



User Guide

VGM Education Custom Support: 866-227-8171

Email: hpappaconstantine@gawda.org



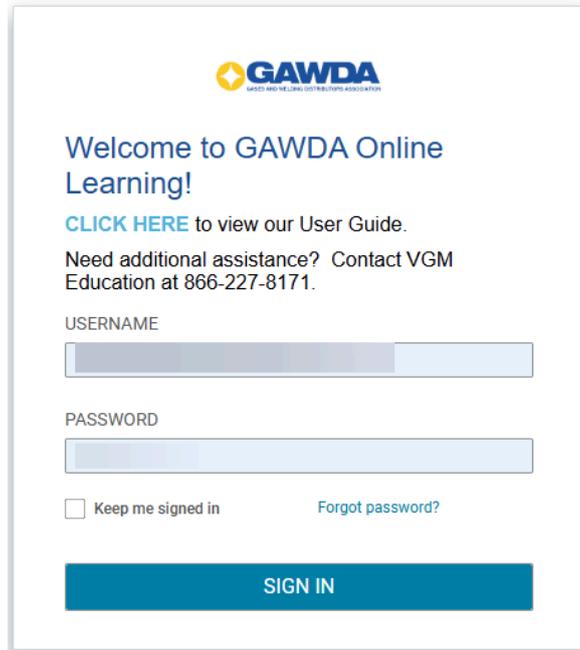
Document last updated on: 03/20/2025



Table of Contents

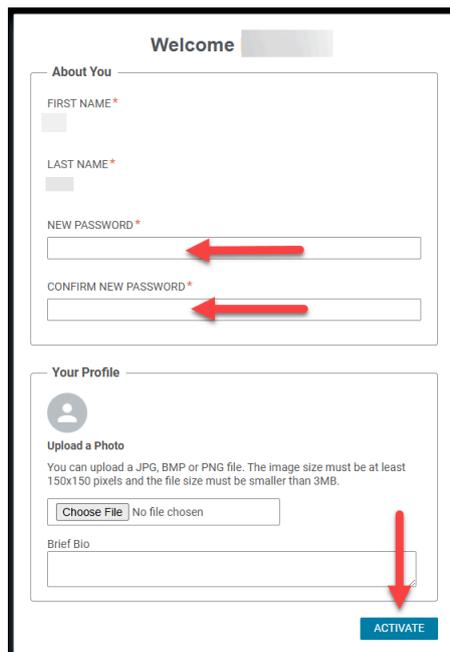
<u>Employee Guide</u>	
Getting Started Guide	02
How to Take a Course	03
Printing a Certificate	04

- Go to <https://vgmed-gawda.sabacloud.com>
- Enter your username and password, and then click “Sign In”



The screenshot shows the GAWDA Online Learning login page. At the top is the GAWDA logo. Below it, the text reads "Welcome to GAWDA Online Learning!". There is a link "CLICK HERE to view our User Guide." and contact information: "Need additional assistance? Contact VGM Education at 866-227-8171." The login form includes fields for "USERNAME" and "PASSWORD". Below the password field are checkboxes for "Keep me signed in" and a link for "Forgot password?". A blue "SIGN IN" button is at the bottom.

The first-time logging into the new system, you will be prompted to change your password. You can keep the password the same by retyping it into the “New Password” field, then click ‘Activate’.



The screenshot shows the "Welcome" profile setup page. It has two main sections: "About You" and "Your Profile". The "About You" section has fields for "FIRST NAME*", "LAST NAME*", "NEW PASSWORD*", and "CONFIRM NEW PASSWORD*", with red arrows pointing to the password fields. The "Your Profile" section has a profile picture icon, an "Upload a Photo" section with a "Choose File" button and "No file chosen" text, and a "Brief Bio" text area. A red arrow points to the "ACTIVATE" button at the bottom right.

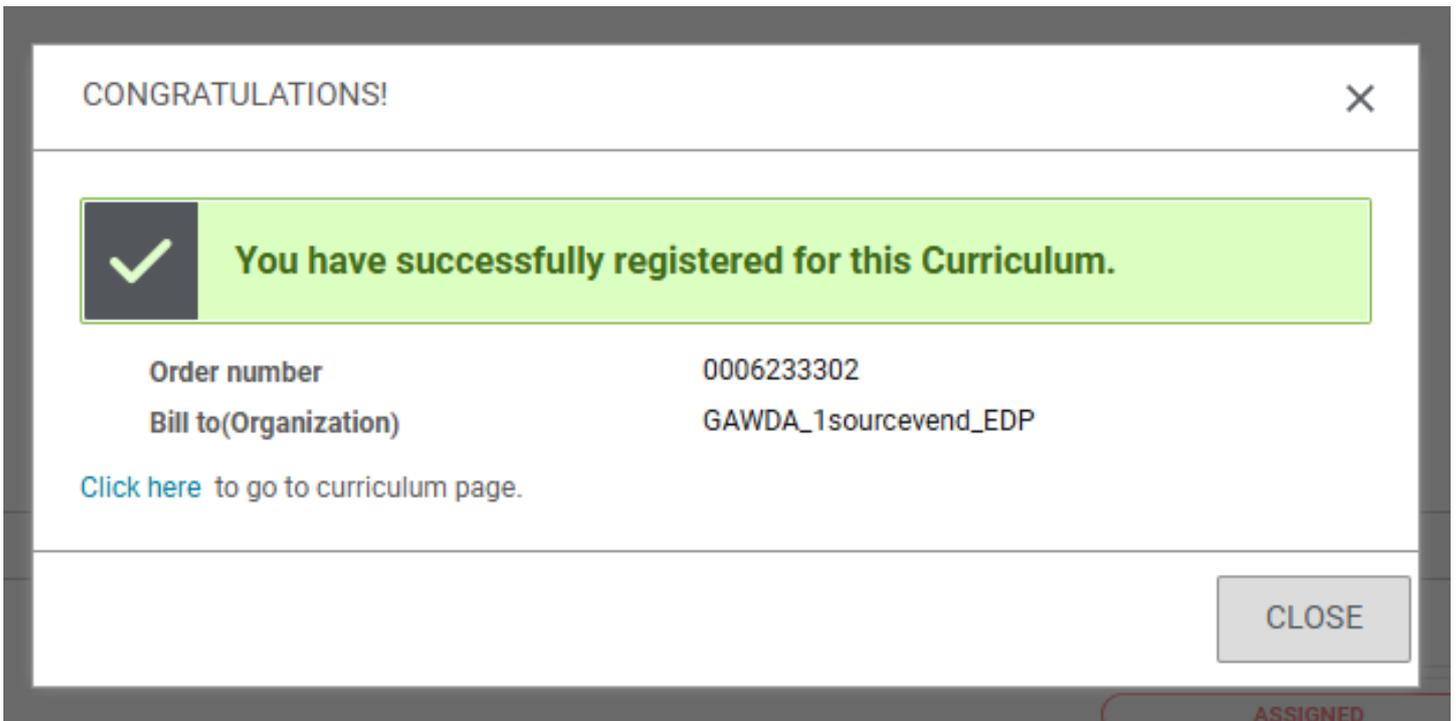
- You are now on the home page. Click on “Your Courses”



- To start/resume your courses, click on the blue button that says REGISTER.



- You will then receive a pop up that says, 'You have successfully registered for this Curriculum.'
 - Click on 'Close' to exit OR 'Click here' to open the courses.



- When ready to take the courses, click 'LAUNCH' or 'VIEW', both will load your course. These courses are not listed in any particular order, take them in any order you wish.

< Back



GAWDA_2025_COURSES
Curriculum | ID: 000048727

0%

Assigned

☆☆☆☆

Paths Overview & Other Information History

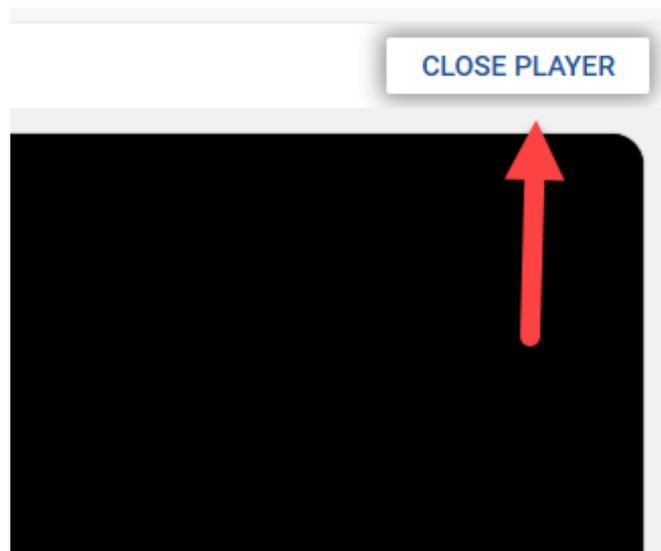
GAWDA_COURSES

0% Path Completed

GAWDA_COURSES Required (Complete 31 of 31) 0/31

 HR027 - Drug-Free Workplace Supervisor Training	In Progress	Web-Based	➔	LAUNCH
 SAFE014 - Medical Device Reporting	In Progress	Web-Based	➔	VIEW
 SAFE009 - Back Safety	In Progress	Web-Based		VIEW
 OPS002a - CGMP: Qualifications, Equipment, and Filling Components	In Progress	Web-Based		VIEW

- When you have successfully completed the course, click 'Close Player' in the top right-hand corner.



- Not all courses have tests. If there is a test, once you successfully complete the course, a LAUNCH button will appear to take the test. You must get 80% to pass.

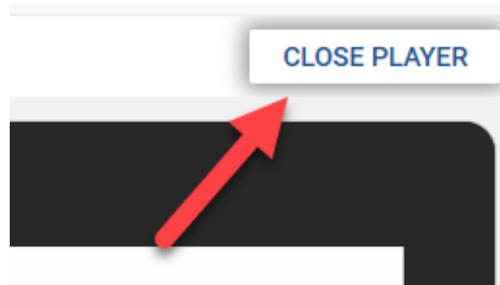
English | Web-Based | Class ID: SAFE014.GAWDA.25
Total duration: 01:00 Hrs

Activities

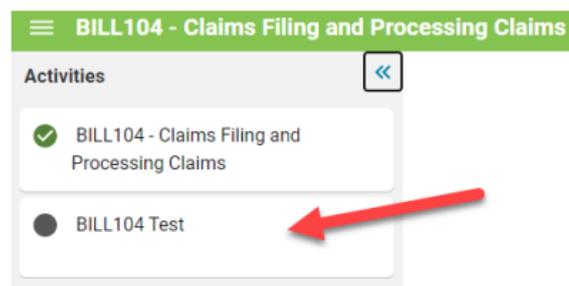
 SAFE014 - Medical Device Reporting	Completed	VIEW RESULTS
Completed on: 28-FEB-2025 11:10 AM CST		
 SAFE014 Test	Not evaluated	LAUNCH

How to take a course

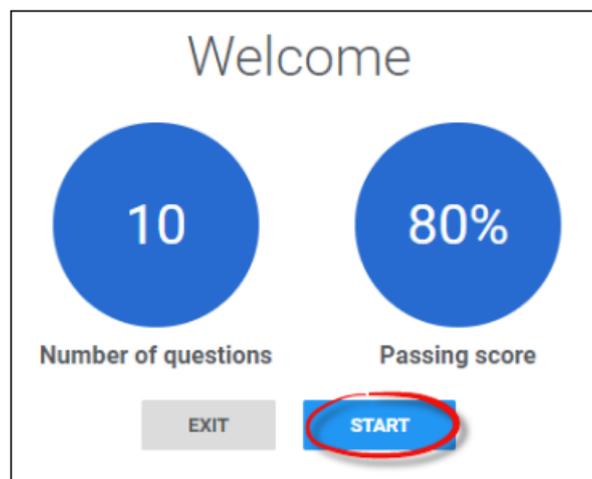
- Navigation: Once in the lesson, use the < > buttons to navigate through each slide. You must view all slides before the test will be available to launch.
- Once all slides have been viewed, click the 'Close Player' button in the upper right-hand corner to close the course.



- You will then be able to click on the test (if applicable)
* Pop up blockers need to be set to "always allow from this site."



- When you see this screen click 'start'



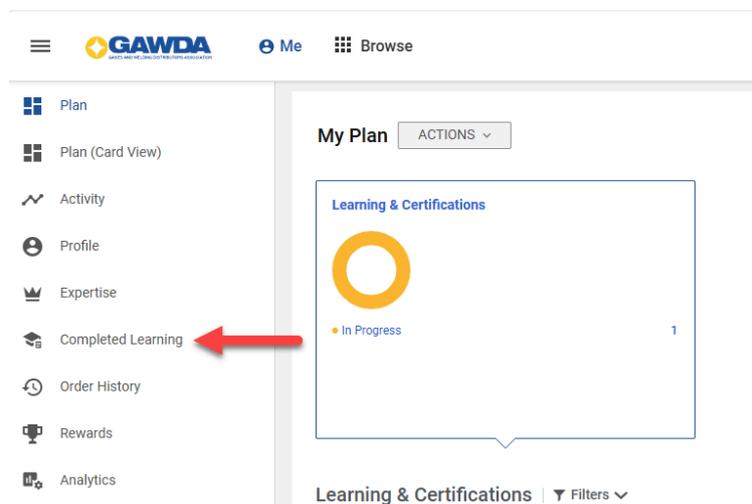
- To successfully complete a course and receive a certificate of completion you must:
* *View every slide*
* *Pass the test with a score of 80% or higher*

Printing a Certificate

- On the home page, click on “Your Courses” or “Print Certificates’



- Click on Completed Learning on the left



- Completed courses will load. Find the appropriate course and click “PRINT CERTIFICATE.”
* Pop up blockers need to be set to ‘always allow from this site.’

NAME	PROGRESS	DUE	ACTIONS
 ACC003 - Therapeutic Shoe Competency Course Version:2020 VG MU Source:	SUCCESSFUL On 01-SEP-2020 Score: 89	-----	PRINT CERTIFIC...