

# PHAB User Guide for Bridge Self-Registration

## PHAB EDUCATION SERVICES

This guide provides you with the instructions for creating an account on PHAB's Bridge Access Portal or Bridge for short. Bridge is the home of PHAB's educational products and activities.

The self-registration page for Bridge can be accessed by entering this information in the address bar of your browser - [https://self-registration.bridgeapp.com/sign\\_up/phab](https://self-registration.bridgeapp.com/sign_up/phab) - or clicking on the link. Chrome is recommended when using Bridge.

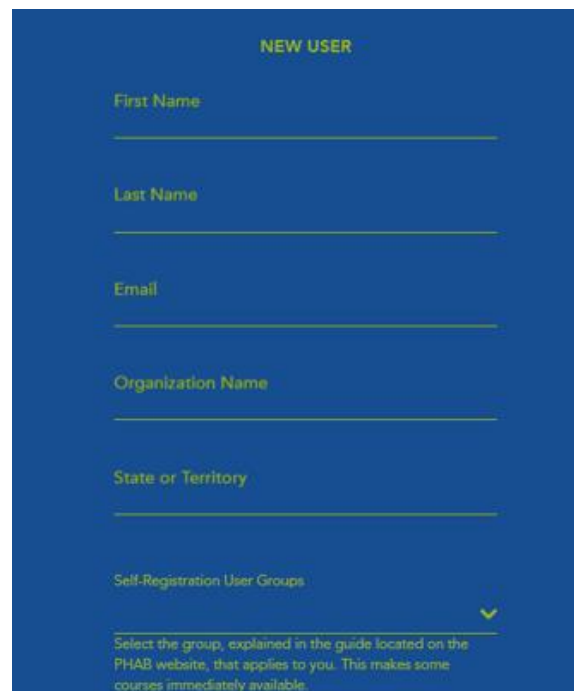
### Registering

When you arrive at the self-registration page, you will enter your

- Name – first and last
- email
- organization
- state or territory
- select a user group

as shown on the right.

Your email becomes your user ID.

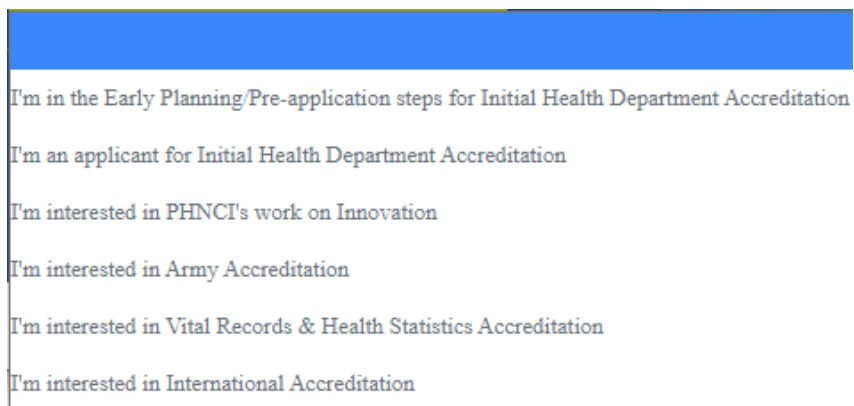


The screenshot shows a blue-themed registration form with the following fields and labels:

- First Name
- Last Name
- Email
- Organization Name
- State or Territory
- Self-Registration User Groups (with a dropdown arrow)

Below the dropdown menu, there is a note: "Select the group, explained in the guide located on the PHAB website, that applies to you. This makes some courses immediately available."

For your user group, select the one that most applies to you. This will make some content immediately available to you. Within Bridge, it is not evident to you that you are assigned to a group. This function helps PHAB in grouping content.



The dropdown menu lists the following user groups:

- I'm in the Early Planning/Pre-application steps for Initial Health Department Accreditation
- I'm an applicant for Initial Health Department Accreditation
- I'm interested in PHNCI's work on Innovation
- I'm interested in Army Accreditation
- I'm interested in Vital Records & Health Statistics Accreditation
- I'm interested in International Accreditation

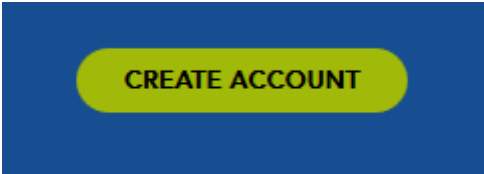
Here's an explanation of what the different groups represent.

<b>Select this group...</b>	<b>If you are mainly interested in...</b>
I'm in the Early Planning/Pre-application steps for Initial Health Department Accreditation	...content for health departments who are just learning about accreditation or are actively preparing for accreditation but have not yet submitted an application.
I'm an applicant for Initial Health Department Accreditation	...content for health departments that have completed their application to PHAB and are completing steps 3 and 4 of the PHAB accreditation process.
I'm interested in PHNCI's work on Innovation	...content related to the body of work of the Public Health National Center for Innovations. This will include modules on a variety of topics.
I'm interested in Army Accreditation	...content related to accreditation of the US Army Public Health Service
I'm interested in Vital Records & Health Statistics Accreditation	...content related to accreditation of Vital Records & Health Statistics (VRHS) units of state health departments.
I'm interested in International Accreditation	...content related to accreditation of international governments.

If you are from an *Accredited Health Department*, the content available to you is granted through your listing in e-PHAB. Accreditation Coordinator's and Health Department Director's are automatically enrolled in this group. Other staff can be enrolled by request of the health department and you must be listed as staff in e-PHAB.

You can be added to other groups. If you wish to join a second group, email [EducationServices@phaboard.org](mailto:EducationServices@phaboard.org) with your request.

Check the box for “I’m not a robot”. Then click on ‘Create Account’.



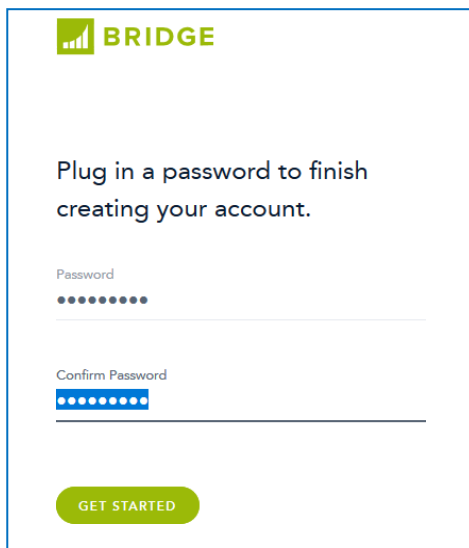
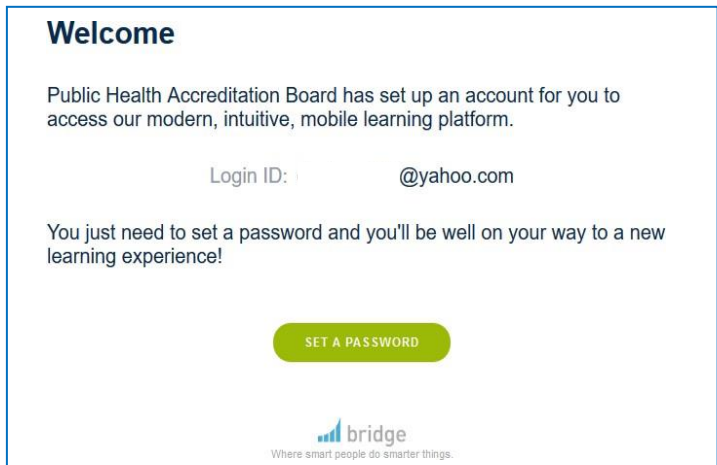
We have sent a verification email to [redacted]@yahoo.com. Follow the provided link to finalize your account. If you do not receive this email within a few minutes, check your Spam or Junk email folders.

You will get a notice that an email has been sent to the address you provided when you registered.

## Setting Your Password

Go to your email and open the message from Bridge. It will ask you to set your password.

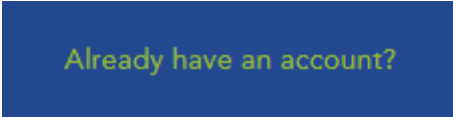
Click on ‘Set a Password’. The Bridge portal will open.



Enter and confirm your password and click on ‘Get Started’.

Bridge should direct you automatically into the portal and ask you to accept the terms of use. If not, just enter your email and password to login.

From this point forward, when you login, you can use the registration page and click on 'Already have an account?' or you can start directly on the login page at <https://phab.bridgeapp.com>. Bookmark the page for easy access.



## Learning Tabs

Your home page will default to 'My Learning'. Based on the group you selected, you may or may not have any courses immediately available to you. When a course is assigned to you or you enroll in a course, it will appear here.



All courses that are available to you are in the "Learning Library tab. Click on that tab to see the list and to enroll in a course of your choosing.



## Courses in the 'My Learning' Tab

For the courses in your 'My Learning' list, there is an icon that identifies the kind of course it is.



A **course** or single learning activity



A **program** or series of courses or learning activities



A **checkpoint** or knowledge check/list of resources

An activity begins with a gray circle around the icon. As you progress through the activity, the circle will fill in with color. When the activity is completed, the circle will turn green. Once you have completed a learning activity, the title will move to a list of completed activities.



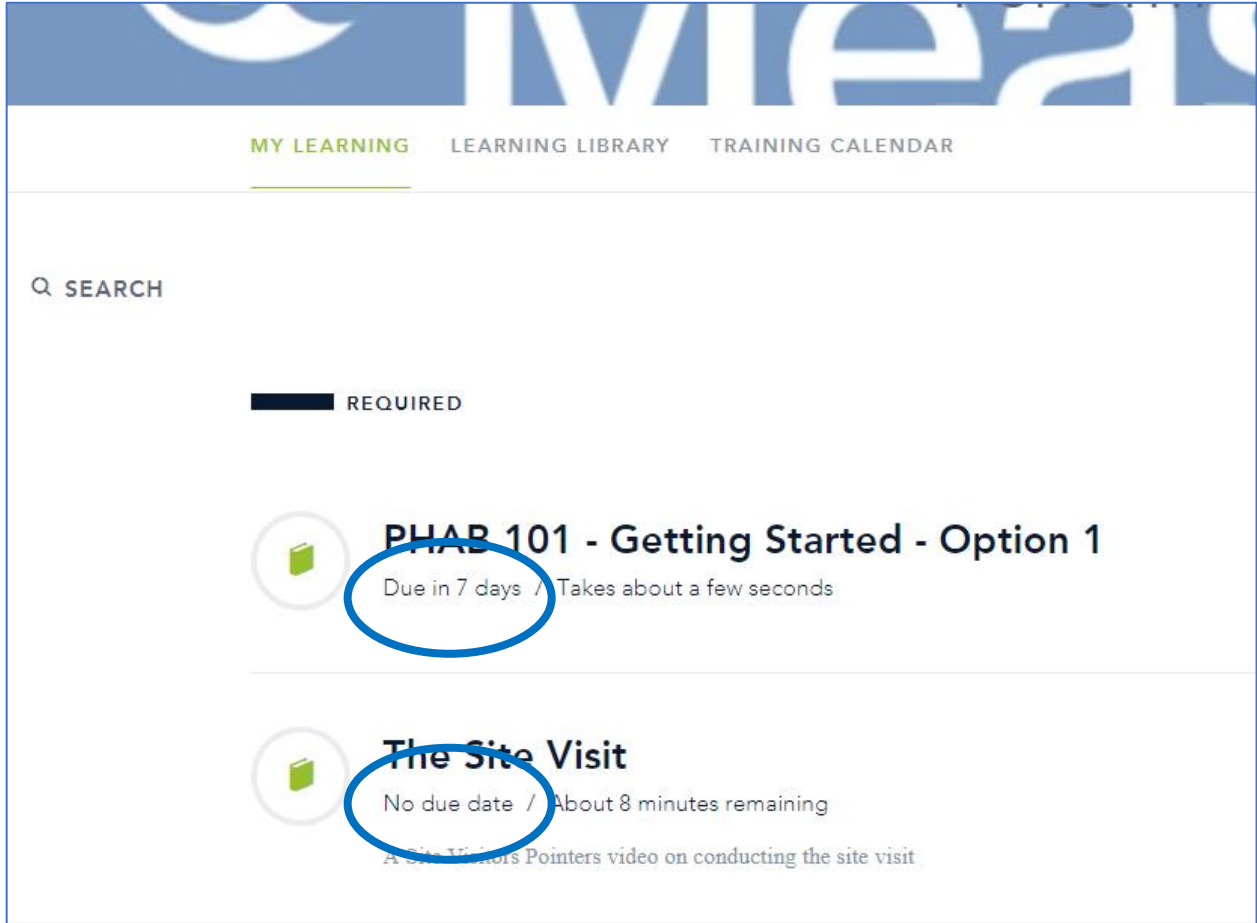
If the course has a deadline for completion, the color of the icon will change to red after the due date has passed. You can still complete the activity.

The first time you open a checkpoint module, you will have to mark it complete. Then it will move to your 'completed list'. From that point forward, you can open the module anytime you wish without any other actions having to be taken.

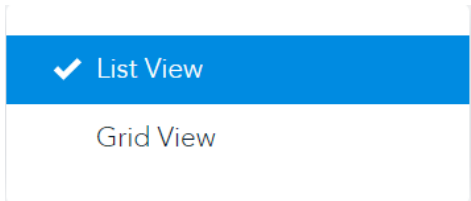


MARK COMPLETE

Here is an example of how two courses could be listed as required. The first course has a due date – 7 days after you have been enrolled. The second course has no due date but is still required to be completed.



Under my learning, you can see the list of courses in two ways. When you click on the 'list' option, a pop-up box will appear.



You can see your courses in a vertical listing or as tiles in a grid.

You can filter your list by the type of course it is. When you click on the 'filter by' option, a pop-up box will appear.



### Type

Course

Program

Live Training

Survey

Checkpoint

Check the type of module that you want in your list to show just that type. This can be helpful if you have a long list of courses. A brief explanation of the types PHAB uses starts on page 4 of this guide.

Should you start a course and then exit out of Bridge, Bridge will allow you to resume the course where you stopped, or you can start over.

When you have completed a course or module, Bridge will list those in a new grouping in your 'My Learning' tab. It will be titled 'Completed'. You can still access these courses for review or to view resources.



## Getting Started as an Accredited Health Department

Completed 5 hours ago

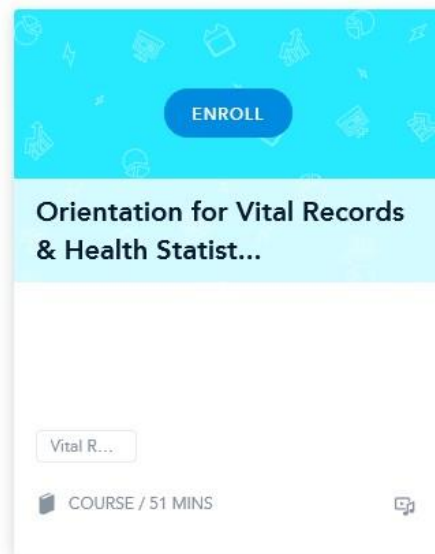
This course contains various documents to help you celebrate your attainment of PHAB accreditation.

## Courses in the 'Learning Library' Tab

Courses in this tab are available to you to take as you desire. Courses are listed in the grid view. You can sort and filter the titles, or you can select a key word or tag and any courses using that key word will be listed.

☰↓ Sort By ▼ ▼ Filter by ▼ 🏷️ Tags

To enroll in a new course, scroll over the tile, or the box with the course title, and click on 'Enroll'.



You've been invited to take the following course:

Orientation for Vital Records & Health Statistics Accreditation

NO, THANKS REGISTER NOW

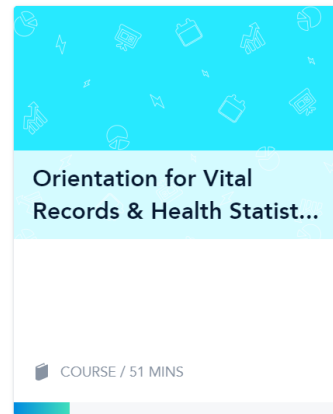
A registration screen will open. Click on 'Register Now' to take the course or click on 'No Thanks' to cancel the enrollment.

The course will open.



The course remains a listing in your 'Learning Library' tab and now appears in your 'My Learning' tab as a course added by you.

ADDED BY YOU (1)



Once finished with your work in Bridge, either log out or close the browser window.

## Questions?

If you have any problems accessing Bridge or need assistance with your registration, contact [EducationServices@phaboard.org](mailto:EducationServices@phaboard.org).