access VGMU Extension directly by clicking on either the URL or the **Start Training** button.



### Preparing to Take a VGMU Extension Course

Current VGMU Extension courses are provided by *echelon*, a division of Florida Hospital College of Health Sciences. While you will be accessing the courses via the VGMU Extension Website, you will complete the courses on the *echelon* Website.

To ensure that your computer's security settings will allow you to access both Websites, you should perform the steps below before attempting your **FIRST** VGMU Extension course. These steps will guide you through the process of adding both the VGMU Extension and the *echelon* Website URLs to your computer's “Trusted Sites.”

1. Click on **Tools** on the Menu bar at the top of the screen and select **Internet Options**.
2. Click on the **Security** tab.
3. Click on the **Trusted Sites** icon, then click on the **Sites** button.
4. Locate the checkbox next to the sentence *Require server verification (https:) for all sites in this zone*. If a checkmark appears in the checkbox, click on the box to remove the checkmark.
5. Type <https://www.echelon.com> in the *Add this Web site to the zone:* field, then click the **Add** button. This will add the *echelon* Web site to your Trusted Sites.
6. Type **204.71.101.150** in the *Add this Web site to the zone:* field, then click the **Add** button again. This will add the VGMU Extension Web site to your Trusted Sites.
7. Click the **Close** button, then the **OK** button to save your additions.

### How to Take a VGMU Extension Course

1. Go to <http://extension.vgmu.com> (do not add “www”). The VGMU Extension home page will display.

Type your login ID and password, and click on the **Login** button.



# VGMU Extension

## Quick Reference Guide



2. The VGMU Extension “portal” page will display. Below are descriptions of the various functions of the portal page:

- Messages: Announcements and Notifications links display messages that are produced by VGM Education and distributed among VGMU Extension users.
- Search: You can search by key words. The system searches all course descriptions for the key word(s) you enter.
- Quick Links: This link opens the VGMU Extension e-commerce application for you to purchase additional courses.
- My Profile: This option allows you to update your VGMU Extension profile, including your password.
- My Status: This tab allows you to monitor your own progress as your complete VGMU Extension courses.
- Courses: This tab gains you access to the VGMU Extension courses you’ve purchased.

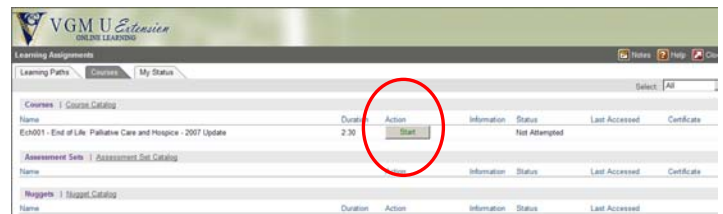


Click on the **Courses** button.

3. Your “Learning Assignments” page will display, listing all VGMU Extension courses you’ve purchased.

Courses are listed alphabetically by course number. Below are descriptions of the columns on the page:

- Duration: The approximate amount of time it should take a person to complete the course.
- Action: This button will change text to indicate your progress in the course:
  - Start: Course has not been started.
  - Continue: Course has been started, but not completed.
  - Browse: Course has been completed.
- Status: The current status of the course.
- Last Accessed: The date and time you last accessed the course.
- Certificate: This column is not used in VGMU Extension. Certificates of completion can be printed once you complete a course on the *echelon* Website.



**Note:** The “Assessment Sets” and “Nuggets” areas on the Learning Assignments page are not active on VGMU Extension.

Click on the **Action** button.

4. The “Course Information” page will display a description of the course and a series of Action buttons:

- Start: This button displays if you’ve never started the course.
- Resume and Restart: These buttons display if you’ve started but not completed the course. Click **Resume** to jump to the last course page you visited. Click **Restart** to start the course from the beginning.



Click on the **Start/Restart** button.

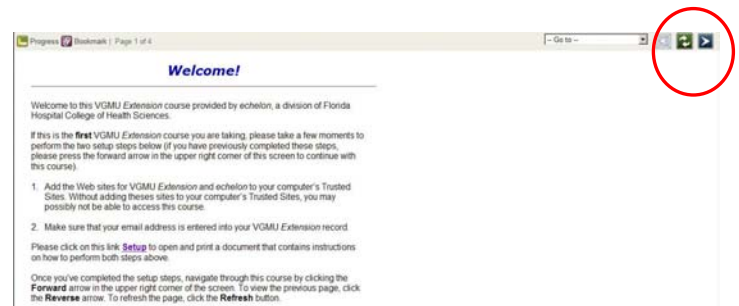
# VGMU Extension

## Quick Reference Guide



5. A welcome page will display. This page reminds you to complete the steps described earlier to add the VGMU Extension and echelon URLs to your “Trusted Sites.”

To navigate through a course, click **Forward Arrow** in the upper right corner of this screen.



6. Follow all directions in order to complete a VGMU Extension course on the echelon Website.

When you’ve successfully completed the course, you will be able to print a certificate of completion that you can use as proof of you completing the course for continuing education credit. After printing the certificate, close the course window, then close the echelon website. The VGMU Extension portal page will display.

If you click on the **Courses** tab to display your Learning Assignments list, you’ll see that the status of the course is “Incomplete.” On a nightly basis, echelon transmits information to VGMU Extension regarding all courses taken that day on the echelon website by VGMU Extension users. Your VGMU Extension record is updated and the status of each course you took that day is changed to “Complete” or “Incomplete,” depending on how you did on the course test. You’ll be able to see that updated information the following day.

When the course status does change to “Complete” on your Learning Assignments list, the “View” link will appear in the Certificate column. However, VGMU Extension does not provide a certificate of completion for this course.

If you encounter issues or difficulties, or if you have questions about VGMU Extension, please contact VGM Education at 866.227.8171, or email us at [vgmu@vgm.com](mailto:vgmu@vgm.com).