

# On-Line Training Portal #1

## New Volunteer Orientation

Personal Access KEY: \_\_\_\_\_ (5 LETTERS)

You have been provided with a personal 5 LETTER access KEY to our On-Line Training Portal. Please take a few moments to read these simple directions before logging in.

Adobe Flash is required to view the segments. Most computers have it installed, but if you do not, it is a FREE download.

<http://get.adobe.com/flashplayer/>

- Go to: [www.hospicetutor.com](http://www.hospicetutor.com) - using a fast internet connection.
- Select the Tab link/page: PORTAL
- Select the link: ENTER New VOL Orientation Portal #1
- Enter your Personal Access KEY & e-mail address. Be accurate & type your e-mail address correctly, as this first entry pairs with your KEY.
- Select any title to view that segment. We suggest beginning with the Welcome & Mission segments.
- Close the page to log out.
- To log in another time, enter your KEY & the **exact** e-mail address you typed when first logging in.
- Once activated you have \_\_\_\_\_ days to complete the On-Line Training.
- Complete the Quizzes & Reflection Questions & be prepared to build upon this foundational information when meeting in classes, small groups, or individually with your supervisor.