

NURSING ONLINE PROGRAM INSTRUCTIONS

STEP 1

Go to [Villanova University College of Nursing Continuing Education website](#).

Check boxes for the courses that you wish to take. To see course description, click on the course title and a description box will drop down.

Click **CONTINUE REGISTRATION** Button and continue to next window.

Courses by Request

Directions and Sightseeing

Accreditation

Fact Sheet

Meet Our Staff

Calendar

Conferences

Resources

Alumni Society

Faculty & Staff

News and Events

College in the Community

Nursing Organizations

If you have questions with registration or problems logging in contact: Louisa Zullo, louisa.zullo@villanova.edu, or 610-519-4930.

ONLINE CERTIFICATE COURSES

<input type="checkbox"/> Domestic Violence	1.0 Contact Hours	\$15.00
<input type="checkbox"/> HIV/AIDS: Overview and Treatment Options	1.5 Contact Hours	\$22.00
<input type="checkbox"/> HIV/AIDS: Implication for Nurses	1.5 Contact Hours	\$22.00

Nurse Manager Series:

Designed for nurses who are considering a career change to management or veteran managers who are looking to update their management skills. These courses give current information on selected topics related to nursing management such as: creating a budget, scheduling, time management, team building and emotional intelligence.
Faculty: Patricia M. Haynor, Ph.D., RN, NHA

<input type="checkbox"/> Nurse Manager Series: Empowerment	1.0 Contact Hours	\$15.00
<input type="checkbox"/> Nurse Manager Series: Motivation	1.0 Contact Hours	\$15.00
<input type="checkbox"/> Nurse Manager Series: Emotional Intelligence	1.0 Contact Hours	\$15.00

Psychology Series:

Created to introduce nurses (and patients) to new trends in the mind / body connections. Energy psychology techniques for modifying behavior are discussed. Future topics will include: counseling techniques for nurses, the psychology of menopause and dealing with post traumatic stress disorder, professional grief and more.

<input type="checkbox"/> Psychology Series: Tapping	1.0 Contact Hours	\$15.00
<input type="checkbox"/> Psychology Series: Professional Grief	1.0 Contact Hours	\$15.00
<input type="checkbox"/> Evidence-Based practice in Pediatric Nursing	1.0 Contact Hours	\$15.00

[CONTINUE REGISTRATION](#)

NOTE: If your registration does not go through but your payment is accepted, retrieve the **Registration Number** from the Villanova Payment Notification email you will receive, then [CLICK HERE](#) to complete the registration process.

NOTE: Use your submitted email address as your login Username to login to [Villanova E-Learning System](#).

STEP 2

The Course Registration Number and fees automatically populate the form.

Complete the remaining fields and click **CONTINUE REGISTRATION**

Continuing Nursing Education Online Course Registration Form

***Required Fields**

Registration Number:	OL1113603988
Total	\$37
Course	HIV/AIDS: Implication for Nurses
Course	Nurse Manager Series: Empowerment

*First Name:

*Last Name:

*Last Four Digits of SSN:

*Email Address:

Villanova Alumni: Yes

Year of Graduation from Villanova:

*Organization/Employer:

Job Title:

Home Phone:

*Home Street Address 1:

Home Street Address 2:

*City:

*State:

*Zip:

[CONTINUE REGISTRATION](#)

STEP 3

The Course Registration invoice form will be populated with your registration information from the previous window

Continuing Nursing Education Online

Nursing Continuing Ed Online Course Registration Invoice	
Registration Number:	
Total Cost:	\$
First Name:	
Last Name:	
Last Four Digits of SSN:	
Email Address:	
Villanova Alumni:	
Year of Graduation from Villanova:	
Organization/Employer:	
Job Title:	
Home Phone:	
Home Street Address 1:	
Home Street Address 2:	
City:	
State:	
Zip:	
Date Registered:	

Print this invoice per **Step 1** – for your records and save the REGISTRATION NUMBER for future reference.

Continue on to pay invoice (**Step 2**).
Click the PAY INVOICE ONLINE Button

Once you have paid online you will return to this window to complete your Course Registration (**Step 3**).

Step 1: Print Invoice [PRINT INVOICE](#)
(for your records and to have the **Registration Number** available for quick reference)

Step 2: Pay Online (Visa and MasterCard only). [PAY INVOICE ONLINE](#)
(A popup window will appear, Complete Payment, Once Payment Status is successful, you will receive an email notification.)
Return to this form to complete **Course Registration - Step 3** below.

Step 3: NEW STUDENT:
To Access Your Course site, complete the form below.

RETURNING STUDENT:
Complete the form below.

NEW STUDENT:	RETURNING STUDENT:
*Email Address: <input type="text"/>	*Email Address: <input type="text"/>
*Retype Email Address: <input type="text"/>	*Retype Email Address: <input type="text"/>
*Password: <input type="text"/>	
*Retype Password: <input type="text"/>	
Create Account & Register Course	Register Course(s)
	FORGOT YOUR PASSWORD?

C

STEP 4

Complete the online I Payment form.

Your email, and address will pre-populate based on entries in prior form. Please correct as necessary.

Click **Submit Payment** button

Credit Card Payment

I Payment for Villanova University College of Nursing Continuing Education Online Courses

Please enter the credit card information requested below. When complete, click Submit Payment to request authorization.

Name as appears on credit card:

Email Address for Confirmation:

Organization (optional):

Credit Card Information

Credit Card:

Card Number:

Expiration Date: /

Payment Amount: \$15.00

Credit Card Billing Address

Street Address:

City:


State or Province:

Zip or Postal Code:

Nation:

Payment verification window will appear
(DO NOT USE THE HELP OR EXIT buttons in top right corner – they refer to NOVASIS Information)

Click button
Okay to Submit Payment
or
Change Submission



VILLANOVA UNIVERSITY **NOVASIS**

[HELP](#) [EXIT](#)

Verify Payment Information

Payment Details

Credit Card Information

Credit Card:

Card Number: 4111111111111111

Expiration Date: 01 / 2009

Payment Amount: \$15.00

Credit Card Billing Address

Street Address: 800 Lancaster Ave

City: Villanova

State or Province: PA

Zip or Postal Code: 19085

Nation: Not Applicable

Name as appears on Credit card: Marybeth

Organization:

Email: marybeth.avioli@villanova.edu

RELEASE: 7.1 powered by SUNGARD SCT HIGHER EDUCATION

If your payment was successful you will see the window BELOW ON THE LEFT.

At this point close this window by clicking on the X and return to your course registration page behind the Payment window and complete STEP 3

The screenshot shows a web browser window titled "Payment Status - Windows Internet Explorer". The address bar shows "https://novasis.villanova.edu/pls/bannerprd/bvsk". The page header features the Villanova University logo and navigation links for "HELP" and "EXIT".

Payment Status

Thank you for registering and paying online for the Villanova University College of Nursing Continuing Education Online Courses.
If you have any questions, please contact: Louisa.Zullo@villanova.edu, 610-519-4930.

Transaction Details

Name:	marybeth avioli
ID:	248841
Date/Time:	Oct 22, 2008 at 04:02 pm

Payment Information

Credit Card Type:	VISA
Credit Card Number:	4XXXXXXXXXX0572
Expiration Date:	01 / 2009
Payment Amount:	15
Authorization Code:	

RELEASE: 7.1 powered by SUNGARD SGT HIGHER EDUCATION

Step 1: Print Invoice [PRINT INVOICE](#)
(for your records and to have the Registration Number available for quick reference)

Step 2: Pay Online (Visa and MasterCard only). [PAY INVOICE ONLINE](#)
(A popup window will appear, Complete Payment, Once Payment Status is successful, you will receive an email notification. Return to this form to complete Course Registration - Step 3 below.)

Step 3: NEW STUDENT: To Access Your Course site, complete the form below.

RETURNING STUDENT: Complete the form below.

NEW STUDENT:	RETURNING STUDENT:
*Email Address: <input type="text"/>	*Email Address: <input type="text"/>
*Retype Email Address: <input type="text"/>	*Retype Email Address: <input type="text"/>
*Password: <input type="text"/>	*Retype Email Address: <input type="text"/>
*Retype Password: <input type="text"/>	Register Course(s)
Create Account & Register Course	FORGOT YOUR PASSWORD?

Fill in the **NEW STUDENT** or **RETURNING STUDENT SECTION**. Click on **Create Account and Register Course** (for new students) or **Register Course** to continue into WEBCT/VISTA to begin your course.

NOTE: You will need your password so if you are a returning student and have forgotten your password, please click on **FORGOT YOUR PASSWORD** to create a new one which you will need to access your course.

Nursing CE WEBCT/VISTA On Line Course Instructions

To receive your certificate you must complete the following:

- :Review course
- Take and pass quiz (a score of 80% is required to pass - 2 attempts allowed)
- Complete course evaluation
- Print CE Certificate

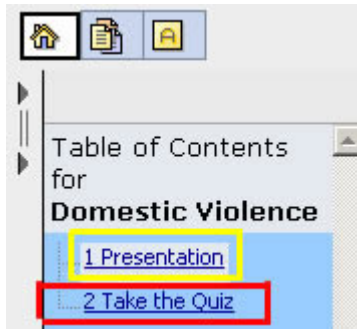
See below for detailed instructions on how to complete the course -

- Click on the course icon pictured here to begin.



This will bring you to the instructional portion of the course. Make sure to enable your audio (speakers, headphones) to hear your instructor's voice.

- Click on "**Presentation**" link to listen and view the course materials (see right)
- After reviewing the course, click the "**Take the Quiz**" link.



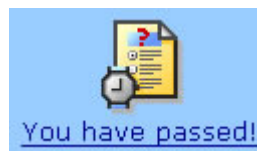
Quiz details:

- You must achieve a score of 80% or better to pass the quiz.
- You have 2 chances to pass the quiz.
- There is no time limit – take your time and read each question carefully.
- You must save all answers and click "Finish" to complete the quiz.

To determine whether or not you passed the exam, return to the homepage of the course by clicking on the house icon (see across).



- A passing message will generate this icon.
- Click on it to complete the evaluation.



- A failing message will generate this icon.
- Click on it to start over and retake exam.




In an effort to continually improve the quality of nursing education, you will be prompted to complete the course evaluation. Once this evaluation is submitted (same process as the taking the quiz) you will be provided with a link to print your certificate, (return to the homepage of the course by clicking on the house icon).



Click on the computer icon to print your certificate.





Frequently Asked Questions (FAQ's)

Question: *I submitted the quiz, did I pass?*

Answer: To determine whether or not you passed your quiz, go to the course homepage by clicking the “home” icon  in the top left portion of the screen.

Once at the homepage, you will either see a warning symbol  explaining that “You did not pass,” or you will see an evaluation symbol  accompanied by the message, “You have passed.”

Question: *I have passed the quiz, how do I obtain my certificate?*

Answer: First, make sure you have passed the quiz (refer to the previous question & answer example for this information). If you have passed, you will first need to fill out the course evaluation before you can obtain your certificate. Simply fill out the certificate and submit it in the same manner which your quiz was completed. After completing the evaluation return to the homepage by clicking on the house icon  and then click on the computer icon  and print your certificate.

Question: *Why do I need to complete the course evaluation?*

Answer: The CE department values your input in determining the effectiveness of our courses and helps us plan on future course. The course evaluation will appear on the homepage of the course after you successfully take and pass the quiz. Once you fill out the course evaluation, you will be able to obtain your certificate.

Question: *I didn't pass the quiz and I am getting a “No more attempts are allowed, but you may click View Submission to view your attempts.” message. What do I do?*

Answer: Students are only allowed 2 attempts to pass the quiz. If you fail both attempts you will receive this message. In this situation, contact Louisa Zullo at (610) 519-4930 Monday through Friday 9am - 5pm or email her at louisa.zullo@villanova.edu for more information.