

Learning Management System (LMS) User Guide

Access the LMS

1. Navigate to: <https://jcr.skyprepapp.com>
2. Enter your email address
3. Enter your password
4. Click **Login**

NOTE: Click **Lost My Password** link to reset your password

The screenshot shows a web browser window with the title 'SkyPrep Training' and the URL 'https://jcr.skyprepapp.com'. The page features the 'Joint Commission Resources' logo and a 'Sign in' heading. Below the heading are two input fields: 'Email' (containing 'Username (E-mail)') and 'Password'. A 'Lost My Password' link is located below the password field. A dark blue 'Log-In' button is positioned to the right of the password field. Four green circular callouts with white numbers 1 through 4 are overlaid on the image to indicate the steps: 1 points to the browser address bar, 2 points to the email input field, 3 points to the password input field, and 4 points to the 'Log-In' button.

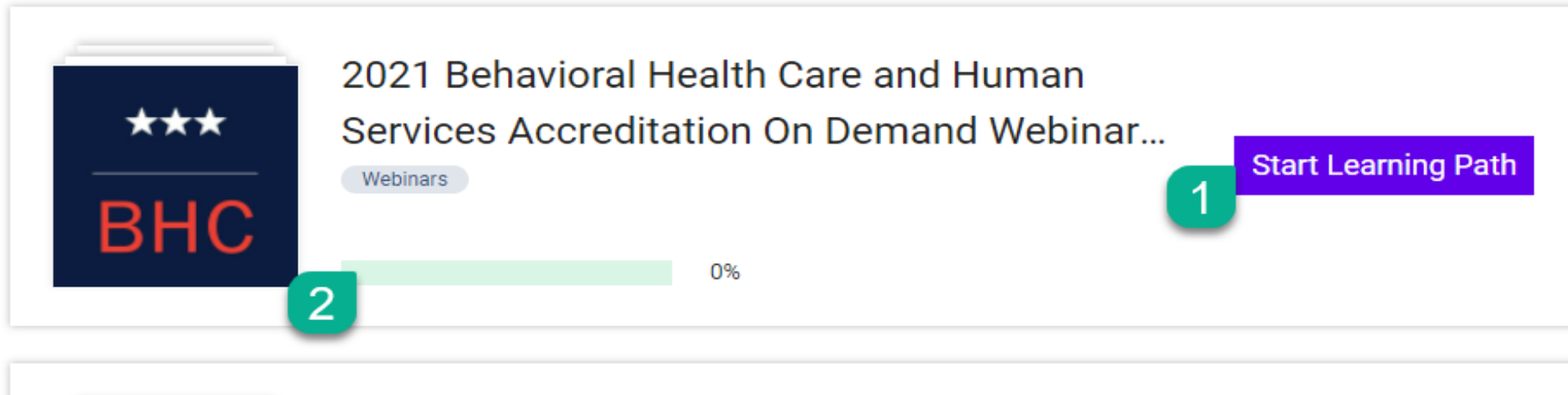
Home Page Overview

1. My Learning – displays current Courses and Learning Paths you are enrolled in
2. Completed Courses – access courses that have been completed to obtain certificates or view course materials
3. Resource Center – access help documents and additional resources
4. Click on the Learning Path to access the Courses and view course materials
5. Click your initials to view your account and change your password

The screenshot displays the Home Page Overview interface. At the top, a dark blue navigation bar contains the Joint Commission Resources logo on the left and three tabs: "My Learning" (marked with a green circle 1), "Completed Learning" (marked with a green circle 2), and "Resource Center" (marked with a green circle 3). On the far right of the navigation bar, the letters "VT" are displayed, with a green circle 5 next to it. Below the navigation bar, the main content area is titled "My Current Learning" and features a hamburger menu icon. Underneath, there are two tabs: "Courses" and "Learning Paths" (which is selected). The "Learning Paths" section displays a grid of six learning path cards. The top row includes: "2021 Ambulatory Breakfast Briefings..." (marked with a green circle 4), "2021 Behavioral Health Care and...", and "2021 CMS Readiness Webinar...". The bottom row includes: "2021...", "2021 Environment of Care (Life Cycle)", and "CMS Bundle". Each card features a star rating, a title, and a "Start Learning Path" button.

Learning Path Overview

1. Click **Start Learning Path** to open the desired course
2. View course completion progress



The screenshot shows a learning path card for a webinar. On the left is a dark blue icon with three white stars and the letters 'BHC' in red. To the right of the icon is the text '2021 Behavioral Health Care and Human Services Accreditation On Demand Webinar...' and a 'Webinars' tag. Below the text is a green progress bar that is currently empty, with '0%' written to its right. A green circle with the number '2' is positioned over the progress bar. To the right of the card is a purple button labeled 'Start Learning Path' with a green circle containing the number '1' next to it.

Course Overview

1. Click **Start** to begin the course
2. View all course documents
3. To exit the course, close the browser tab

NOTE: Course documents will be added as they become available, not all documents will be available at the time the course opens.

The screenshot shows a web browser window with the URL `skyprepapp.com/courses/show/1206851force_course_hub=true&learning_path_id=65343`. The page features a dark blue header with navigation links: 'My Learning', 'Completed Learning', 'Resource Center', 'Course Catalog', and 'Switch Back to Admin Account'. The main content area displays the course title '2021 BHC Webinar Series Part 01-Information Management (IM), Record of Care, Treatment and...' with a 'Start' button and a progress indicator showing '1' and '0%'. A red banner indicates 'Your Deadline: 24-Aug-2022 11:00 PM'. To the right, there is a dark blue sidebar with three white stars and the text 'BHC' in red. Below the main content, a 'Course Overview' section is visible, containing course introduction details (Program Air Date: Tuesday, August 24, 2021; Topic: Information Management (IM), Record of Care, Treatment and Services (RC); Speaker: Gina Malfeo-Martin) and course contact email (support@jcinc.com). A list of course documents is shown at the bottom, including '202108-BHC Series-Recording' and '202108-BHC Series Part 1-IM RC Slides: Printable'.

Course Overview – Course Information

- A course will typically open ahead of the scheduled webinar date to view and download any desired course materials prior to the start of the webinar.
- The **Course Access Start Date (1)** may be different than the **Program Air Date/Open Date (2)**.
- The **Course Access Start Date (1)** indicates the date a course opens and becomes accessible to download supplemental materials.
- The **Program Air Date/Open Date (2)** indicates the date the webinar or video airs. The Program Air Date will be available in the Course Introduction section and **Open Date**.
- If a course is not open, a message will appear indicating the **Course Access Start Date (1)** (the date the course becomes accessible) .
- The **Course End Date (3)** indicates the date a course will no longer be available to view course documents. Certificates for completed courses can still be accessed through the **Completed Courses (4)** section after the **Course End Date (3)** has passed.

The screenshot shows a course page for "01 Example-Amb Breakfast Briefings". The page has a dark blue header with navigation links: "My Learning" (with a callout 4), "Completed Learning", and "Resource Center". Below the header, the course title "01 Example-Amb Breakfast Briefings" is displayed. A teal sidebar on the right contains the text "BREAKFAST BRIEFINGS" and "Amb". The main content area features a "Start" button and a progress bar at 0%. Below this, a "Course Overview" section is visible, containing a "Course Introduction" box with the following details: "Program Air Date: Thursday, June 2, 2022" (callout 2), "Time: 9:00 AM Central Time", "Speaker: Kenneth Hebert", and "CE Info: ANCC-1, ACHE-1". Callouts 1, 2, and 3 are placed over the course details to highlight specific dates: "Course Access Start Date: 30-May 2022 at 12:00 AM" (callout 1), "Open Date: 02-Jun 2022 at 9:00 AM" (callout 2), and "Your Deadline: 10-Jun 2022 at 12:00 AM" (callout 3).

View Completed Courses and Print Certificates

1. Click **Completed Learning**
2. Click **View Certificate** for the desired course
3. Click the **Course Name** for the desired course to view course documents

Joint Commission Resources

My Learning **Completed Learning** Resource Center VT

Submit an Existing Certificate +

All Passed Courses

Search Courses

Course Name	Completion Date
2021 Amb Breakfast Briefings Part 12-Information Management (IM), Record of Care, Treatment ...	06-Dec 2021 View Certificate