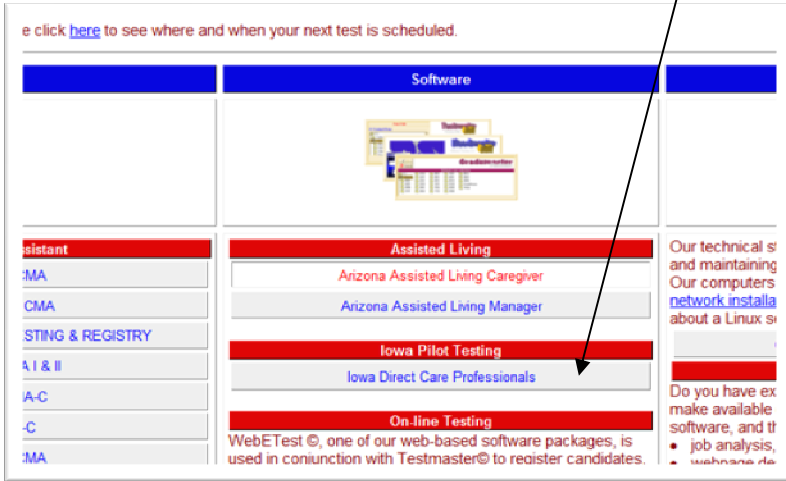


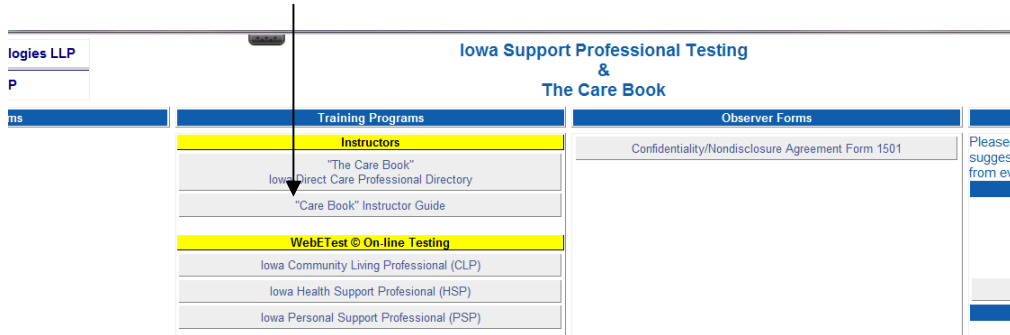
# Iowa Care Book Instructor Guide

## Creating and Updating Direct Care Professional Records in Iowa's Care Book Directory

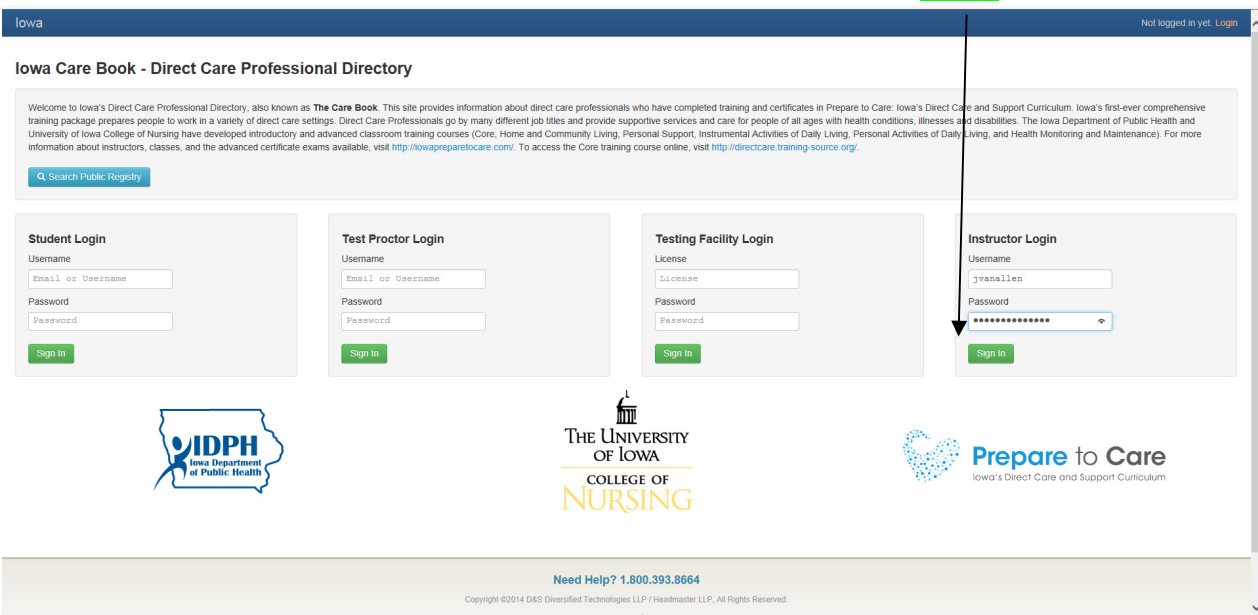
1. Go to: [www.hdmaster.com](http://www.hdmaster.com)
2. Click on the "Iowa Direct Care Professionals" button.



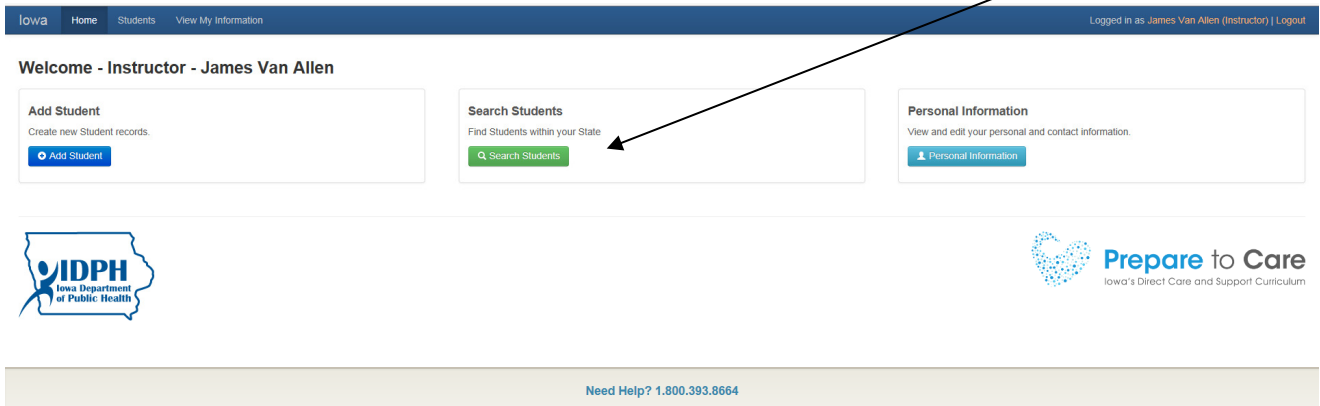
3. Click on the "The Care Book Instructor Guide".



4. Call Headmaster at 800-393-8664 Monday through Friday 9 am to 7 pm Central Time to create your Care Book Instructor profile and provide you with your initial password or if you need assistance.
5. Login by entering your Instructor Username and Password and then click the **Sign In** button.



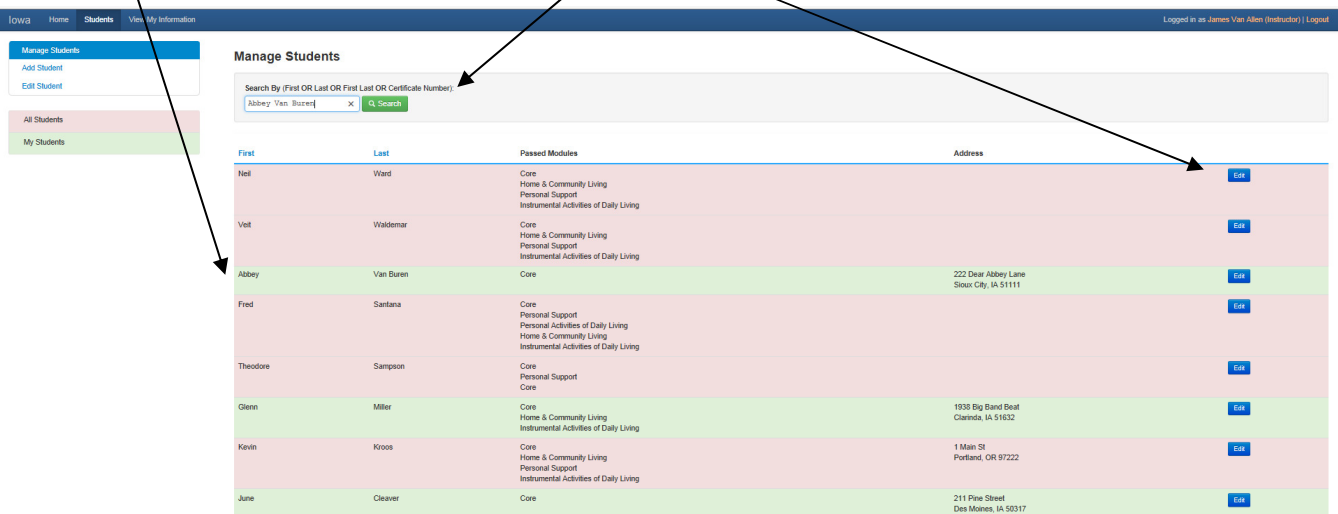
6. Check to see if your student's record has already been created by clicking the **Search Student** button.



7. Enter the student name in the requested format and click **Search**.

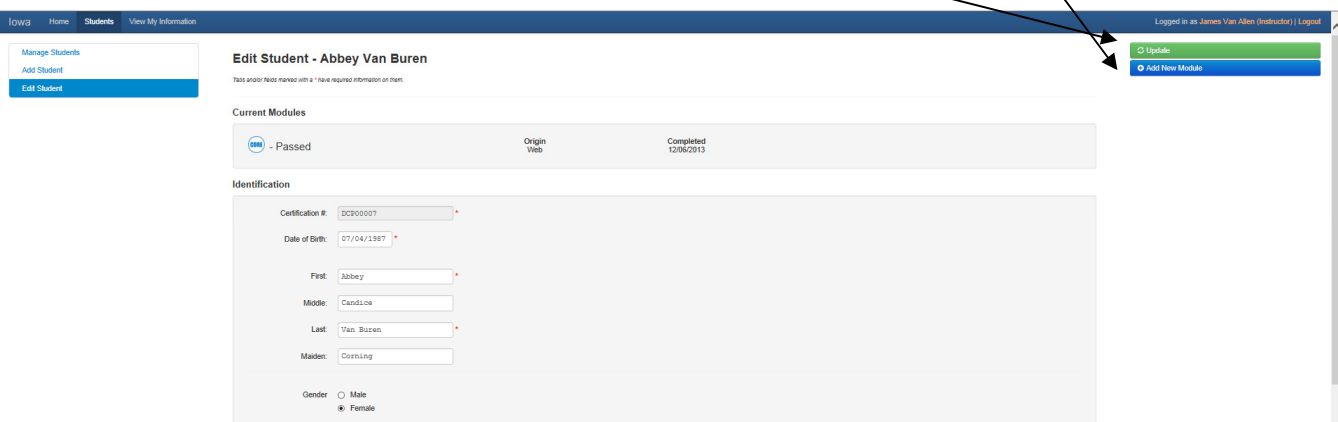
8. **"My Students"** are your previously created student records.

9. Click the **"Edit"** button to access any student record.



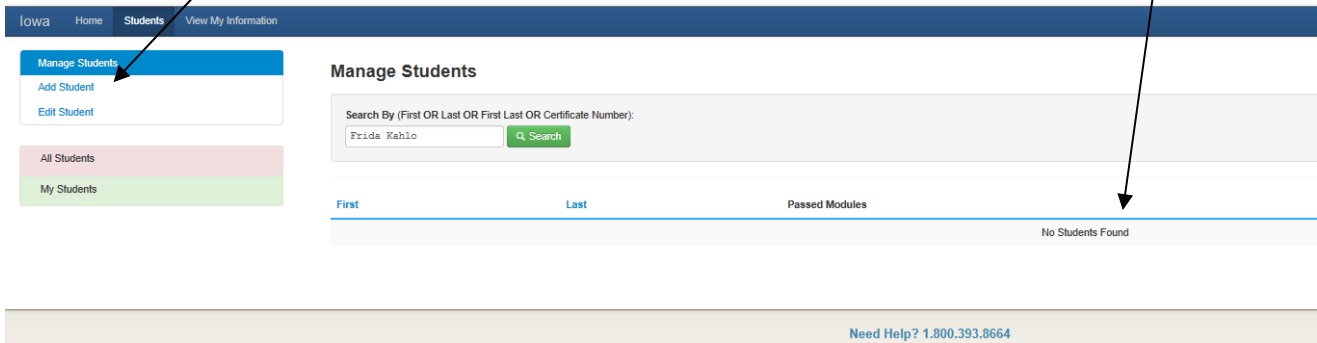
10. To add a module to an existing student's record Click on the **"Add New Module"** button.

11. You may edit your student records by clicking on the **"Update"** button.

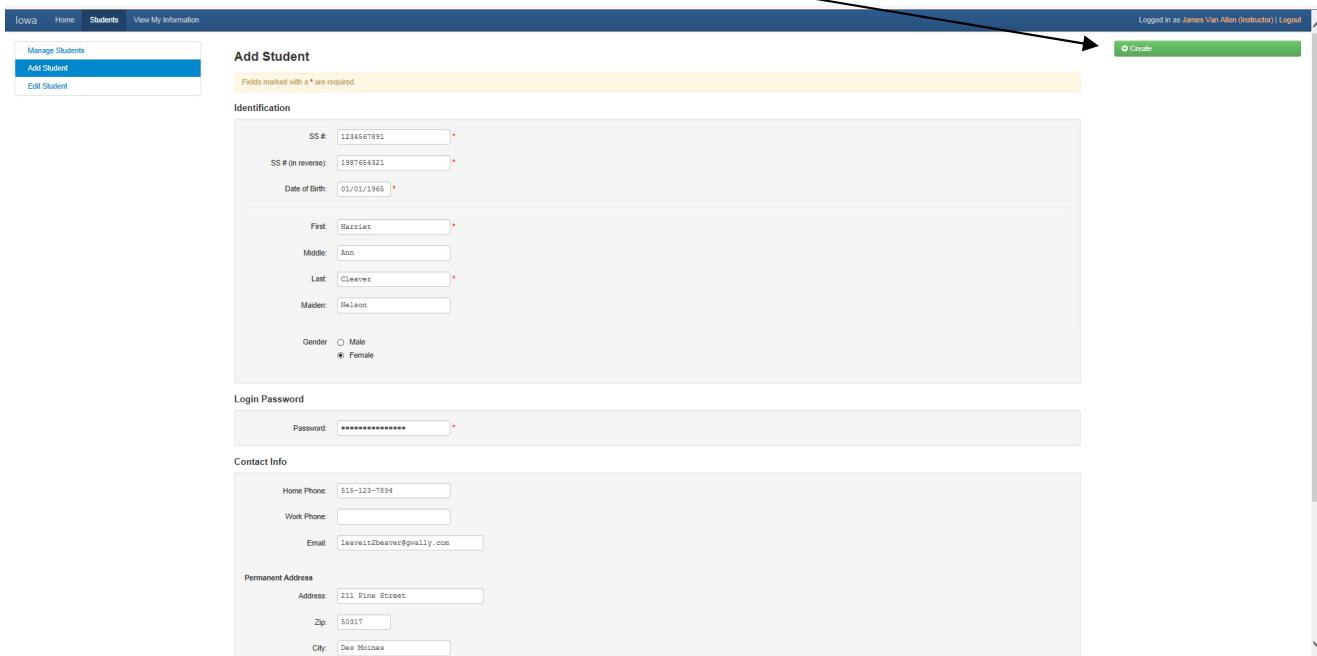


You may now go to Step 14 to see how to Add a Module to a student's record or...

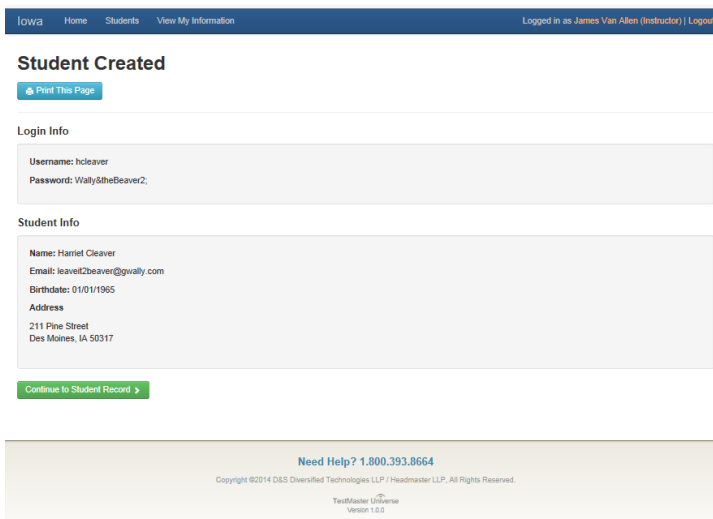
If your **Search** by “first”, “last” or “first last” name or by “certificate number” did not produce a student record, click on the “Add Student” button.



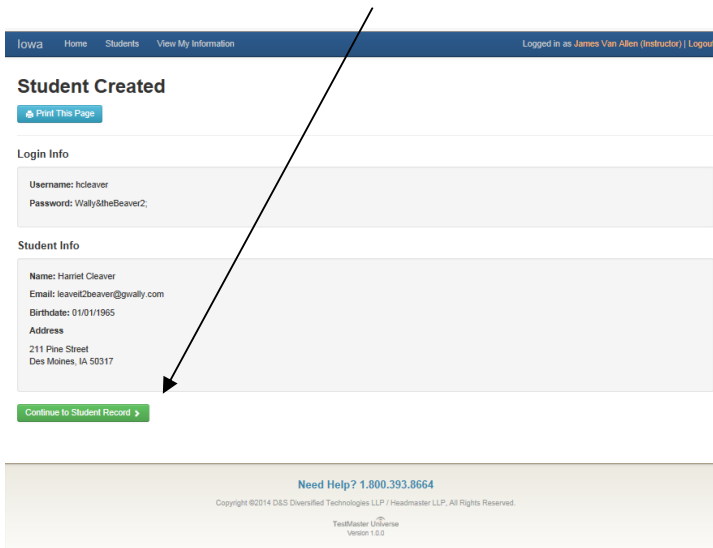
Enter **required (\*)** Student information. Click **Create**.



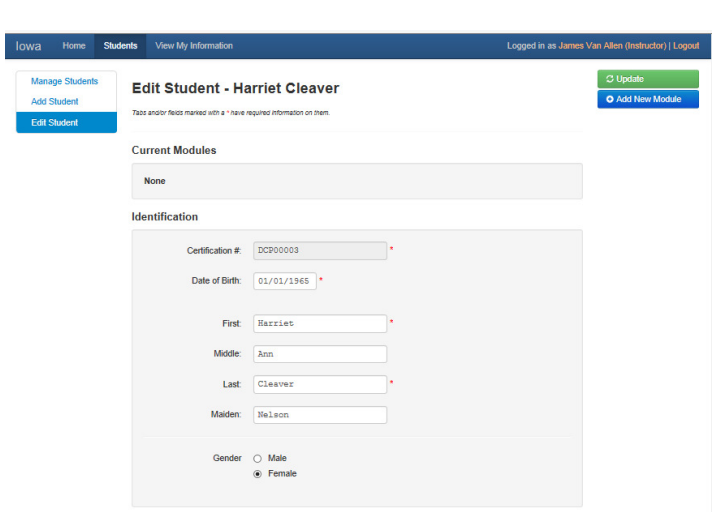
10 The following page will display, which you can print and give to the student to verify his/her demographics.



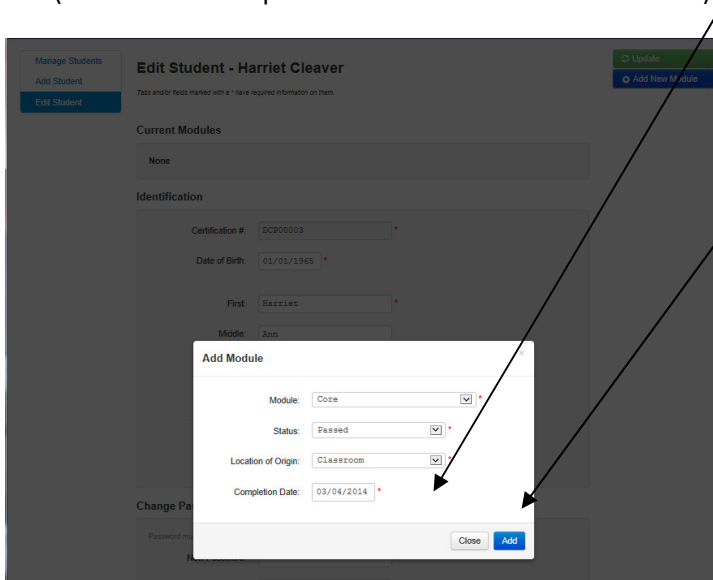
11 Click "Continue to Student Record".



12 The Student Record will display. You can add a new module or update a record.



13 A Core Module passed date must be entered prior to entry of any advanced module completion date. (The module completion date cannot be a future date.) Click Add.



## 14 Core Module completion displays.

OWA Home Students View My Information Logged in as James Van Allen (Instructor) Logout

Manage Students Add Student Edit Student Update Add New Module

### Edit Student - Harriet Cleaver

Tab and other fields marked with a \* have required information on them.

**Current Modules**

|          |                     |                         |             |               |
|----------|---------------------|-------------------------|-------------|---------------|
| - Passed | Origin<br>Classroom | Completed<br>03/04/2014 | Edit Module | Delete Module |
|----------|---------------------|-------------------------|-------------|---------------|

**Identification**

Certification #: DCP00003 \*

Date of Birth: 01/01/1965 \*

First: Harriet \*

Middle: Ann

Last: Cleaver \*

Maiden: Nelson

Gender:  Male  Female

Change Password

## 15 Once the Core Module prerequisite has been added Advanced Module completion dates can be entered.

OWA Home Students View My Information Logged in as James Van Allen (Instructor) Logout

Manage Students Add Student Edit Student Update Add New Module

### Edit Student - Harriet Cleaver

Tab and other fields marked with a \* have required information on them.

**Current Modules**

|          |                     |                         |             |               |
|----------|---------------------|-------------------------|-------------|---------------|
| - Passed | Origin<br>Classroom | Completed<br>03/04/2014 | Edit Module | Delete Module |
|----------|---------------------|-------------------------|-------------|---------------|

**Identification**

Certification #: DCP00003 \*

Date of Birth: 01/01/1965 \*

First: Harriet \*

**Add Module**

Module: **Core**

Status:  Core & Community Living  Instrumental Activities of Daily Living  Personal Support  Personal Activities of Daily Living  Health Monitoring & Maintenance

Location of Origin: Classroom

Completion Date:

Close Add

Change Password

New Password:

Repeat Password:

### Helpful tips and reminders:

- Use the Navigation buttons: Home, Students, View My Information instead of using the “Back Arrow”.
- Use the “Tab” key to move from field to field. Zipcode entry then Tab will populate the City field.
- Be sure to save any entries or edits by clicking the appropriate action button: Search, Add, Create, Update, Edit. Don’t “X Out” of a window unless you have saved your work using an action button and are finished.
- You may add modules to any student record.
- You may only edit records (demographics) for students you created or have added a module.
- You may view and update your password and contact info by clicking on the “View My Information”

**Change Password**

Your password must be changed in 1 month 28 days

New Password:

New Password Again:

**Contact**

Email: radiationbelt@space.com \*

Home Phone: (712) 777-7777

Work Phone:

- Call us at 800-393-8664 Monday – Friday 0900-1900 Central Time if we can be of assistance.