

# Getting Started

## *Pract.us Basics for All Users*



**This guide helps all new users get started using the Pract.us app. For more detailed help with specific Pract.us roles, see the additional guides:**

Learners Guide

Mentors Guide

Managers Guide

Skill Authors Guide

Card Authors Guide

Team Admins Guide

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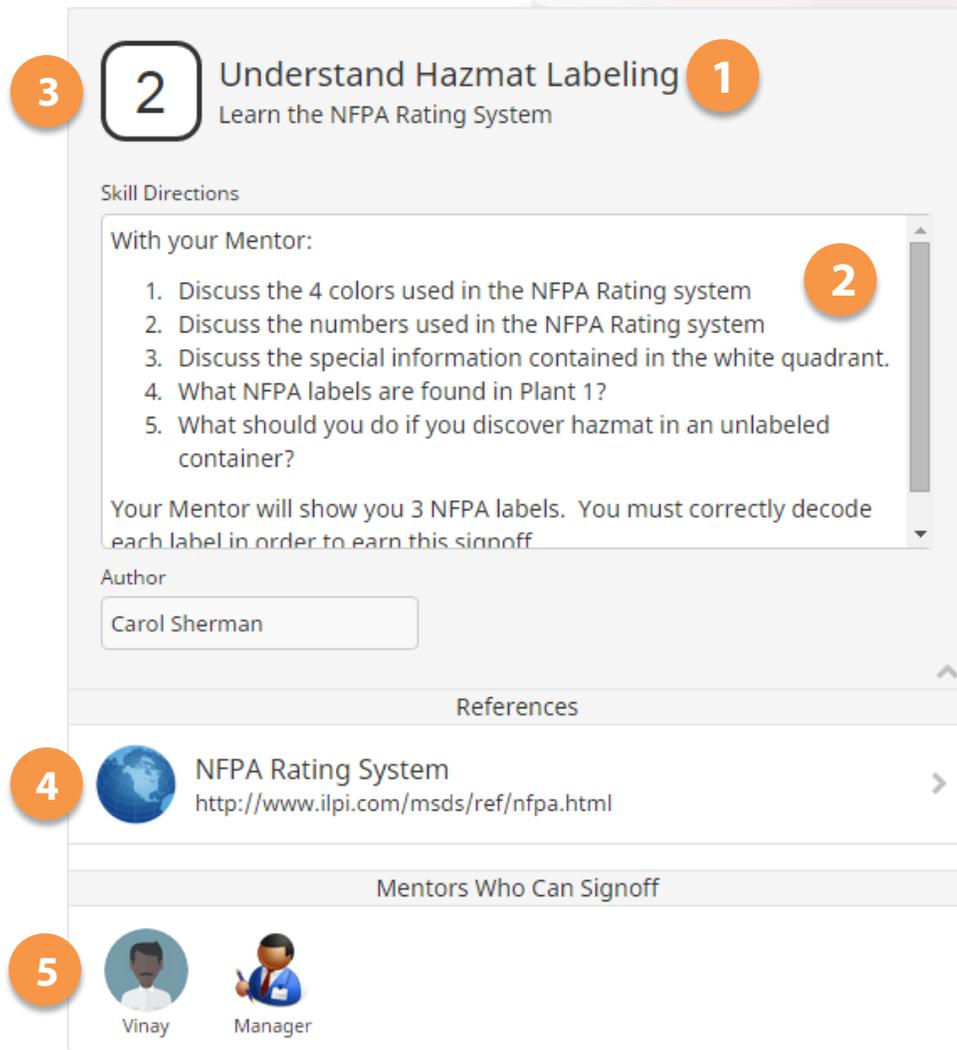
### Technical Requirements

Pract.us runs on any computer or mobile device with a web browser and Internet access. If your web browser is Internet Explorer, you must use version 11.0 or later. However, if your Internet Explorer version is older than 11.0, you can also use Firefox 31+, Chrome 31+, Safari 7+, iOS Safari 7.1+, Android Browser 4.1+, and Android Chrome 42+.

## Definitions

**What is a Skill?** Skills are central in Pract.us. They are small tasks or bite-sized pieces of learning that you'll master as part of your training. Every skill has the following:

1. A name and short description
2. Directions that explain what you need to do, demonstrate, read, or otherwise learn in order to receive credit for the skill
3. A point value or the credit you receive for successfully performing the skill
4. Optional references or pointers to other resources that may be useful when you're preparing for the skill: references may be paper, electronic, or even human resources.
5. Mentors, who validate the skill and provide sign-off



The screenshot shows a skill page for "Understand Hazmat Labeling" with the subtitle "Learn the NFPA Rating System". The page is annotated with numbered callouts 1 through 5. Callout 1 points to the skill title, callout 2 to the skill directions, callout 3 to the skill number, callout 4 to a reference link, and callout 5 to the mentors section.

**2** Understand Hazmat Labeling **1**  
Learn the NFPA Rating System

Skill Directions

With your Mentor:

1. Discuss the 4 colors used in the NFPA Rating system
2. Discuss the numbers used in the NFPA Rating system
3. Discuss the special information contained in the white quadrant.
4. What NFPA labels are found in Plant 1?
5. What should you do if you discover hazmat in an unlabeled container?

Your Mentor will show you 3 NFPA labels. You must correctly decode each label in order to earn this signoff

Author  
Carol Sherman

References

**4**  NFPA Rating System  
<http://www.ilpi.com/msds/ref/nfpa.html>

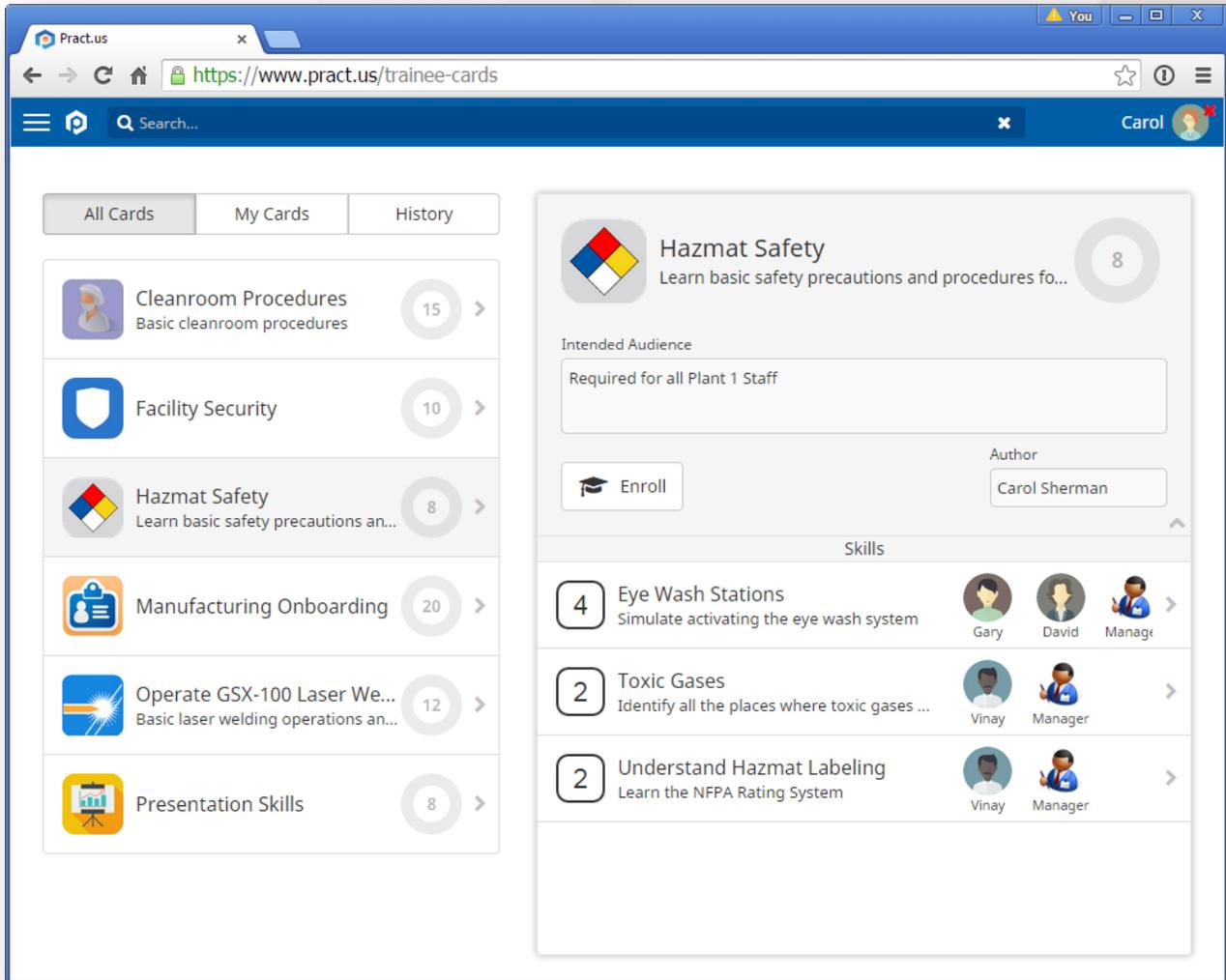
Mentors Who Can Signoff

**5**   
Vinay      Manager

*Parts of a Skill*

**What is a Card?** A card is a set of skills that combine to support a general role, function, qualification, certification, or achievement. For example, an Onboarding card might contain a number of skills that all new employees need to master when they first join a company.

As a learner in Pract.us, your role will be to complete cards by performing the skills on the cards. The mentors will coach you in the skills and sign them off once you've learned them.



The screenshot shows the Pract.us web application interface. On the left, there is a sidebar with a list of cards under the 'My Cards' tab. The cards listed are: Cleanroom Procedures (15 points), Facility Security (10 points), Hazmat Safety (8 points), Manufacturing Onboarding (20 points), Operate GSX-100 Laser We... (12 points), and Presentation Skills (8 points). On the right, the 'Hazmat Safety' card is expanded, showing its details. The card title is 'Hazmat Safety' with a subtitle 'Learn basic safety precautions and procedures fo...'. The 'Intended Audience' is 'Required for all Plant 1 Staff'. The 'Author' is 'Carol Sherman'. Below this, there is an 'Enroll' button. The 'Skills' section lists three skills: 'Eye Wash Stations' (4 points, simulated activating the eye wash system, mentored by Gary, David, and Manager), 'Toxic Gases' (2 points, identify all the places where toxic gases ..., mentored by Vinay and Manager), and 'Understand Hazmat Labeling' (2 points, learn the NFPA Rating System, mentored by Vinay and Manager).

*The Learner's view, showing cards on the left, and a specific card with skills on the right*

**What is a Skill Sign-off?** A sign-off is the Mentor's way of endorsing your skill. When the Mentor is satisfied that you have successfully learned or performed what the skill requires, the Mentor will sign-off the skill. Once a Mentor signs you off, you'll get credit for the skill's point value and your progress dial will update.

**What is a Pract.us Team?** A Team is the Pract.us account where users of all roles (learners, mentors, managers, authors, and admins) come together to participate in a training program. Everyone with a Pract.us account is a member of at least one Team, but may join others.

When you start using Pract.us for the first time, you will either create your own Team account, or a Team admin will invite you to join theirs. If you create your own Team, then you, as its admin, can invite others to join you and participate in your training program.

You may eventually decide to cancel your Team account, or you may leave another Team you previously joined. In either case, you'll *always* be a member of the Pract.us Public Team, where you can find cards and skills designed to help you learn how to use Pract.us. In the Pract.us Public Team, you are your own manager and all skills can be self-signed off, so you can take advantage of the materials and resources on your own.

**What is a Pract.us Field?** A Field is simply a way to help Teams organize themselves. If a company hosts a Pract.us Team, then it may be convenient to have separate Fields inside the Team for the different types of users and training programs. For example, a Team could have both Operations and Manufacturing Fields. Team Admins can control which users are members of each Field, and what roles they have. Each Field has its own set of cards and skills.

### Pract.us Roles

There are five roles in Pract.us which determine what you can do and what your responsibilities are.

- **Learners:** All Pract.us users are Learners by default because we believe that our learning should never stop. So as long as you use Pract.us, you'll be able to learn by enrolling in and completing cards.
- **Mentors:** These users have been designated as subject-matter experts in their Field. Mentors make themselves available to help Learners and provide skill validation and sign-off for the Learners.
- **Managers:** These users supervise their own group of Learners and guide their learning. They also enroll Learners, approve Learners' card enrollment requests (such as starting, extending and cancelling cards), and monitor their progress.
- **Authors:** These users create, maintain and publish skills and cards so Managers can assign them and Learners can complete them.
- **Team Admins:** These users administer the Team account, including inviting new users to join, assigning Field membership and roles.

It's up to the Team Admins to assign roles. Users can have one role, all five, or any combination in between. It's common for members of smaller Teams to have more roles.

### New Account Creation

1. Your Pract.us Team Admin will create a new account for you.
2. Pract.us will send you a welcome email with a URL link to follow.
3. If Pract.us recognizes your email address because you already have an account, your invitation email will contain a URL link that simply joins your existing account to the inviting Team.
4. If Pract.us does *not* recognize your email address, you might still have an existing account under *another* email address. The invitation email you receive will contain two URL links - one to follow if you are truly new to Pract.us and a second one to follow if already have an account under another email address. We want to make it easy for you to keep all Team memberships in a single account, but we don't require it.
5. Regardless of which URL link you follow, Pract.us will launch in your browser, ask you to choose a password and confirm it, and then ask you to log in. If you already have an account, Pract.us will simply ask you to log in using your existing username and password.

### Signing in to Pract.us

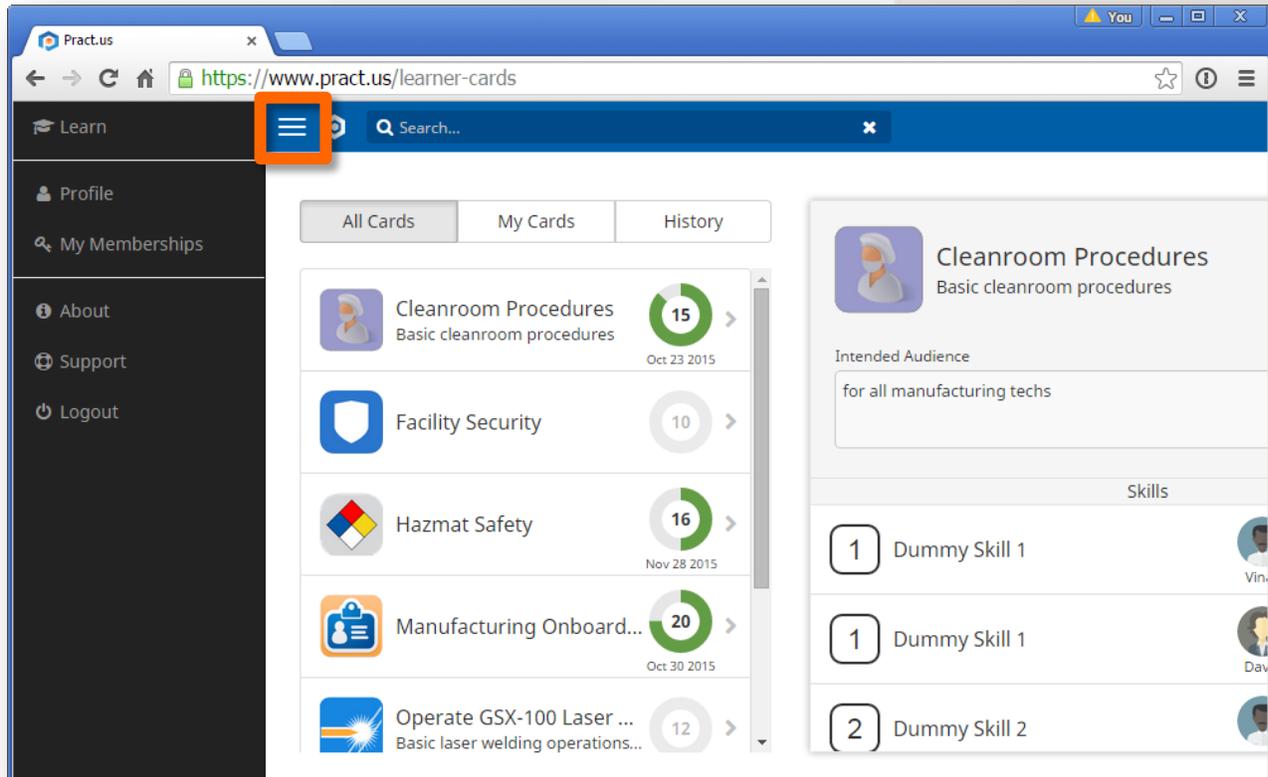
1. In your browser, go to [www.app.pract.us](http://www.app.pract.us)
  - a. enter your username and password as usual.
2. You can add Pract.us to your smartphone or tablet, too:
  - a. in Apple iOS, open Safari, go to [www.app.pract.us](http://www.app.pract.us), and then **Add to Home Screen**.
  - b. in Android, open Chrome, go to [www.app.pract.us](http://www.app.pract.us), and then **Add to homescreen**.
3. If you forget your password, a link on the login page will allow you to reset it.

### Navigating in Pract.us

To navigate around Pract.us, you'll use the **black** slide-out menu. Select the  button from the upper-left corner of the app to show and hide the menu at any time. This button is shown inside the **orange** rectangle below.

The options you see in the slide-out menu will depend on your roles.

Because everyone has the Learner role, you'll always be able to see choices like **Learn** in the menu. Other choices such as **Profile**, **My Memberships**, **About**, **Support**, and **Logout** are also available to all users.



*The slide-out menu shown*

## Your Profile

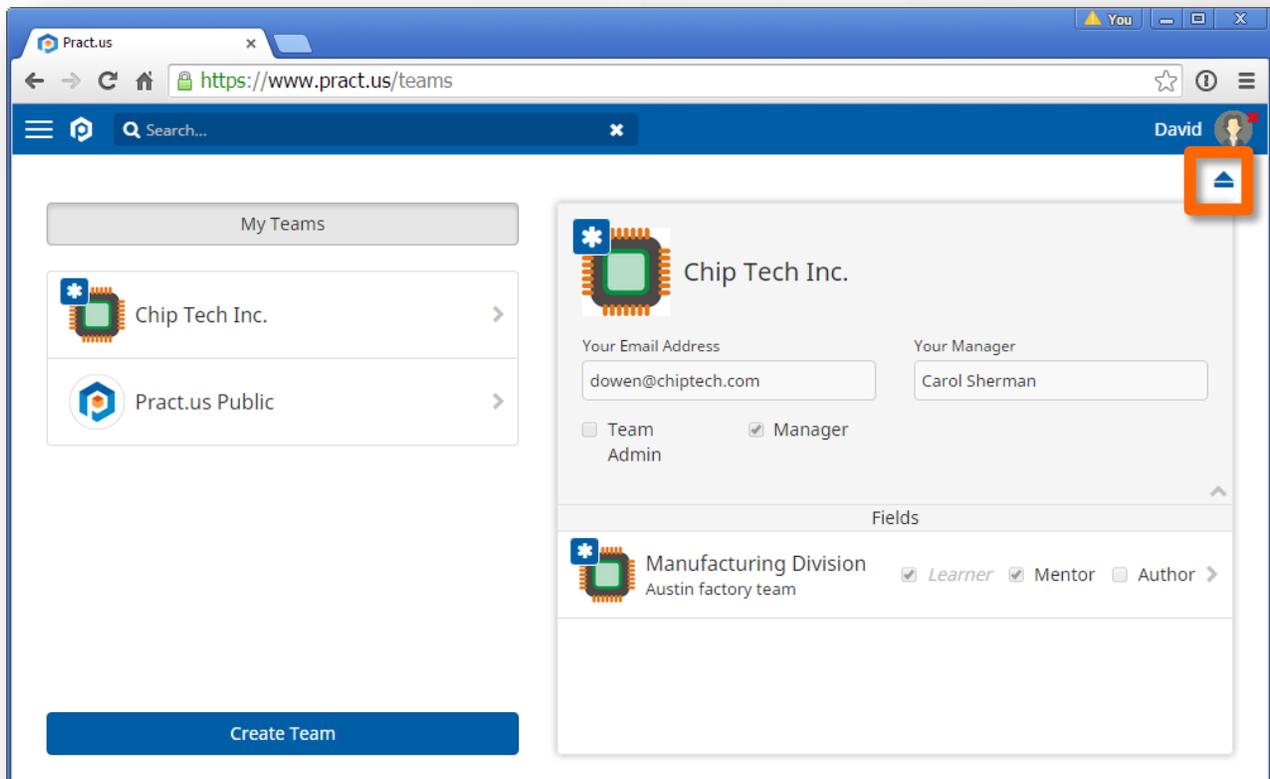
1. When signing in for the first time, Pract.us will show your **Profile** page, where you can enter personal information such as name and contact info. You can also upload a personal picture or avatar.
2. You can return to the Profile page any time by selecting **Profile** in the slide-out menu.
3. Keep in mind that everyone in your Team will be able to view your contact information, so you may not want to put personal phone or email information on this page unless you use them for work. In most cases, you should only use your work contact information.
4. Select **Credentials** from the list of tabs on the left. On the Credentials page, you can change your personal password and set a Mentor PIN. While you may not have the Mentor role, there are some skills for which you can sign yourself off. For these skills, you can use a Mentor PIN to confirm that you've completed the skill. Your Mentor PIN must be a 4-digit number.
5. Select **Notifications** from the list of tabs on the left. Here is a master list of all notifications you can control in Pract.us. Choose the notifications you want and the method you want to receive them. The notifications you want will depend a lot on your roles.

6. In **Preferences**, you can fine-tune your Pract.us views.
7. In **My Reports**, you can tell Pract.us to send you certain summary reports by email on a regular basis. These reports are specific to certain roles, so they may not be relevant to you.
8. In **My Cards**, you can see a permanent record of all the cards you've completed in every Team you've ever been a member of, including both current and former Teams. This part of your Profile serves as a sort of "skills resume", which you'll always be able to access for free.

### Switching your Teams and Fields

Everyone is a permanent member of the Pract.us Public Team and both of its Fields. You can't quit this Team because we want you always to have access to the cards inside. The **Training** Field contains cards that you may find helpful when you first start using Pract.us. The **Examples and Samples** Field contains ideas and templates that may be useful or inspirational to you in other Teams. In any case, we always want you to be able to access these Fields for as long as you remain a Pract.us user.

You'll probably be a member of at least one other Team, either one you created yourself, or one you were invited to join. You can change the Team and Field you're working in at any time by going to **My Memberships** in the side menu. Here, you can select the Team and Field you want make "current".



*Chip Tech Inc. is David's current Team, and Manufacturing Division is his current Field*

An easy way to see which Team/Field is current: look for this **blue** icon . In the example above, Chip Tech Inc. is David's current Team and Manufacturing Division is his current Field.

Your current Field's cards will be the ones you see in **Learn** view, and the things you can do in Pract.us will be based on the roles you have in that Field.

To change your current Team and Field, select the Field you want and click the **Enter Field** button in the Field's banner.

Membership in all Teams is optional, except for Pract.us Public (which is permanent and forever). To quit any other Team, look for the  icon in the upper-right corner of the Team banner (see the **orange** rectangle above). But beware, quitting a Team will automatically cancel any cards you have in progress, in all of the Fields in that Team. This cannot be undone! You can always ask to re-join a Team (which the Team Admin must approve) but you cannot bring any cancelled cards back to life!

You can also quit individual Fields the same way. Same warning applies: any enrolled cards you may have in that Field will be permanently cancelled.

Note, *quitting* a Team or Field is different from *switching your view* from one Team/Field to another. When quitting, you're "unjoining" or detaching from a Team or Field entirely, and you can't go back unless invited to re-join by the Team's Admin. But switching from one current Team/Field to another merely changes what you see on your screen - no cards are cancelled and no roles are lost when switching. And you can always switch back to the Team/Field any time you want.

### Getting Help

- For more help using Pract.us, see our Support Site: [support.pract.us](https://support.pract.us).
- You can also email us at [support@pract.us](mailto:support@pract.us)