

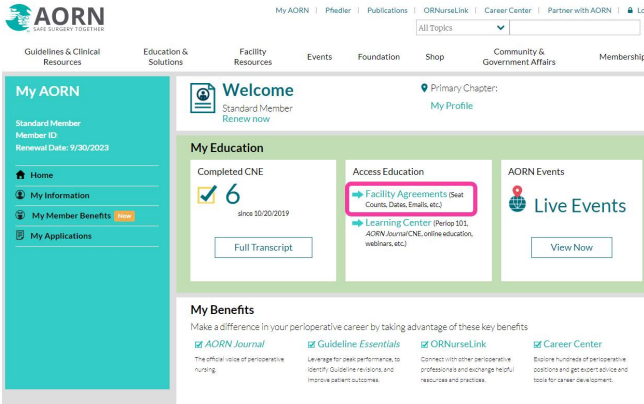
# Facility Agreements Page Guide

The guide will show you **how to access**, review your **facility account(s) information** and **seat counts, manage rosters** (invitation process), and **add additional seats**.

## How-To Access

The **Facility Agreements** Page.

1. Log into your **My AORN**.
2. Click > **Facility Agreements**.



The screenshot shows the My AORN dashboard. The top navigation bar includes links for My AORN, Pleditor, Publications, ORNurseLink, Career Center, Partner with AORN, and a user profile icon. Below this is a search bar and a navigation menu with categories like Guidelines & Clinical Resources, Education & Solutions, Facility Resources, Events, Foundation, Shop, Community & Government Affairs, and Membership. The main content area is divided into sections: My AORN (with member details), Welcome (with a Renew Now button), My Education (with a Completed CNE section showing 6 credits and a Full Transcript button), Access Education (with a link to Facility Agreements (Seat Counts, Data, Email, etc.) highlighted by a red box), AORN Events (with a Live Events section and a View Now button), and My Benefits (with links to AORN Journal, Guideline Essentials, ORNurseLink, and Career Center).

# Facility Agreements Page Contents

Each table represents a facility account. If you are identified as an Administrator for multiple facilities, multiple accounts may be displayed.

For each account, the following information is listed:

- » Product Type
- » Learning Plan Counts
- » Agreement Dates/Term
- » # of Admin Seats
- » # of Learner Seats

	COURSE TYPE	EFFECTIVE DATES	ADMIN SEATS	STUDENT SEATS
<a href="#">Invites and Roster</a>	AORN Center of Excellence in Surgical Safety	08/01/2025 - 08/01/2095	Purchased: Unlimited Used/Invited: 7	Purchased: Unlimited Used/Invited: 87

# Invites and Roster

1. Click > **Invites and Roster**.

COURSE TYPE		EFFECTIVE DATES	ADMIN SEATS	STUDENT SEATS
<a href="#">Invites and Roster</a>	AORN Center of Excellence in Surgical Safety	08/01/2025 - 08/01/2095	Purchased: Unlimited Used/Invited: 7	Purchased: Unlimited Used/Invited: 87

The entire facility roster will appear, allowing you to view registration type, first/last name, registration email, roster status, and options.

Delete Invite =   
Remove from Roster = 

## Facility Name

COURSE TYPE		EFFECTIVE DATES	ADMIN SEATS	STUDENT SEATS
<a href="#">Invites and Roster</a>	AORN Center of Excellence in Surgical Safety	08/01/2025 - 08/01/2095	Purchased: Unlimited Used/Invited: 7	Purchased: Unlimited Used/Invited: 87




 Invite

Filter on Status (select one):  

All

## Facility Roster

TYPE	NAME	EMAIL	STATUS	OPTIONS
Admin			<a href="#">Not Started</a>	
Admin			<a href="#">Started</a>	
Admin			<a href="#">Started</a>	
Admin			<a href="#">Started</a>	
Admin			<a href="#">Complete</a>	
Admin			<a href="#">Complete</a>	
Admin			<a href="#">Complete</a>	
Admin			<a href="#">Complete</a>	
Admin			<a href="#">Complete</a>	
Admin			<a href="#">Complete</a>	
Admin			<a href="#">Complete</a>	
Student			Invited	
Student			<a href="#">Started</a>	
Student			<a href="#">Started</a>	
Student			<a href="#">Expired</a>	
Student			Inactive	
Student			Inactive	
Student			Inactive	

- » **Invited** learners who have not accepted the invitation (ie, registered). You may revoke the invitation email by deleting the invite.  You will recover the seat after uninviting them.
- » **Inactivate** a learner in the roster. This will move the learner to the bottom of the roster. It will **not** delete the student’s activity records. Use **Inactivate** for expired or completed students so you can have a clear view of your current roster.
- » Remove a **Not Started** learner from the roster.  A **Not Started** learner has accepted the invitation (ie, registered) for the course but has not yet launched the course. You will get the seat back after uninviting them. 
- » If you want to remove a learner who has **started** the course but cannot complete it, contact **AORN Experience Services** at [cs@aorn.org](mailto:cs@aorn.org) or 800-755-2676. You **cannot** regain the seat for a student who has started the course.

## Invite other Administrators and Learners to register for a course.

1. Click > the **Invite** button.

### Facility Name

	COURSE TYPE	EFFECTIVE DATES	ADMIN SEATS	STUDENT SEATS
<a href="#">Invites and Roster</a>	AORN Center of Excellence in Surgical Safety	08/01/2025 - 08/01/2095	Purchased: Unlimited Used/Invited: 7	Purchased: Unlimited Used/Invited: 87



Filter on Status (select one):

All

### Facility Roster

TYPE	NAME	EMAIL	STATUS	OPTIONS
Admin			<a href="#">Not Started</a>	
Admin			<a href="#">Started</a>	
Admin			<a href="#">Started</a>	
Admin			<a href="#">Started</a>	

From the **Send Invite Email** Popup:

2. Click > the applicable seat designation **Administrator** / **Student**.
3. Click > the applicable Learning Plan type **Center of Excellence**.
4. Input the **first/last name** and **email** information.

### Facility Name

	PRODUCT TYPE	LEARNING PLAN COUNTS	EFFECTIVE DATES	ADMIN SEATS	STUDENT SEATS	PRECEPTOR SEATS	
<a href="#">Invites and Roster</a>	Periop 101	<a href="#">Click for Details</a>	07/11/2019 - 07/11/2029	Purchased: 20 Used: 10 Available: 10	Purchased: 250 Used: 8 Available: 242	Purchased: 10 Used: 0 Available: 10	<a href="#">Add Seats</a>

### Facility Roster

TYPE	NAME	EMAIL	STATUS	OPTIONS
Admin	Todd Williams		<a href="#">Not Started</a>	
Admin	Mac		<a href="#">Started</a>	
Admin	Nik		<a href="#">Started</a>	
Admin	Susan K. Baker		<a href="#">Started</a>	
Admin	Ellen		<a href="#">Complete</a>	
Admin	Ellice Mellinger		<a href="#">Complete</a>	
Admin	Holl		<a href="#">Complete</a>	
Admin	Joan Skopac		<a href="#">Complete</a>	
Admin	Julie		<a href="#">Complete</a>	
Admin	Michel		<a href="#">Complete</a>	
Student	Li		<a href="#">Invited</a>	
Student	Todd		<a href="#">Started</a>	
Student	Todd Sa		<a href="#">Started</a>	
Student	ML		<a href="#">Expired</a>	
Student	Anupama Prabhakaran Nair	anair@aorn.org	Inactive	
Student	Maddie Cooper	mcooper@aorn.org	Inactive	
Student	TestTodd TestFuhrman	taliboytodd13@gmail.com	Inactive	

### Send Invite Email

**Invite Type**  
☐ Administrator  
☒ Student  
☐ Preceptor

**Select Learning Plan**  
☐ AORN Center of Excellence in Surgical Safety

**Bulk Invite**  
**Choose Excel File** ([Download excel template here](#))  
Save file to your computer and then upload using the Choose File button below.  

[Choose File](#) No file chosen

----- OR -----

**Individual Invite**  
**First Name**  
First name..  
**Last name**  
Last name..  
**Email Address**  
Email address..  

[Close](#) [Send](#)

Once you **send** an invitation, you are copied on the email invitation that goes to the learner.

Save the email in the event the learner doesn't register and you need to resend it. Be sure to look in your spam or junk email for invitations.