Instructions for Accessing the New Self-Instruction Site

Go to the AGD website’s Self-Instruction page at https://www.agd.org/continuing-education-events/take-courses/self-instruction and click on the link to access the new automated Self-Instruction system. If you are a non-AGD member, you must click on the link to create a profile first in order to receive an assigned username.

At the Home Screen – Select Tests and Content.
Please note that there are two views for the information. One is in boxes (as shown) and the other is in a table. Both views contain the same information.

To purchase multiple exercises, select a “bundle” from the tests and content list. A bundle identifies how many exercises you want to buy. If you just want to purchase one exercise, you would select the exercise directly from the lower half of the tests and content list. We will use the 3 exercise bundle for the example.
Payment Screen – Opener – This screen lets you know the price you will be paying and that you will be using PayPal for payments. If you have a PayPal account then you can use it. If not, you can just use a credit card account without creating a PayPal account. Click the PayPal Check Out button at the bottom of the screen.

Billing Screen – You can log into your PayPal account or check out as a guest. You are also given the option to create a PayPal account at the very bottom of the screen (not shown here). The final cost is at the top of the screen (circled). You will get an email with a copy of the receipt. Please note that you must include a phone number with your order.
Once you have completed the transaction, you should see this Thank You screen. You will also be sent an email of the transaction. You will need an access code to complete the exercises in your bundle. Click on the “Get Your Access Code” from the bottom of the page (circled). Once you click on it, a new screen will open with the following information:

You must answer the question regarding the policies related to the Self-Instruction program in order to receive your access code.
Once you answer the question, the above screen will show with your access code. This code will be used for each exercise in the bundle (or single exercise) you purchased. If you try and exceed the number of exercises you purchased, you will get a system error noting you have exceeded the number of exercises you purchased. Please note that the access code is case sensitive when entering it.

You are now back at the exercise screen. Scroll down and select an exercise to take. We will be using #417 for this example.
Click on the light blue arrow in the box for 417 Basic Science – Subject Code 010 to access the exercise.

Enter your access code to begin taking the exercise. Remember, it is case sensitive.
You have now successfully validated your member code and can now start the exercise. Go to the bottom of the page and click “Start this exercise.

The exercise will open with the article PDF at the top of the page for the participant to read and refer back to while working on completing the exercise. Now click continue.
The exercise has now opened. You can see that there is a timer for the exercise and there is only one question per page. Select your answer and click Submit -> Forward. Questions 16-23 are the evaluation questions for the exercise. Please note that you cannot leave any questions blank. All exercise and evaluation questions require an answer to complete the exercise. You will receive a warning at the end if a question was left blank. You will also not receive a score if there is a missing answer.
Once you have completed the exercise, you will receive a results screen that notes whether you have passed or failed. In addition, at the bottom of the screen, it shows which question(s), if any, you did not pass. You will also receive an email that verifies whether you have passed or failed the exercise. You can now decide whether you want to take another exercise or not.

This is a copy of the Fail screen. If you were to retake this exercise, the following information would appear after it was selected:
As you can see, your attempt history is listed to show that you have taken the exercise in the past and were unsuccessful. It also notes that there are only 3 attempts allowed to pass this exercise.

If you had passed this exercise and tried to take it again, a notice would appear on the screen.
The last tab on the site is for your exercise history, your stored information, and your purchases. If you click on “Open and Edit My Information” it will give your contact information as well as your login username. Please note: changes to your user information, such as a name change or an email address update cannot be completed on this page. You will need to contact the AGD directly to update this information. To review your user history, such as exercise scoring, click on “History.” You will be able to access each quiz results by clicking on each individual exercise to see the results screen. If you would like a duplicate of your results, simply click on the PDF icon in the upper right corner of the page. If you would like to see your purchase history with the program, simply click on “My Purchases.” Lastly, you can change your view of the page using the icons above the blue box to enlarge the font or the view.