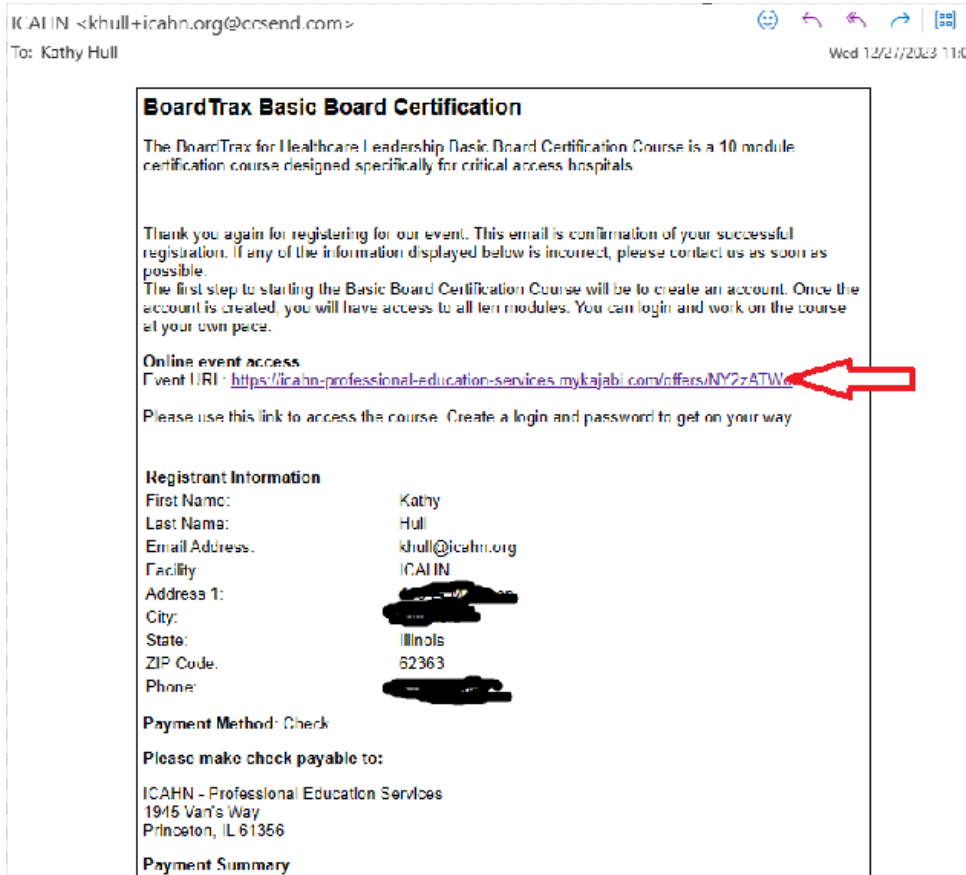# Accessing BoardTRAX multimedia board education

THE FIRST TIME YOU REGISTER OR ACCESS THE PROGRAM

1. Your entity will register you or your organization to receive the BoardTRAX product. This will include providing your email address.

2. You will receive an email from ccsend.com (Constant Contact). This email will include a link to the ICAHN Professional Educational Services learning management system called Kajabi.

3. In the middle of this email, you will see an Event URL. This should be a "live link" that you can click and will take you directly to the program.

4. Once you are in Kajabi, you will be required to enter a make a username and password. This is specific to you and will be the way you log back into the program to complete your modules. The URL in the original email will then take you to Kajabi and you can log in using your username and password.

5. You will see the banner with a Start Course button (a.). Once selected you will see the course outline (b.)

a.

Introduction to BoardTrax

Getting Started
Welcome to BoardTrax! This course is designed for governing
board members of Critical Access Hosp...

Module 1 - Basic Role of a Board Member

VIDEO: Basic Role of a Board Member

**Additional Information Basic Role of Board
Members**
If you would like to have more information about the hospital
licensing act, the following is a l...

QUIZ Module 1: Basic Role of a Board Member

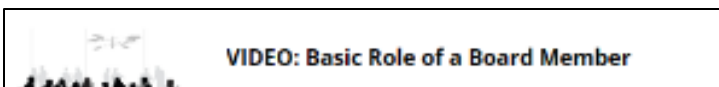**Module 2: Critical Access Hospital 101**

VIDEO: CAH 101

b. **Additional Information CAH 101**

6. Each module (1-10) is set up with a **VIDEO** learning and **QUIZ.** Some, but not all
   modules, have **Additional Information** that can be accessed to learn more about the
   content. **Additional Information** is there if a board member would like to see the
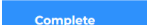   regulation, etc. referenced in the module.

7. To access the module, you can simply click on the title of the area you want to open.
   By clicking on the **VIDEO** link, you will open the video.

VIDEO: Basic Role of a Board Member

8. A new area will open, and the video will appear. Click the large blue arrow in the center of the video to start.

9. At the bottom right corner of the video pane, you will see a symbol when you click this it will make the video full screen. To escape full screen mode, simply press ESC on your computer. At the bottom of the video is a progress bar that tells how long the video is. You can go back using this area by clicking on the white line and moving the dot back. This would allow you to repeat something you wanted to hear another time.

10. Once you have completed the video, click the button. This will change to .
    A blue check mark to the right of the title indicates completion.

11. If you would like to send comments to ICAHN about this video, if you have questions or need more information, use the comments box to post the comment.

12. By clicking the **NEXT LESSON**, you will be taken to the next section of the module. Click the START NOW button on the QUIZ to start the quiz. Each quiz has less than 10 questions to assure you have the basic concepts of the module. You will click **SUBMIT** in the upper right corner of the quiz to complete your quiz. Your score will show, and you will see any questions that you missed. To close the quiz review screen, click the X in the upper left corner of the quiz review page. A passing score is 50%.

13. Once all sections of the module are completed, you can move to the next module. The modules can be completed in any order, if desired.

14. Once all modules are completed, you will complete the BoardTRAX Basic Board Certification Evaluation. This will help us to ensure that this product was of value and gives us feedback for future improvements.

15. Once the entire program is completed, you should receive a certificate of completion in your email. This can be printed as desired.

If there are questions or concerns about this program, the content, or if you have additional questions, please contact Kathy Hull at khull@icahn.org.