

Medication Administration – Train the Trainer Enrollment

In order to register a student for the Train the Trainer course you must use two (2) separate websites:

One is for course registration which will also be used to access the online course and the other one is for payment. The Trainer Candidate will have two separate profiles as a result, again one in the Meds Admin System and another one in the payment system.

Meds Admin site (Course /Registration site):

The candidate most likely will already have a profile in the Meds Admin site.

<https://medsadmin.tiu11.org/>

1. The trainer candidate should only have 1 profile in this system.
 - a. If your trainer candidate has more than 1, use the profile that includes his or her previous training even if that means that you have to edit the profile to include the current employment. If you do not follow this step you or the Trainer candidate will often get billed the incorrect amount in the case where the Trainer candidate is planning to Recertify.
 - b. You can Choose to register the Trainer Candidate for the course or the trainer candidate can do this instead.
 - c. Once the Trainer candidate is registered for the course there should be a notification to the Primary Contact to make the payment. (*Payment is made on a different website and requires a different profile for each trainer candidate. Do not attempt to create the profile(s) in your name. Doing so will delay confirmation of payment in the Meds Admin system and a delay in the start of the online course.)

Payment Site:

Even though the trainer candidate has a profile in the Meds Admin site, this is a different website. A profile must be created for the trainer candidate in this website in order to correctly complete the payment process.

<http://noncredit.temple.edu/search/publicCourseSearchDetails.do?method=load&courseId=3612726>

2. At the payment site (using the link above) you the Admin or Primary Contact must create a profile for the Trainer Candidate. ***Do not create the profile in your name even if your name is on the credit card unless you are also the Trainer Candidate.** The registration CANNOT be completed in your name because the Trainer Candidate registration in step 1 is in the name of the Trainer Candidate. The registration has to be changed before the Trainer Candidate payment can be acknowledged.

When making a payment, add the Train the Trainer course to the cart. You are not able to select the chapter here. In a later step at CHECK OUT, you will select your CHAPTER or the RECERTIFICATION option.

- A. If you have only one person to pay for:
 - i. Add the training to the cart
 - ii. Start and Complete the profile using information for the Trainer Candidate
 - iii. In the CHECK OUT section be sure that you SELECT your chapter or SELECT the Recertification option so that you are billed the proper amount. If your billed amount does not match the amount above from the Meds Admin system, the process is delayed as the transaction cannot be processed until both amounts match.
 - iv. The system will later give you the option of providing Billing information where you use a credit card number and the actual name on the card (even though the name on the card is your name and not the trainer candidate.)
- B. If you have multiple people to pay for:
 - i. You can follow steps in A (i through iv above) for each person – or-
 - ii. Instead you may choose to go to <http://noncredit.temple.edu>
 - iii. Choose Log In (top right of the screen)
 - iv. Choose New User
 - v. Create a profile for that Trainer Candidate
 - vi. Then choose a course for that profile. You can easily select the course by using the keyword: TTT or ttt. You can also search for the course name: Medication Administration Train the Trainer course.
 - vii. Add the course to the cart
 - viii. During CHECK OUT you have the option to select the right chapter and it will either retain the price or change to the correct price
- C. **If you have already created a profile for yourself and the enrollment needs to be transferred to someone else**
 - i. Go to <http://noncredit.temple.edu>
 - ii. Choose Log In (top right of the screen)
 - iii. Choose New User

- iv. Create a profile for that Trainer Candidate
- v. Contact the Meds Admin helpdesk – medicationadministration@temple.edu and let us know that the new profile has been created.

D. How to pay by check (choose to be invoiced)

- i. Once the profile has been created and you will have the option to select your payment method.
- ii. You may pay online by credit card or pay by another method. (If you select pay by another method, choose to be invoiced. **Do not select CASH or CHECK or any of the other options.**)
 - a. In order to get the invoice option – when you are checking out
 - i. Select the Add Payment button
 - ii. The choice for Credit comes up
 - iii. Select the Add Payment button again
 - iv. You will see several options including the option for the **Invoice.**
 - v. Choose the **invoice** option
 - vi. Add payment
 - vii. Pay Balance
 - b. When you are invoiced you must mail the payment to:
 - i. Temple University – Harrisburg Campus, 234 Strawberry Square, Harrisburg, PA 17101, Attention: Medication Administration.
 - ii. On the memo of the check or money order include the Trainer Candidate name and User Id (given to you when the payment profile is created).
 - c. If you pay by credit card the system will ask for the name of the person paying and for the other credit card information.