

Resident's Quick Guide Anesthesia Toolbox

Log-In

1. You should have already received an email notification from "CollectedMed Admin" - Welcome to Anesthesia Toolbox.
2. This will have your username and password. Copy your password.
3. Click the link. Check that it says "Henry Ford Hospital Dept. of Anesthesiology" next to the green toolbox (upper left) as this is your specific URL. If it doesn't say Henry Ford, you are on the wrong URL and will not be able to log in. Use the link below for the right URL.
4. Enter username and password if asked.
5. Read Disclaimer and check mark to accept.
6. Click on your name (top right, dark blue bar).
7. Click "My Profile".
8. Click Password (left panel).
9. Change Password (see password requirements).
10. If you cannot find the registration email, use the link provided here:
 - a. <https://collectedmed.com/index.php/anesthesiatoolbox/stanfordanesthesia>. (Note: If you do not see "Stanford Dept. of Anesthesiology" on the dark blue menu bar, you are in the wrong Toolbox and will not be able to log in.)
 - b. Click on login in the upper right
 - c. Your username is usually the first part of your email address or your entire email address
 - d. Click on forgot password and the system will send you another password

Navigating the Toolbox

1. Click on Browse Articles on light blue menu bar (All materials are referred to as "Articles")
2. Click on Toolbox Training/Training
3. Click on "Training Table of Contents" (contains hyperlinks to short videos of how to navigate the site)
 - a. Recommended Viewing for quick tutorials:
 - i. Home Page Tour
 - ii. Types of Resources
 - iii. Finding Articles
 - iv. Accessing your Curriculum
 - v. Feedback on Articles

Accessing Assigned Curricula

1. You will receive email notification of your new assigned curricula.
2. See your assignments on your Home page under "Notifications", or;
3. Click on "Browse Curricula"/Assigned to me (light blue menu bar) or;
4. Click on your name (top right).
5. Click "My Profile".
6. Click "Assignments".
7. Click "New" or "In Progress" to see your assignments.
8. The system is designed to track time on pages but it is not reliable at this time due to firewall issues. In the interim, you should complete the quiz questions and tests as this is a reliable way for the faculty to track your activity. Additionally, when you view curriculum that has been assigned to you, there will be a light blue banner that says "This article is part of a curriculum....Check this box..... After completing the assignment, click the "Completed" box as this will also track your progress.

Resident's Quick Guide Anesthesia Toolbox cont.

Providing Feedback

1. Add your comments at the end of any article.
 - a. This can be used for notifying editorial staff of anything from errors, misspelling or opinions/comments about the article.
2. Rating Articles: Click on the star rating at the top of the article to let the editorial staff and others know which content is most useful.

Need Assistance?

1. If you need assistance for forgotten passwords or usernames, can't locate something on the site, or other issues, contact Claudia Woodworth at woodwocl@ohsu.edu, or 858-342-8050.