MAP Certification Training
Are You Ready for Online Learning?

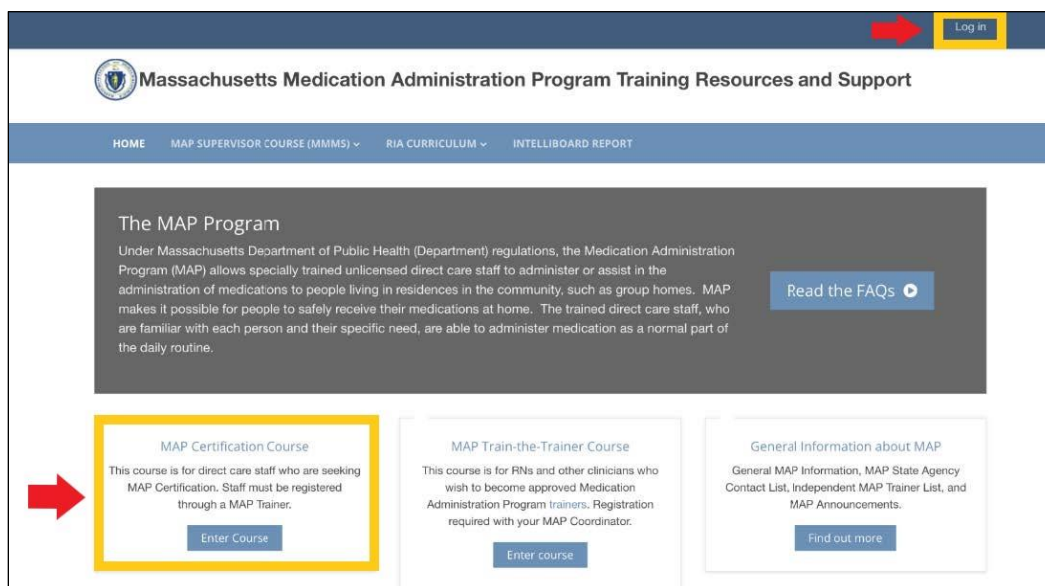**How Long Will It Take to Complete the Online Course?**
- Plan for **at least** 16 hours to complete the online course. Plan on additional hours to complete face-to-face sessions. This will vary per MAP Trainer.

What Technology do I Need to Take This Course?
- A strong internet connection.
- A device such as a desktop computer, laptop, tablet, or smart phone that will connect to the internet.
- A camera on your phone, tablet, or computer, if required by your MAP Trainer. Please ensure you know how to use the camera feature on your device to:
    o Participate in virtual meetings.
    o Record the medication administration demonstration video.
- A modern, updated web browser (Edge, Chrome, Firefox, and Safari).
- If using a tablet or smartphone, you have the option of viewing the course through the device's internet browser, or you can download the Moodle app and complete the course that way.

How do I Find the Course Online?
- Go to www.mapmass.com to access the *MAP Certification Course.*
- Click "Log In" in the upper right-hand corner.

What is my Log In?

- Every student has their own username and password. These will be emailed to you before your class starts. The email will have this subject: **Massachusetts Medication Administration Program Training Resources and Support.** Please look for this email in your inbox. If you don't see the email, please check your spam folder or search for "noreply@neindex.org"
- Type your username and password into the login screen (see below).
  - Once you have logged in, the system will ask you to change the password to a new password that you create. Once you change your password, use that every time you log in.
- If you don't have the login e-mail, or if you ever forget your password, use the "Forgotten Username or Password?" link on the login screen to reset it (see below). This will trigger an email to your account with a link you can use to immediately change your password and log in. That link is valid for 4 hours.

Logging Into the Course

Using the Forgotten Password Feature

Helpdesk Support

- Technical support is available to you Monday through Friday, 8:30am to 4:30pm, by emailing cdder@umassmed.edu.
- When contacting technical support, please include your full name, course start date, and Trainer's name.