

## IDSS Online Training Instructions:<sup>1</sup>

- Log on to [www.prepareiowa.com](http://www.prepareiowa.com)
- Note: Your Prepare Iowa login is unrelated to your IDSS login.
- Log in (if you are a new user, go through the process to obtain a log in id and password)
- Click on Course Catalog.
- Click on Advanced tab.
- Type: Iowa Disease Surveillance System in the Description box.
- Scroll down and click Search.
- Scroll down to courses found.
- Find Iowa Disease Surveillance System.
- Under the heading titled "Action", make sure to select Enroll from the drop-down box.
- Click on Go at the right side of the drop-down box.
- Click on Enroll.
- Click on Home at top of page.
- Under On-line Courses, Iowa Disease Surveillance System should be listed as one of your courses.
- Click on the course.
- There are four sections to complete: Security Token Training, IDSS Overview, Day-to-Day Functions, Reports Training. Complete all four, including the Token Training to refresh your memory.
- After completing all four sections and previewing the appropriate demos, click on "My Learning Plan" on the left column of My Home Page.
- On the right side of the Iowa Disease Surveillance System, use the drop down box and click on "mark complete", then click on Go.
- Information will come up asking if you certify you have completed all the modules, and if so, click on the rust colored box stating "mark complete".
- When you return to My Home Page, you will no longer have the IDSS training listed as a course you are currently taking.

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<sup>1</sup> Prepared by Amy Marlow of Buchanan County.