



Step-by-step Training Instructions
April 1, 2016

- 1) Go to <http://www.delawaremost.org>
- 2) Go to the second tab "Training / Access to the Form" and click the tab
- 3) Read the instructions and click the link within the page as indicated
- 4) A new tab will open and you are now at the entry point for new users to the training system
- 5) Click the course name "Delaware Medical Orders for Scope of Treatment (DMOST) Core Training V1.0"
- 6) Click "Add to cart"
- 7) Enter your first and last name and your email address twice
- 8) Click "check out"
- 9) Check your email for an automated email from the system, then click the link within that email. [If the email does not show up almost instantly, check your SPAM filter. If it is not there, then use another email address, repeating the previous steps.]
- 10) After you have clicked the link in the email you'll be taken into the system to complete your profile
- 11) Starred items are required fields
- 12) Once you have completed your profile, click "save" and you will be taken to the main page
- 13) A small window will welcome you. Click anywhere on the page to make that window disappear
- 14) In the center left of the page there will be a LARGE gray box named "Delaware Medical Orders for Scope of Treatment (DMOST) Core Training V1.0. Click this box
- 15) Read the entire page carefully, and when complete, click "START THIS COURSE" in the upper right corner of the screen (it is green)

16) Complete the pre-assessment test. This provides a baseline of understanding your knowledge before taking the training. There are 15 questions in a combination of true/false and multiple choice

17) When you have completed the pre-assessment click "continue"

18) The training module will now load. The main presentation (with audio) is in the left main window, and in the right panel you may view the outline, or the NOTES

19) Click the "start arrow" at the bottom left of the screen

20) When the audio completes for this slide, click the "NEXT arrow" in the bottom right of the screen

21) The second slide and audio will load - continue this process through to the end of the training (slide 68)

22) Upon completion of the training click "NEXT MODULE" in the upper right of the screen. This takes you to the post-training evaluation. These are exactly the same questions as the pre-test, however this time you must provide correct answers for four of the 15 questions plus an additional 8 correct answers. If you answer a question incorrectly you will not be able to continue the test, and you will be prompted to answer again

23) Once you have successfully completed the post-test click "CONTINUE"

24) The DMOST form and FAQs will now open in a new window and be available for download

25) Click NEXT MODULE or EXIT in the upper right once you have viewed the form

26) Look at the upper right of the window under RECENT ACHIEVEMENTS and click "Download my certificate"

27) Depending on your web browser, the certificate of training completion will either show up in a new window or in the bottom left of your browser window. If bottom left, then click the numbered file name.

28) You may now download and print this certificate of proof that you took, and passed, the DMOST Core Training. Note, your name and degree have been pre-filled with the date that you passed the training. There is also a unique verifiable certificate number immediately below your name. Save this file to your computer. You can also go back into the system and get the certificate again.