**My Hearing Healthcare Provider’s (HHP) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My Email/Login: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My Subscription Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My Lesson Plan (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

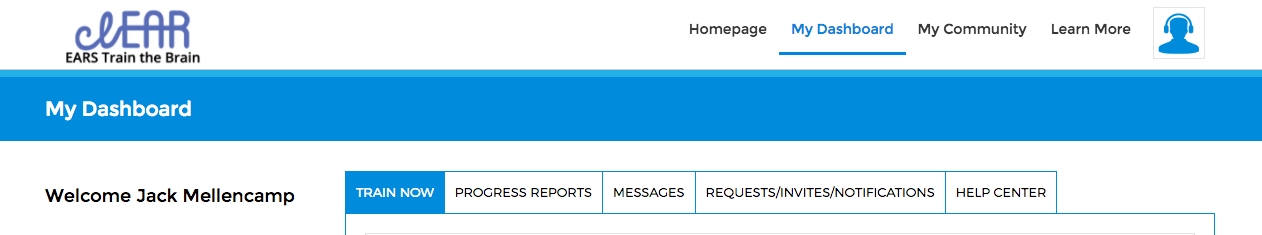
**Quick Start Guide: Login Instructions and My Dashboard Overview**

1st Open any major Internet browser. Chrome is recommended.

Type [www.clearworks4ears.com](http://www.clearworks4ears.com) into your search engine or address bar.

2nd Click on the Sign Up/Login box in the upper-right hand corner of the screen.

3rd Enter your email address and password then click on the Log on button.

 You may need to apply a Subscription Code to get started.

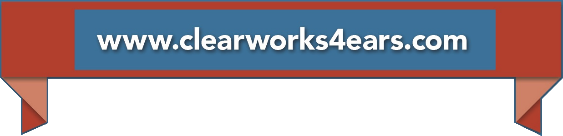
**You will now see the “My Dashboard” page. There are five tabs within your dashboard:**

* 1. Train Now: Under this tab, you will find the games suggested in your lesson plan. Each game has a description about how to play and about the listening skills being trained.
  2. Progress Reports: This tab allows you to follow your progress. As you play the games, the site tracks your usage and activity. Your HHP can also track your progress.
  3. Messages with my Provider (HHP): Here you can send and receive messages with your HHP. Type your message in the box and click the blue “send” button.
  4. Requests/Invites/Notifications: This tab will have any messages from the clEAR system about your account and any messages sent to frequent communication partners (FCPs).
  5. Help Center: Use the functions in tab if you encounter a problem playing the games or using the website. The clEAR team will respond to you with a solution right away.

**At the very top of your page you will find the My Community button. Click here to see:**

* + Messages from the Community: Your HHP can send messages to all of the users in his/her clEAR Community. The messages would appear under this tab.
  + Treasure Chest: All of the users in your HHP’s community contribute clEAR coins to the communal Treasure Chest every time they play a clEAR game. You can check the number of coins collected here.
  + Community Members: This tab lists all of the users in your HHP’s community and shows how many coins they have earned. You can go to this tab and see how your coin accumulation compares to that of others.

**Playing the Games**

1. Click the Train Now tab under “My Dashboard.”
2. Find the game you would like to play by scrolling down the list. Click the “Play Now” box.
3. Each game has a similar start screen. You will find 5 options on the start screen:
   1. Start Game: Click this button when you are ready to begin your game.
   2. Select Talker: Before beginning, choose the talker type with whom you would like to train.
   3. Statistics: Select if you want to know how well you performed during the last time that you played this game.
   4. Instructions: This button will tell you how to play the game.
   5. Exit: Click to return to your dashboard.
4. Your HHP will likely send you a lesson on a regular basis, either every 3 days or once a week. You will receive these lessons in your message tab and by email. Each lesson will tell you which games to play and why you are playing them, and for how many minutes. Your HHP may also occasionally message you about your progress.