

How to register and begin IHI Open School courses.

Step 1: Select **America's Essential Hospitals** as your organization.

- Go to https://www.ihi.org/_layouts/ih/userregistration/userregistration.aspx to register.
 - If you are already registered, go to https://www.ihi.org/_layouts/ih/mysite/editprofile.aspx
- Fill out the registration form. Mandatory fields are marked with an asterisk (*).
- Once you reach "Your Organization" click the link as seen here.

Your Organization* [Please click here to select your organization](#)

- Search for **America's Essential Hospitals** by entering the search criteria exactly as pictured below. Enter "**Washington**" for City/Town even if you are located elsewhere. Click *Next*.

Please enter the organization search criteria

Please do not use abbreviations, acronyms, or department names.

Organization / Employer / School *

America's Essential Hospitals

Country *

United States

State / Province / Region *

District of Columbia

City / Town *

Washington

Or select

☐ I am not currently affiliated with an organization.

NEXT > CANCEL

- If you are prompted to select an organization, select **America's Essential Hospitals** and click *Next*.
- You will notice that your organization has changed on the original form.

Your Organization* **America's Essential Hospitals**

- Complete the remainder of the form save your registration.

You are now registered under the correct organization.

Step 2: Opt-In to the subscription and begin a lesson

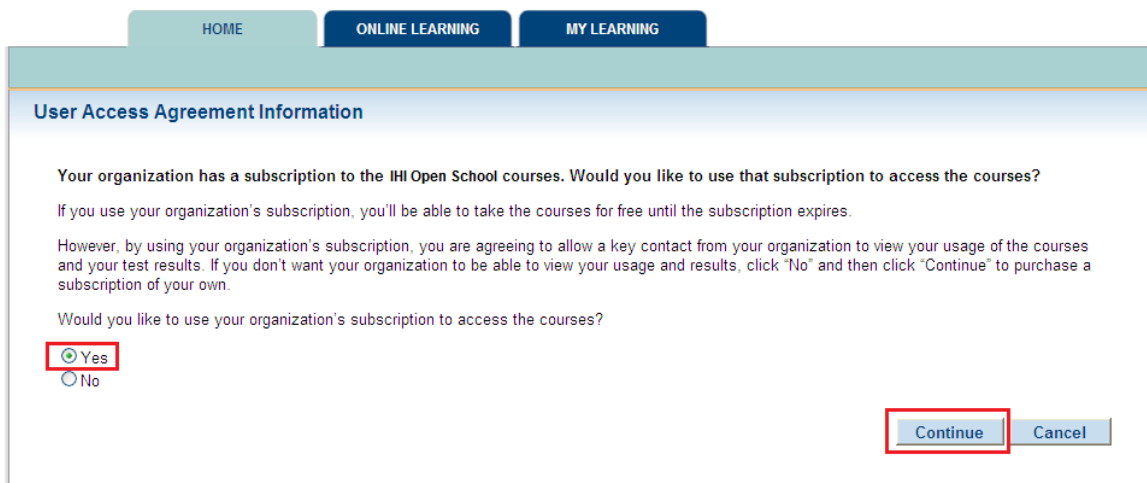
- Go to the Course Homepage at the following link: www.ihl.org/lms and choose the **professional catalog**



- Click the **online learning tab** and select the lesson you wish to start.



- The next screen will describe the lesson you have selected. Click the *Begin Lesson* link.
- You will be prompted to opt-in to the America's Essential Hospitals subscription. Select *yes* and click *continue*.



HOME ONLINE LEARNING MY LEARNING

User Access Agreement Information

Your organization has a subscription to the IHI Open School courses. Would you like to use that subscription to access the courses?

If you use your organization's subscription, you'll be able to take the courses for free until the subscription expires.

However, by using your organization's subscription, you are agreeing to allow a key contact from your organization to view your usage of the courses and your test results. If you don't want your organization to be able to view your usage and results, click "No" and then click "Continue" to purchase a subscription of your own.

Would you like to use your organization's subscription to access the courses?

☒ Yes ☐ No

Continue Cancel

You will now be sent to the beginning of your lesson. Enjoy!