



VIVA LEARNING “HOW-TO” GUIDE

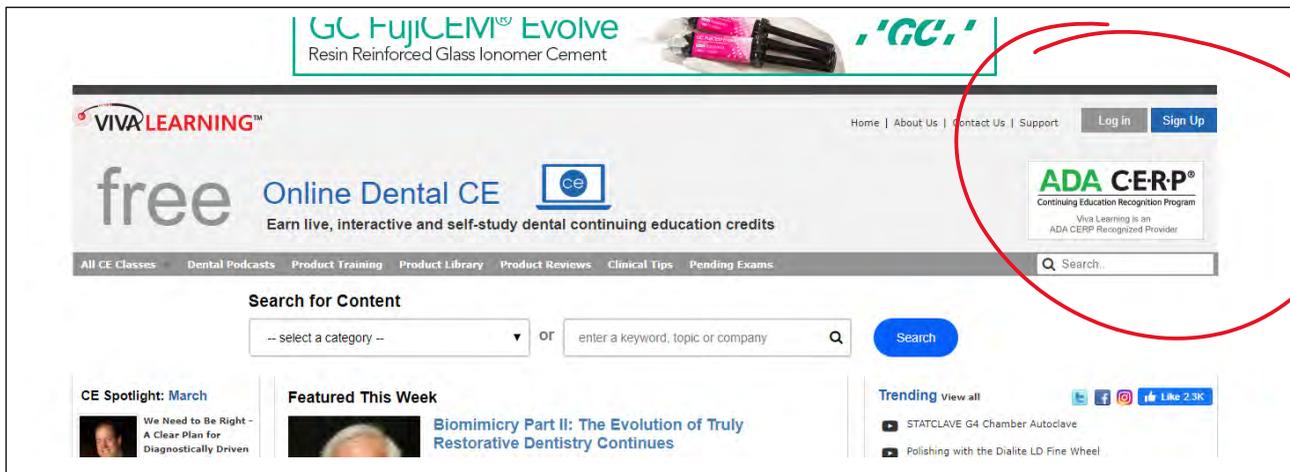
WEBSITE: <https://www.vivalearning.com/>

LEARN HOW TO:

1. Create a free VIVA LEARNING account
2. Find DMG content and view webinars
3. Take course exams
4. Share upcoming and on-demand webinars with customers

HOW TO CREATE A FREE ACCOUNT

1. Click blue “Sign Up” button in upper-right hand corner of the homepage



2. Enter all form field information
 - a. For position choose “Other”
 - b. For title choose any selection but “Dr.”
 - c. All information is required for signing up

Live Interactive and Self-Study Online Dental CE - FREE!

Complete the fields below to create your account and get your free CE Pass. In the future, logging in will be quick and easy! (Go Back >)

Completion of this form is a one-time requirement to get CE Pass.

Position: Other

Title: Mrs.

First Name:

Last Name:

Practice Name:

Address:



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242 South Dean Street
Englewood, New Jersey 07631



3. Input desired information for areas that don't apply
4. Once all required information is entered, click "Subscribe"

(type)

Graduation Year: 2006
Select year you earned your degree or certification.

Gender: Female Male

Age Range: 31-40

Practice Size: None of the Above

Referred by: Word of mouth
How did you hear about this site?

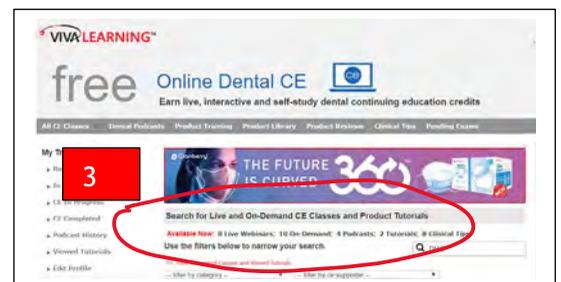
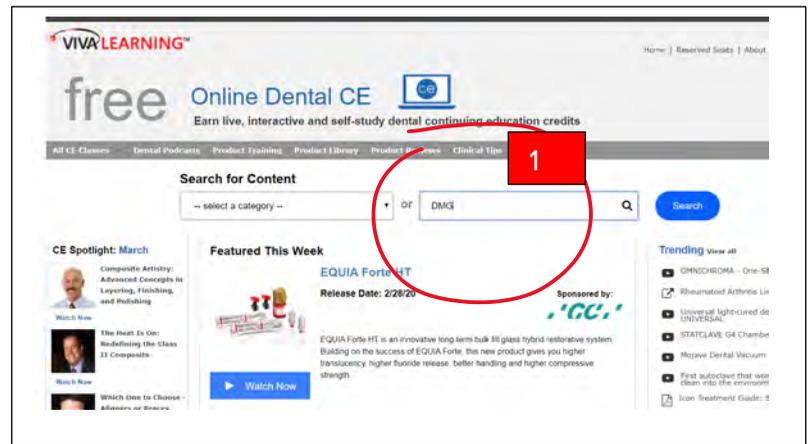
Terms: By clicking the Subscribe button below you agree to the [CE Pass Terms & Conditions](#). (opens in new window)

Please Answer: $0 + 2 = 2$

Subscribe

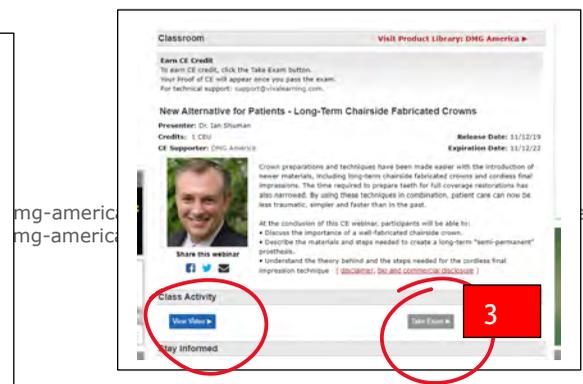
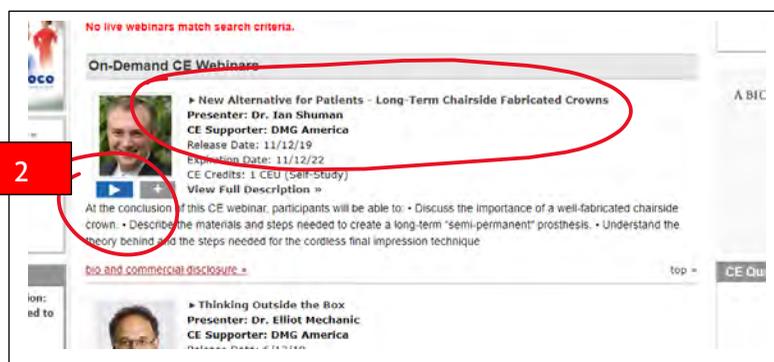
FINDING DMG CONTENT

1. On the Viva Learning homepage, type "DMG" in the "Search for Content" section
2. DMG webinars will populate from Newest to Oldest first, then podcasts, then clips, etc.
3. Above all the course listings you will see the types of content available: "Available Now" in red font will display clickable categories for our webinars, podcasts, clips, etc. Simply click on the name to be taken to that category.
4. You can also access DMG's Viva webinars, products and tutorial clips on the "Resources" section of DMG-America.com OR by typing in <http://dmglearning.com/> into your web browser. See "Sharing Course Links" at bottom for more information.



VIEWING A DMG WEBINAR OR PODCAST

1. Click on the title of the webinar you would like to view or click the blue play button within that webinar. It will take you to the full course description.
2. Click the blue "View Video" button to watch the webinar
3. Once watched, click the gray "Take Exam" button to evaluate the course and then take the Course Exam Questions





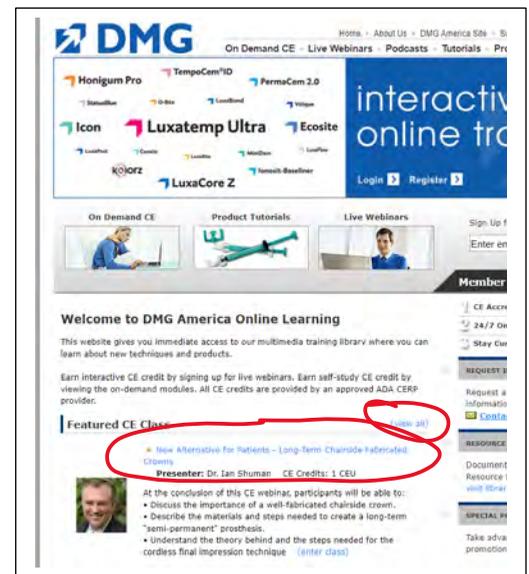
TAKING A COURSE EXAM

1. After viewing the webinar, you will be prompted to first take a course evaluation
2. After completing course evaluation, you will be prompted to take the course exam
3. To obtain credit, participants must have an exam score of 80% or more

ADDITIONAL WAYS TO ACCESS VIVA WEBINARS

You can also access DMG's Viva webinars, products and tutorial clips in two additional ways:

1. **DMG-america.com** - Navigate to the "Resources" section of DMG-America.com or type <http://dmglearning.com/> directly into your web browser
2. **DMG-connect.com** - Navigate to the "Webinars" section of dmg-connect.com or type <https://dmg-connect.com/dmg-online-learning/> directly into your web browser and then click on "[Click here to access our Viva Learning webinars](#)"
3. Click on the CE class you wish to view, and it will take you directly to that class on Viva Learning's site.
4. **You do not need to be logged in to Viva to view an on-demand webinar, but you do need to be logged in to take the exam**
5. **You do not need to be logged in to share a webinar link with a customer. Simply go to the webinar, podcast or clip you wish to share via any method above, copy the webinar link in your browser and paste to share.**



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MY VIVA ACCOUNT

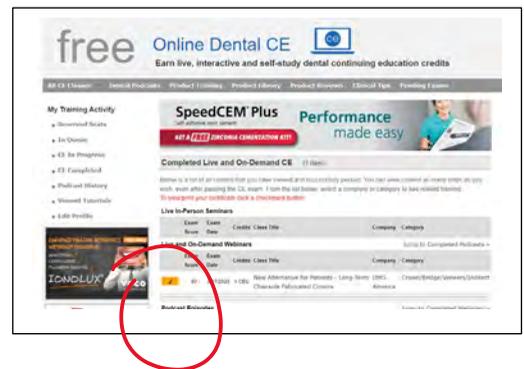
1. When you are logged in to your Viva Account, you can edit your profile, view your completed courses or upcoming reserved course seats and more. Access in the upper left corner under “My Training Activity.”



The screenshot shows the homepage of the 'free Online Dental CE' website. The navigation bar includes 'All CE Classes', 'Dental Podcasts', 'Product Training', 'Product Library', 'Product Reviews', 'Clinical Tips', and 'Pending Exams'. On the left, the 'My Training Activity' menu is circled in red, listing options: Reserved Seats, In Queue, CE In Progress, CE Completed, Podcast History, Viewed Tutorials, and Edit Profile. The main content area features a 'My WiFi is enabled.' notification, a 'STATIM G4 Cassette Autoclave' advertisement, a search bar for CE classes, and a section for 'Upcoming Free Live Webinar Schedule - Earn Interactive CEU'. A message states 'No live webinars match search criteria.'

PRINTING VIVA CERTIFICATES

1. Click on “CE Completed” under “My Training Activity”
2. Click yellow play button to access the completed certificate for that course
3. A “Verification of Certificate Form” will open in a separate window and you will have the option to print the form



The screenshot shows the 'My Training Activity' page on the website. The 'CE Completed' section is highlighted, showing a list of completed courses. A yellow play button is circled in red, indicating the action to click to access the certificate for a specific course. The page also displays 'Completed Live and On-Demand CE' and 'Live to Person Seminars'.

