



### Getting Started:

1. Open browser (avoid Internet Explorer) and go to [www.apexinnovations.com](http://www.apexinnovations.com)
3. click on Administer Organization
4. under tasks click Create User
5. this takes you to a screen called 'Create New Account'.
6. fill in the license key given to you and click next.
7. Fill in the user name and other requested details, creating a simple password
8. send the weblink to the person with the password.
9. The user must change their password, correct any details of their contact information and can then begin.

In the event that you are starting your own account:

1. On right side of screen find and click "Create Account"
2. You will be brought to a new screen titled "Create New Account"
3. It will ask if you have a License key – Click Yes
4. Type the license key into the first available box then click "Next"
5. The next page will ask you for some personal information. Type your information into each box then click "Next"
6. Follow the directions and continue in the same manner through each page of registration. There are 4 in total.
7. Once your profile is created you can begin the modules
8. If you are signed into your account your name will appear in bold on the left hand side of the screen on the apex innovations website
9. If you are not signed in, there will be a box that says "Username" on the left hand side of the page. Type your e-mail address into that box and your password into the box below. \*\*Put your information somewhere safe so that you will always have access to your account.\*\*
10. Once signed in you will be brought to a page showing all the modules. Press the grey "Start" button next to the module you want to work on. It is recommended you progress through modules in order. Press the grey "Test" button to take the test.
11. Modules are not time sensitive and can be revisited anytime
12. Tests are 30 questions long, timed and must be completed in one sitting.
13. 80% is required to pass a test. Tests can be taken any number of times.
14. Thank you for choosing to take part in Hemispheres, for your own personal benefit and that of your patients!
15. Contact your representative or Laura Dunn for assistance.

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