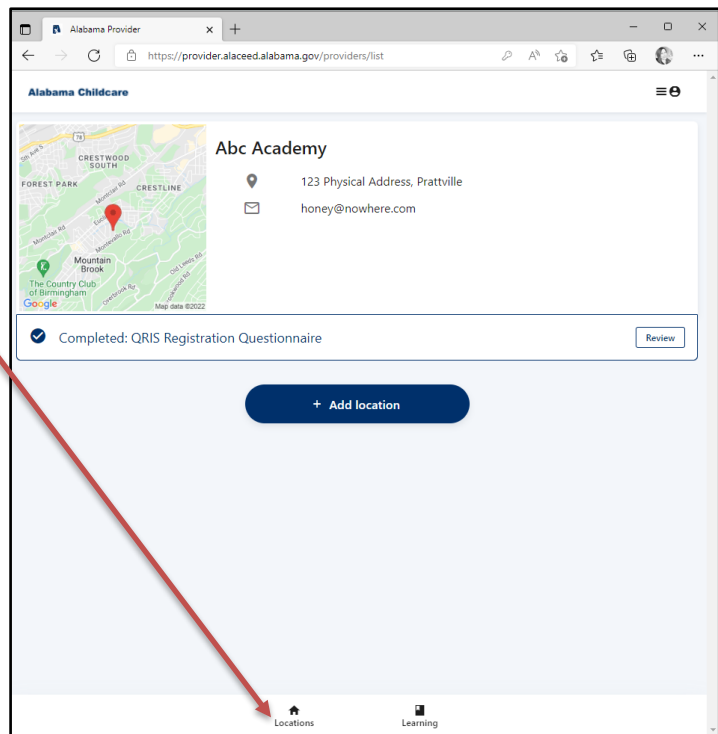
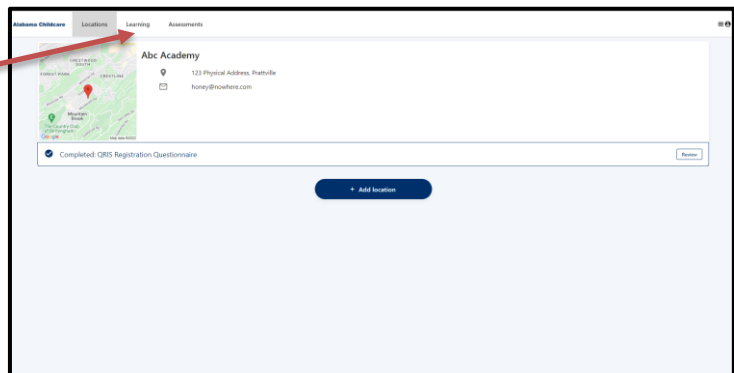




## **How to complete QRIS Orientation Through AlaCEED**

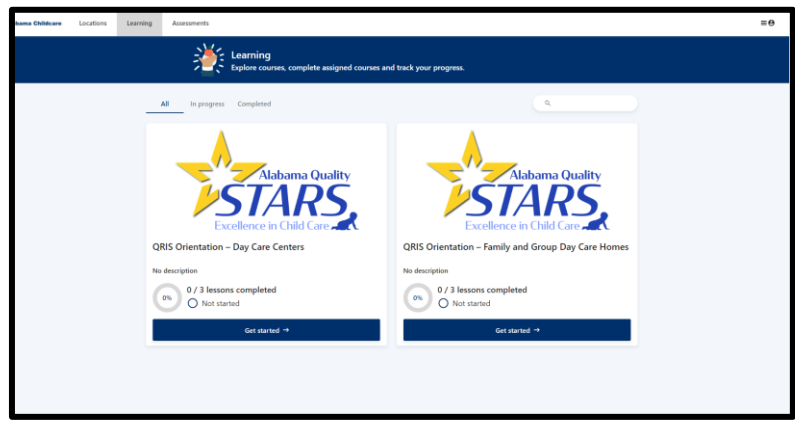
DHR is requiring that all directors complete orientation for QRIS by August 1, 2022, per the new licensing performance standards. To complete orientation, everyone must connect to AlaCEED (Step 1 in the QRIS process) regardless of if they plan to go to a higher star, stay at a STAR 1, or remain unrated. Once the providers have been connected to their AlaCEED site, please follow the instructions below to complete your orientation. \*If a provider prefers to complete orientation in person- please move forward to complete the registration questionnaire as this only covers virtual, on-demand orientation.

1. Once logged back into AlaCEED, you will see three tabs across the top of the page (if on a desktop or laptop with the browser window maximized). If you are on a tablet/smartphone, or have your browser not fully maximized, the tabs will be moved to the bottom of the screen. Click the "Learning" tab.

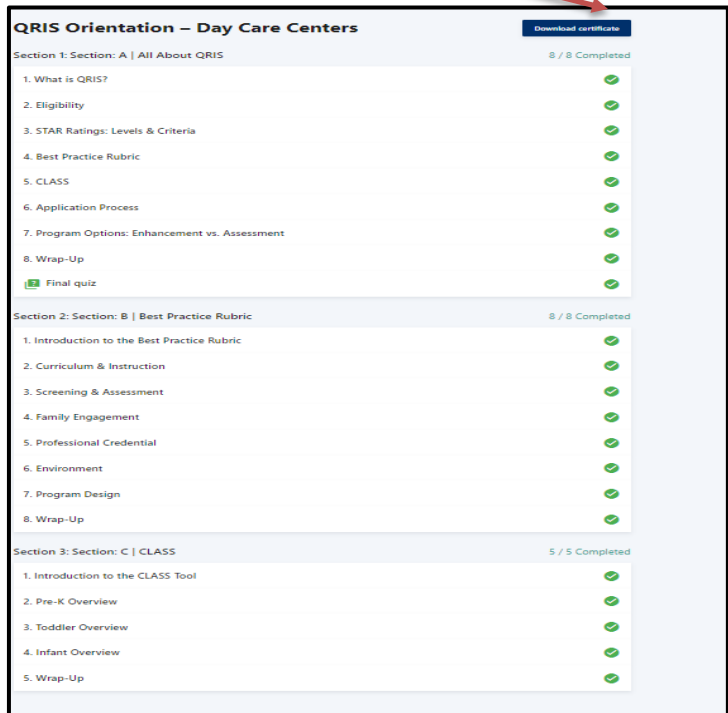
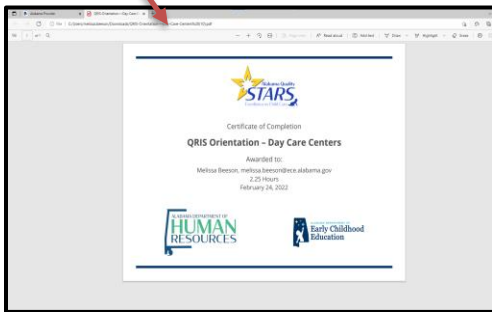
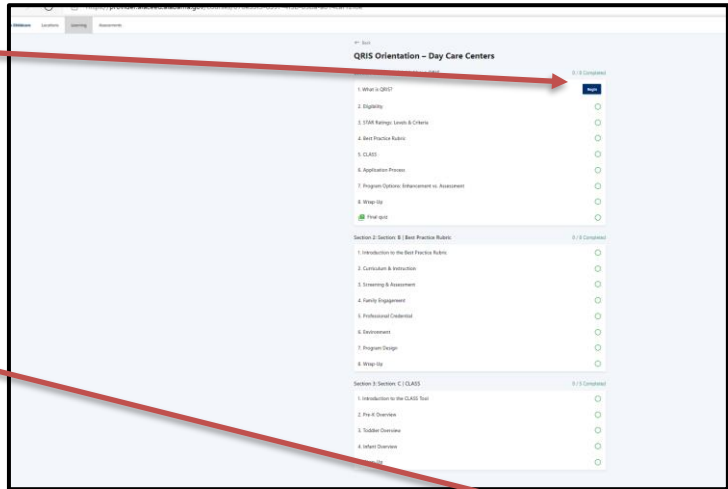


2. Once you have clicked the Learning tab, you will have a page that looks like this (tablet/smart phone users may have to scroll to see all parts). **You will ONLY complete the orientation module that matches your licensing type.**

On this screen you will be able to see all progress. Once you start orientation, you can click on the “In Progress” tab to see what is in progress and the “Completed” tab to see completed modules.



3. Click “Begin.” You must complete all three sections to receive your certificate (21 videos in total for a sum of 2.25 hours). You must watch the videos in order and earn the green check before moving onto the next video. Once you’ve completed all three sections, you will be able to download your certificate and print for your records.

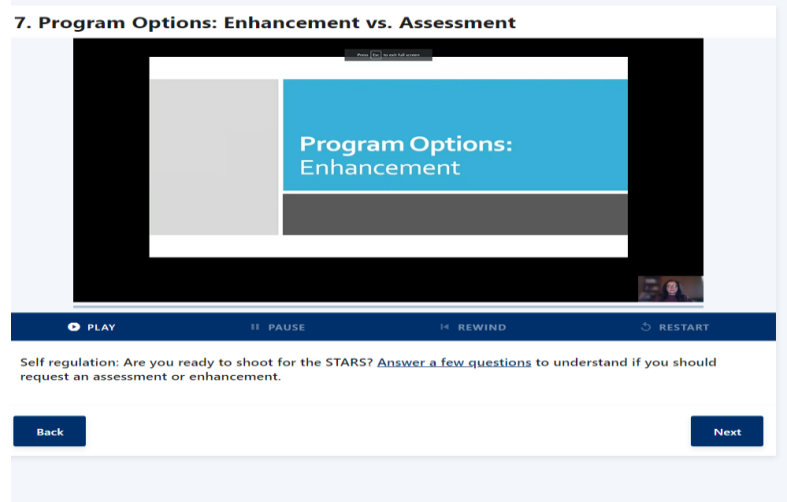
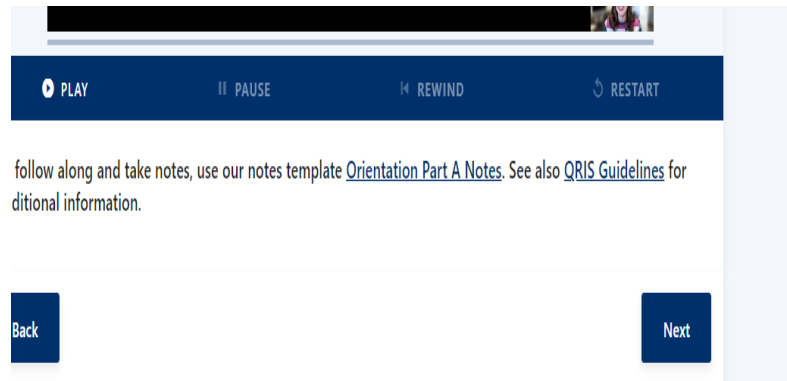
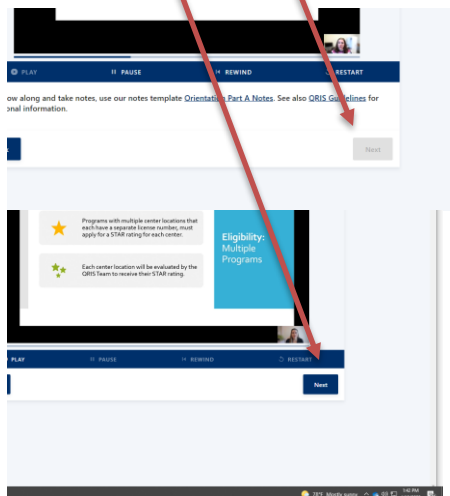


4. You can do the orientation at your own pace. You do not have to do it in one sitting. **However, make sure you have completed the video you are currently watching to earn the green check and save your progress.** If you do not, you will have to rewatch the video again.

Example: I completed all of Section 1: A. I was almost at the end of Section 2 B's first video, but I logged out before I earned the green check. Next time I log in, I'll still have 1 A completed, but I'll have to rewatch Section 2B's 1st video from the beginning before I can move onto Section 2B's second video.

5. Tips and resources: Below some of the videos are links to resources. Make sure to click on these before you start the video so you can follow along. You will be able to go back to orientation and any video to retrieve and download these resources and rewatch any video if you need to do so. Resources are also available on the Alabama Quality STARs website.

**YOU MUST WAIT UNTIL THE END OF THE VIDEO AND CLICK THE "NEXT" button when it goes from Gray to Blue in order to earn credit!**



As you can see...I may have watched video 1, but because I did not click the "Next" button when it became Blue, and instead, just selected video 2, I did not earn my green check. When I click back on video 1, I have to rewatch the entire video again and click Next in order to earn my green check. Since I earned it on my video 2, I can just click "Next" on that video since I DID click next at the end of that one and move to video 3.



**P.O. Box 302755 | Montgomery, AL 36104 (334) 604-6260 | [alabamaqualitystars.org](http://alabamaqualitystars.org)**

