



PrepforRes

User

Handbook

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This booklet contains vital information and answers to frequently asked questions. Please read in its entirety before accessing PrepforRes.

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(CLICK EACH TITLE BELOW TO BE TAKEN DIRECTLY TO TOPIC)

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YOU MAY CLICK ANY CROSS REFERENCE (*that looks like this*) FOUND WITHIN
THIS HANDBOOK TO BE TAKEN DIRECTLY TO THAT SECTION

DO NOT USE ANY OTHER FUNCTION IN THE PORTAL THAT IS NOT LAID OUT IN THIS HANDBOOK.

GENERAL POLICIES

APGO POLICY ON COPYRIGHT MATERIAL

The PrepforRes quizzes may not be used to create specialized tests within an institution. The PrepforRes questions and/or quizzes may not be printed, copied, altered or utilized in any way other than in their present online format.

FAQ

HOW DO I ACCESS THE PrepforRes QUESTION BANK?

Your PrepforRes Administrator will send you instructions with your institution's unique PrepforRes link. You **MUST** use this link **EACH TIME** you wish to access the assessment by either clicking it directly or by copying and pasting it into your browser. You **CANNOT** bookmark, save or refresh the link/page.

- * If you have not received a link or have forgotten/lost it, please contact your PrepforRes Administrator; **APGO WILL NOT PROVIDE THIS LINK TO STUDENTS.**

PLEASE NOTE: *PrepforRes is NOT housed on apgo.org; please do not create a log in with apgo.org.*

HOW DO I SIGN UP AND LOG INTO PrepforRes?

ACCESSING PrepforRes FOR THE FIRST TIME & CREATING YOUR ACCOUNT

Once you receive and click the link provided by your PrepforRes Administrator, you will be asked to create your log in credentials: username, email, and password.

PLEASE CAREFULLY READ AND FOLLOW THE GUIDELINES BELOW BEFORE CREATING YOUR ACCOUNT:

- o It is imperative that you use your **SCHOOL EMAIL** as **BOTH** the **USERNAME** and **EMAIL**.
- o Be sure to write down your password and keep the instructions with your institution's unique PrepforRes link handy and easily accessible.
- o **YOU MUST USE THIS LINK EACH TIME YOU WISH TO ACCESS THE QUESTIONS BY EITHER CLICKING IT DIRECTLY OR BY COPYING AND PASTING IT INTO YOUR BROWSER. YOU CANNOT BOOKMARK, SAVE OR REFRESH THE LINK/PAGE.**

- It is crucial that you do not share your log in credentials with anyone else.
 - *Your new log in credentials are connected to your personal scores, which will be displayed on your portal page.*
 - *By sharing your log in you will also be breaking the copyright and use guidelines for this resource. (SEE APGO POLICY ON COPYRIGHT MATERIAL)*
- Once you set up a log in, you will have access to this resource until you have completed the clerkship and taken the shelf exam. **AFTER YOUR ROTATION IS COMPLETE, YOU MAY NO LONGER HAVE ACCESS TO THE ONLINE RESOURCE.** *(Please contact your PrepforRes Administrator with any questions about PrepforRes use length)*
- If you have had a previous uWISE log in that is not granting you access to PrepforRes, please email Christy Carr at ccarr@apgo.org to be added to the PrepforRes portal.

ACCESSING PrepforRes; RETURNING USER

To log in to PrepforRes as a returning user:

1. Locate the link you received from your PrepforRes Administrator.
 - You **MUST** use this link **EACH TIME** you wish to access the questions by either clicking it directly or by copying and pasting it into your browser.
 - You **CANNOT** bookmark, save or refresh the link/page.
2. Enter your username and password and click 'Sign In.'
 - *If you have already registered, do NOT register again.*
 - *You DO NOT need to re-register each time you wish to log in to the question bank.*

PLEASE NOTE: *If multiple accounts are created, you will not be able to access PrepforRes and will need a manual override to gain access again. (SEE WHAT DO I DO IF I CREATED MULTIPLE ACCOUNTS?)*

WHY CAN'T I SEE AN OPTION FOR CREATING A NEW ACCOUNT?

When accessing PrepforRes for the first time via the link sent by your PrepforRes Administrator, you should see the option to register as a new user. If the only option available is 'Sign In', this means your institution has reached the allotted user allowance. Please contact your PrepforRes Administrator and let them know that you are unable to sign up. Once they have successfully updated the PrepforRes portal, you should be able to register.

WHAT DO I DO IF I CREATED MULTIPLE ACCOUNTS?

In the event that you have created multiple accounts, a manual override is needed to access PrepforRes. Please contact Christy Carr at ccarr@apgo.org or call the office at 410-451-9560. Your full name, email and institution must be provided.

I CANNOT LOG INTO PrepforRes (RETURNING USER)

There are a few different reasons you may not be able to access PrepforRes. Below are some common mistakes and solutions to solving them:

- **You are not using the link provided by your PrepforRes Administrator.**
 - PrepforRes can only be accessed by your institution's unique link given to you by your PrepforRes Administrator and must be used each time you wish to log in.
 - PrepforRes is not housed on apgo.org or on your institution's website. Please request this link from your PrepforRes Administrator if you do not already have it. *APGO will not give it out to students/interns.*
- **You are trying to access the website through a bookmarked, saved, or refreshed page.**
 - Locate the link you received from your PrepforRes Administrator.
 - You **MUST** use this link **EACH TIME** you wish to access the questions by either clicking it directly or by copying and pasting it into your browser. You **CANNOT** bookmark, save or refresh the link/page.
- **You forgot your password** (SEE HOW DO I RESET MY PASSWORD?)

HOW DO I RESET MY PASSWORD?

After ensuring all of the steps in the section above have been followed:

1. Click the 'Forgot Password?' link located on the PrepforRes Sign In page.
2. Enter credentials.
3. A reset link will be sent to your email on file; click the link and choose a new password.

WHY AM I NOT RECEIVING THE PASSWORD RESET LINK I REQUESTED?

When requesting a password reset, you will be asked to fill in your log in credentials. In order to receive the reset link, credentials must be filled in correctly. Forgot Password asks for your **USERNAME**, not your email. If all guidelines were followed correctly, your username will be your institutional email.

If you have done all of the above but still cannot log in, a manual override is needed. Please contact Christy Carr at ccarr@apgo.org for a password reset, or call the office at 410-451-9560; Your full name, email and institution must be provided.

PLEASE NOTE: An allowance of up to *two business days* is required for a manual override. You will receive an email from APGO when your account is updated. Access to PrepforRes will not be possible until this email is received. Please see sign up guidelines and read this booklet in its entirety in order to reduce the risk of delaying your course progress.

GRADES/TRANSCRIPTS

HOW DO I ACCESS MY QUIZ RESULTS & SEND THEM TO MY INSTRUCTOR?

After completing the assessment, click on [My Learning](#) > [Grades](#) > [Test Details](#) under PrepforRes. This will bring you to a page that shows your completed attempts. Click on [Details](#) and it will show you what percentage you got right per Milestone. You can then export an Excel spreadsheet or PDF to send to your PrepforRes Administrator.

You will also receive an email confirmation of your results at the email address provided at registration. You can forward this email to your PrepforRes Administrator, if requested.

* **PLEASE CHECK WITH YOUR PREPFORRES ADMINISTRATOR ON HOW THEY WISH TO RECEIVE YOUR RESULTS.**

HOW DO I ACCESS THE NUMBER OF TIMES I HAVE TAKEN A QUIZ?

In order to access the number of times you have attempted a test or quiz, from your PrepforRes portal, click the following:

1. My Learning
2. Grades
3. Test Details
4. Test Attempts

HOW DO I RETAKE THE ASSESSMENT?

APGO has set the PrepforRes passing score at **70%**. The system will take the first passing score of 70% or higher and close the assessment. Your institution, however, may require a higher passing score. **PLEASE CHECK REQUIRED PASSING SCORE POLICY WITH YOUR PREPFORRES ADMINISTRATOR.**

If you have failed the assessment or passed by APGO standards but not by your institution's standards, *you can retake the quiz anytime by clicking [REVIEW TEST](#).*