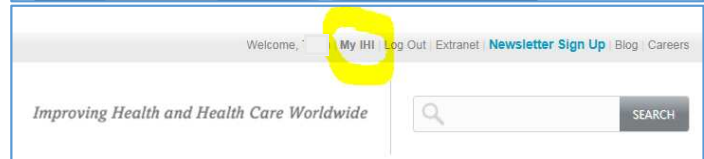


- 1) From the IHI Home Page at <http://www.ihl.org/Pages/default.aspx> Click on Log In in the top right corner of the page and Log In with your registered account
- 2) Click on My IHI



- 3) Click on Edit My Profile

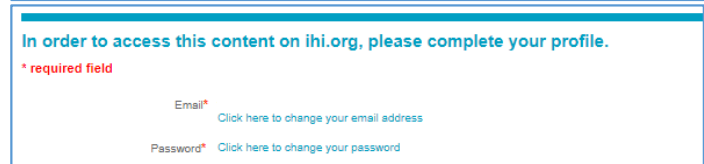


- 4) Update your public profile information and personal contact information



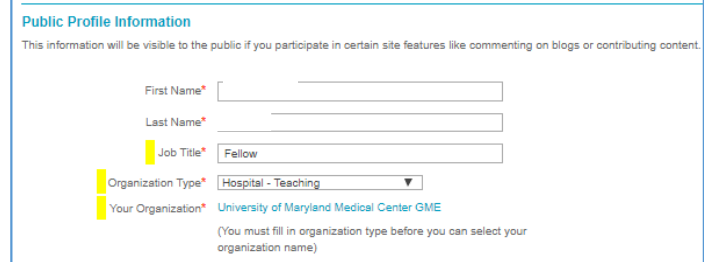
**PUBLIC PROFILE INFORMATION**

- a) For Job Title enter Resident, Fellow, or Attending
- b) For Organization Type select Hospital-Teaching from the drop down window
- c) Your Organization must be entered as **University of Maryland Medical Center GME** – make sure it displays exactly in that manner, and select your Country, State and City



**PERSONAL CONTACT INFORMATION**

- a) Select your primary role as **resident/intern (for residents/fellows)** or teacher/professor (for program directors and faculty)
- b) Complete the Address Line, City, Country, and Postal Code fields – note once you select the country of United States a new field will display for your State above the Postal Code field.



*All fields with the Red Asterisk to the right of the field name must be completed.*

- c) Check if you would like to subscribe to IHI's weekly e-newsletter and other program announcements (this is optional and not required),
- d) Complete your profile update by clicking Save

- 5) After your profile update is complete, click on the Home icon in the top left tab bar
- 6) Return to course information by clicking on Open School
- 7) Refer to IHI Course Requirements for instructions on completing courses and documenting training completion.

