RPMS Recording and Material Library User Guide

The RPMS Recording and Material Library is the Indian Health Service (IHS) Office of Information Technology (OIT) platform which contains OIT sponsored and hosted training recordings and course materials. The library is designed with a robust search functionality to search for recordings and materials by Major Initiative, Role, RPMS Application, keywords, title, and/or date.

Access the RPMS Recording and Material Library:

1. Navigate to IHS RPMS Training Webpage : https://www.ihs.gov/rpms/training/.

2. Click on **RPMS Recording and Material Library** (https://www.ihs.gov/rpms/training/recording-and-material-library/)

3. Enter your IHS webpage username and password and click **Login.**

> **Note**: Use the **Forgot Password** or **Register** hyperlinks on the screen, if needed.

Figure 1: IHS webpage login screen

Search the RPMS Recording and Material Library:

1. Once successfully logged in using the steps above, you can search the library.

2. You must select at least one category by using the check box:

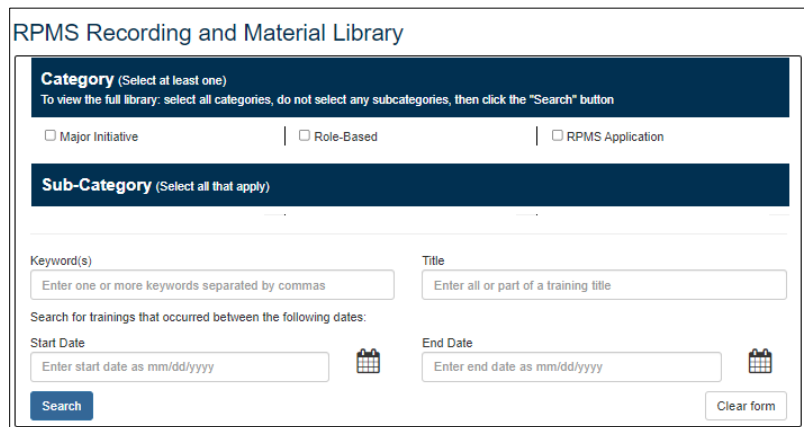> **Notes**: All COVID-19 related trainings are listed under Major Initiative.
>
> Selecting multiple categories will expand your results.

- **Subcategory** will appear below each selected Category and allows for the selection of specific Major Initiatives, Roles, and RPMS Applications.

- **Keyword(s)** are partial titles, acronyms, and training topics (i.e., Lab or LR).

- **Title** is the full name of the course (i.e., Hospital Pharmacy Informaticist - Inpatient Reports).

- **Start Date** and **End Date** is an opportunity to enter a range of dates. If the end-user knows the course took place on a certain day or week, this is a good way to narrow the results.

3. Click **Search.**

Figure 2: RPMS Recording and Material landing page

Troubleshooting Common Issues:

If experiencing issues related to playback of videos, try the following:

1. Clear the browser history, cache, and cookies, then close your browser completely and renavigate to the RPMS Recording and Library to search for and launch the desired recording.

2. Utilize Google Chrome browser.

3. If already using Google Chrome and issues are persisting, switch to Microsoft Edge.

If YouTube video quality appears grainy:

1. Click the gear icon on the lower right side of the video player.

2. Select **Quality**.

3. Change to highest quality, **720p**.