



Finding the website: Go to www.nutritioninmedicine.org and select “**Webcourses Login**” on top of the right-hand column; this will take you to the login page.

Login as a new user: Register for a user login and password by clicking on “**Sign up now!**” at the bottom of the page. Enter a login name of your choice (6-10 letters or numbers), your e-mail address and your name. You will find “Loyola University Chicago SSOM” in the pulldown menu for “**Select Institution**”. Within minutes you will receive via e-mail a temporary password and a link. Copy or memorize the password, then click on the link in your e-mail message to activate your account and bring up the login page. We would like for you to use your Loyola email account for tracking purposes. Also, it is useful to put the nimsite@unc.edu and the domain “nim.unc.edu” in as safe sites to prevent their confirmation email from going into your spam account. Enter the selected login name and the password sent by e-mail. Select your affiliation and change your password to something you’ll easily remember (passwords are case sensitive). You are now ready to use the site. Let us know (nimtech@unc.edu), if you encounter difficulties. Once you have registered, please email me and I will give you the SSOM Faculty password. It is essential that you always use this password and make sure that it is not given out to students as password login is the only way we have of separating faculty usage from the different student classes.

Select a module: When you are on the **Current Course Listings** page, select **your institution’s name** to view course listings. My name will be listed beside all the courses that are available to you. Each course will require the access password that I have provided you. **Please view and work through each module that you think may be of help to your students and email me your feedback. As you choose modules, we can set them up with descriptors that are specific to your course.**

Content navigation: Once you have selected a module to view, a list of folder topics will appear. Click on the one at the top of the list to begin in the suggested sequence. Use the blue right arrow button (on the bottom navigation bar) to move to the next page. Alternatively, you can click **Contents** on the top navigation bar and go directly to a different folder, or click on the **Outline** tab to see a listing of folders. In outline mode, selecting a folder will reveal a drop-down menu listing the pages contained within that folder. Simply click the page description to go directly to that page. Instructions are also accessible at any time you are in the course by clicking on the **Help** function.

User notes: As you proceed through the module you may wish to take notes. Click on the tab **User Notes** under the top navigation bar and start typing. The notes window will recede automatically without losing its content when you go to the next page. Reopen as needed the window by clicking again on the tab. Notes are NOT saved when you quit; you should print or email them **before** you quit.

Exam results: Please note that you can take the exam only once. You can print out exam results at the end of the final test by clicking on the print option. Make sure to make the printout when you get to the end, since the results are not retained. **Once you have chosen to use a particular module with your course and we have set it up. You will have access to the data describing which students have registered, logged in, begun the module and taken the test. Test scores will also be available to you to prove that the student has gone through the module and passed the associated test.**