

## Guide to Southern Regional AHEC Online Systems

### Getting Access and Help

Seek **technical help FIRST** from **SR-AHEC staff** in the order listed below, before contacting outside system administrators.

System	Link	Operated By	Function	Help/Contact
<b>CASCE</b> Centralized Administration System for Continuing Education	<a href="http://db.ncahec.net/casce.cfm">http://db.ncahec.net/casce.cfm</a>	NC AHEC Program Office	AHECs record their continuing education events and registrations, track attendance, and generate reports, nametags, and sign-in rosters, and more.  Obtain <b>new user account</b> : Create Person record in CASCE, create account in myAHEC, and email user account request to Ashley Langley.	<b>SR-AHEC</b> : Sherry Stafford, Russet Rogers, IT HelpDesk  <b>System</b> : ashley_langley@med.unc.edu, 919-966-1204  <b>New user accounts</b> and duplicate records: ashley_langley@med.unc.edu, 919-966-1204
<b>Online Registration</b> <i>Customers use!</i>	<a href="http://www.aheconnect.com/ncahec/findevents.aspx?a=8">http://www.aheconnect.com/ncahec/findevents.aspx?a=8</a>	Greensboro AHEC	Customers register for SR-AHEC CE events and pay by credit card. The event information displayed is pulled directly from CASCE and registrations are recorded in CASCE via a “buffering” process that a registrar manages. Credit card transactions go through PayFlow Pro to SR-AHEC’s merchant bank account.	<b>SR-AHEC</b> : Sherry Stafford, IT HelpDesk, Russet Rogers  tripp.minich@conehealth.com, 336-832-2332
<b>PayFlow Pro</b>	<a href="https://manager.paypal.com/">https://manager.paypal.com/</a>	PayPal	This is a PayPal “gateway” service that allows SR-AHEC to process credit card transactions.	<b>SR-AHEC</b> : Sherry Stafford, Russet Rogers, IT HelpDesk
<b>Online Registration Buffer</b>	A part of CASCE. Online Registration appears in CASCE as a menu item only to those who are designated to process online registrations.	NC AHEC Program Office	Information from online registrations appears here beside any existing information about a person already in CASCE. If needed, CASCE information is updated and the registration is accepted into CASCE. After processing, the registration appears in CASCE.	<b>SR-AHEC</b> : Sherry Stafford, Russet Rogers, IT HelpDesk  ashley_langley@med.unc.edu, 919-966-1204
<b>Campaigner Bulk e-Mail System</b>	<a href="http://campaigner.com">http://campaigner.com</a>	Campaigner	Sends email campaigns. Marketing generally operates this service.	<b>SR-AHEC</b> : Karen Mantzouris, Sherry Stafford, Russet Rogers

## Guide to Southern Regional AHEC Online Systems

### Getting Access and Help

System	Link	Operated By	Function	Help/Contact
<b>MyCE</b> Online Handouts/ Evaluations/Certificates  <i>Customers use!  Login required.</i>	Customer Site: <i>(ask supervisor for URL)</i> <a href="http://www.aheconnect.com/.....">http://www.aheconnect.com/.....</a> Administration Site: <i>(ask supervisor for URL)</i> <a href="http://www.aheconnect.com/.....">http://www.aheconnect.com/.....</a>  Site for placing handouts: R:\OnlineHandouts (IT must map an R-drive on your computer.)  Site for placing graphic images/signatures for certificates: R:\OnlineImages (IT must map an R-drive on your computer.)	Greensboro AHEC	Online handouts for download appear to registrants for SR-AHEC CE events prior to the events on a page named MyCE. After an event, an online evaluation will become available to attendees. After completing the evaluation, a certificate of attendance will become available for printing. Event information that appears on evaluations and certificates are pulled directly from CASCE and from graphics stored on SR-AHEC's Internet server.	<b>SR-AHEC:</b> Sherry Stafford, IT HelpDesk, Russet Rogers  <tripp.minich@conehealth.com, </tripp.minich@conehealth.com,  336-832-2332
<b>myAHEC</b>  <i>Customers use!  Login required.</i>	<a href="http://myahec.net">http://myahec.net</a>	NC AHEC Program Office	Staff and customers create accounts here to track their NC AHEC CE record that is pulled from CASCE. A searchable statewide AHEC calendar of CE events also appears, along with links to Online Registration. Presenters at NC AHEC events can upload handouts, which event registrants with MyAHEC accounts can then download. Customers can update their CASCE information and preferences for receiving AHEC CE marketing. <u>Exchanges of CASCE information are available only if a person has a Person record in CASCE that is recognized when the person creates a myAHEC account. The NC AHEC Program office can manually make this connection upon request.</u>	Use Help request (email) on the course site for fast response.  <b>SR-AHEC:</b> Sherry Stafford, Russet Rogers, IT HelpDesk  Cleibe Souza, programmer; souza@med.unc.edu 607-592-1446
<b>Online Courses</b>	<a href="http://www.aheconnect.com/srahec">http://www.aheconnect.com/srahec</a>	Greensboro AHEC	Online courses are mounted here. Customers create an account, register by credit card and take online courses. Their continuing online course transcript is maintained in their account. Course registrations and credits are recorded in CASCE.	Use Help request (email) on the course site for fast response.  <b>SR-AHEC:</b> Sherry Stafford, IT HelpDesk, Russet Rogers  tripp.minich@conehealth.com, 336-832-2332