

1. Go to www.IHI.org at the top right click the “Login/Register link”



2. On the next screen click “Create an account”



3. You will then be prompted to complete your profile starting with your contact information. Once all information has been entered please click “Next” in the lower right corner. The following fields are required:
 - a. First name
 - b. Last Name
 - c. Credential
 - d. Job Title
 - e. Organization
 - i. Enter “University of Maryland Medical Center GME”
 - f. Address
 - i. Enter “110 S Paca St, F18, Baltimore, MD 21201-1644”
 - g. Email
 - i. This will become your username
 - h. Password

CONTACT INFORMATION
DEMOGRAPHIC INFORMATION

Signed up already? [Sign In](#)

*First name

*Last name

Credentials

Job Title

*Organization

*Email

Phone

*Country ▼

*Address

*City

*State ▼

*Postal code

Username (Email Address)

*Password

*Confirm password

The password must be between 9 and 12 characters long and contain at least one letter and one number. You can also use any of these special characters: ! @ # \$ % ^

I'm not a robot

Next

4. On the demographic information page please select from the following:
 - a. My Primary Role:
 - i. Residents/Fellows: Select **“Resident/Intern”**
 - ii. Program Directors/Faculty: Select **“Teacher/Professor”**
 - b. My Organization’s Type:
 - i. Select: **“Hospital”**
 - c. Education Type:
 - i. Residents/Fellows Select: **“Physician (Have a MD, MB ChB or similar)”**
 - ii. All other trainees: Select from the following options
 - Dentists (Have a DMD or similar)
 - Other Learner
 - Pharmacist (have PharmD or similar)
 - d. Student Information:

- i. Residents/Fellows Only: Select “**Resident**”
 - ii. All other users: Select “**Student**”
 - iii. Enter your school/work email address
 - iv. Enter the anticipated year of graduation from the program
- e. Communication Preferences
- i. Optional section

The screenshot displays a registration form with two tabs: "CONTACT INFORMATION" and "DEMOGRAPHIC INFORMATION". The "DEMOGRAPHIC INFORMATION" tab is active. The form is divided into three sections:

- Role Information:** Contains three dropdown menus, each marked as "Required":
 - "My Primary Role" with "(Select)" as the current value.
 - "My Organization's Type" with "(Select)" as the current value.
 - "Education Type" with "(Select)" as the current value.
- Student Information:** Includes a note: "Students may be eligible for special programming and discounts."
 - "Student or Resident?" dropdown menu with "Resident" selected.
 - "School E-Mail Address" text input field.
 - "Year of Graduation" dropdown menu with "(None)" selected.
- Communication Preferences:** Includes a note: "Sign up to receive IHI communications, including newsletters, publications, tools, and other event and education related information from IHI. You may update your preferences at any time."
 - "Select your communication preferences:"
 - Three checkboxes: "Email", "Physical Mail", and "Phone", all of which are currently unchecked.

At the bottom right of the form, there are two buttons: "Previous" (disabled) and "Finish" (active).

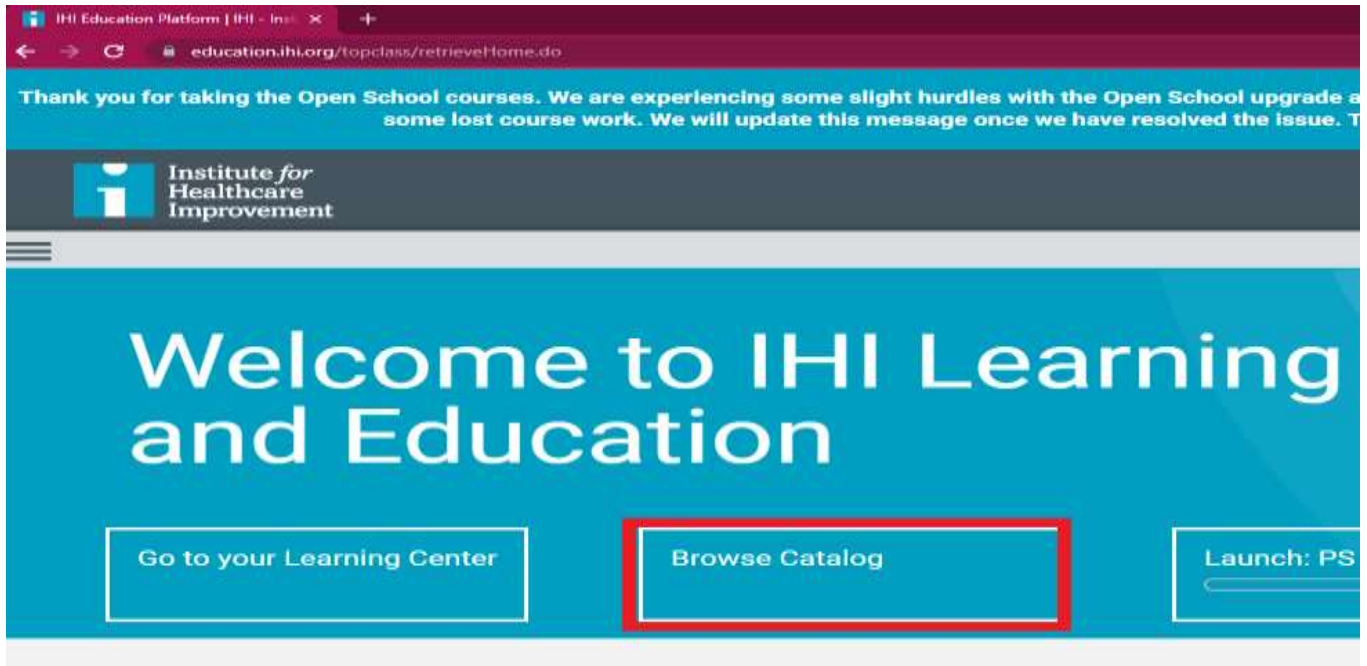
5. Once all information is entered click “**Finish**” on the bottom right corner.

6. After creating your account, you may go to <https://education.ihl.org/>

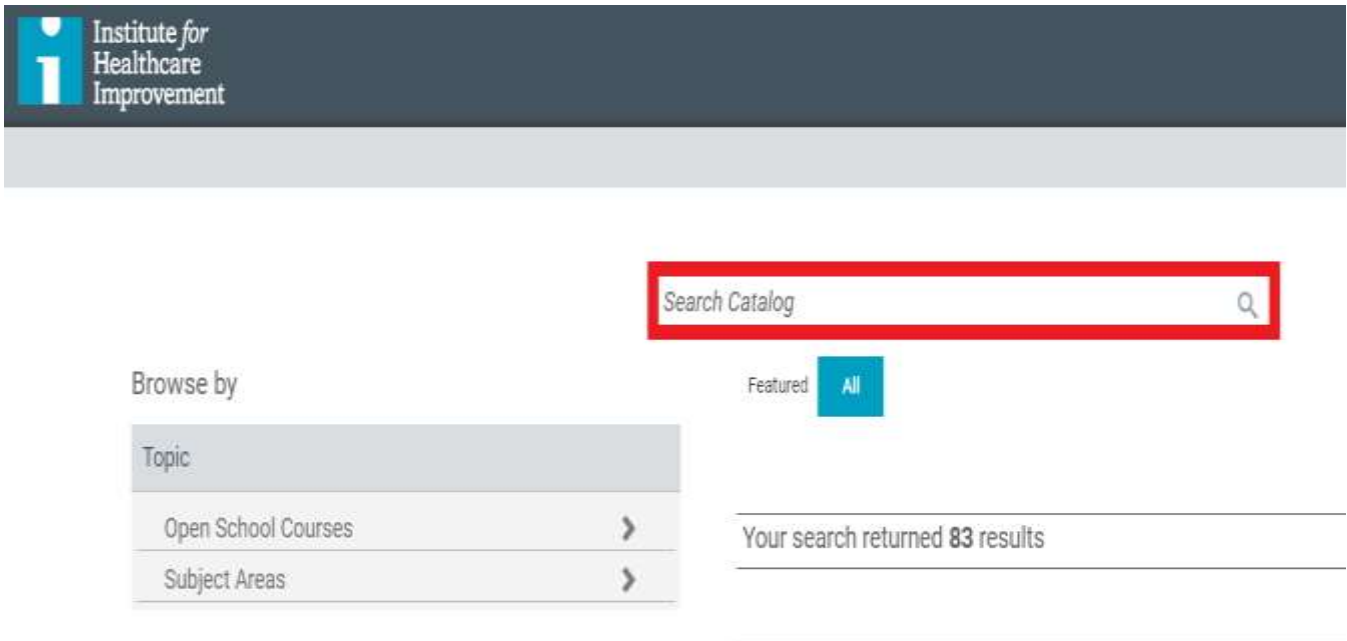
Please note you will have to logout and log back in to access your courses. You will be prompted to login with your newly created credentials and begin to access the Open School catalog of courses.

Course Enrollment

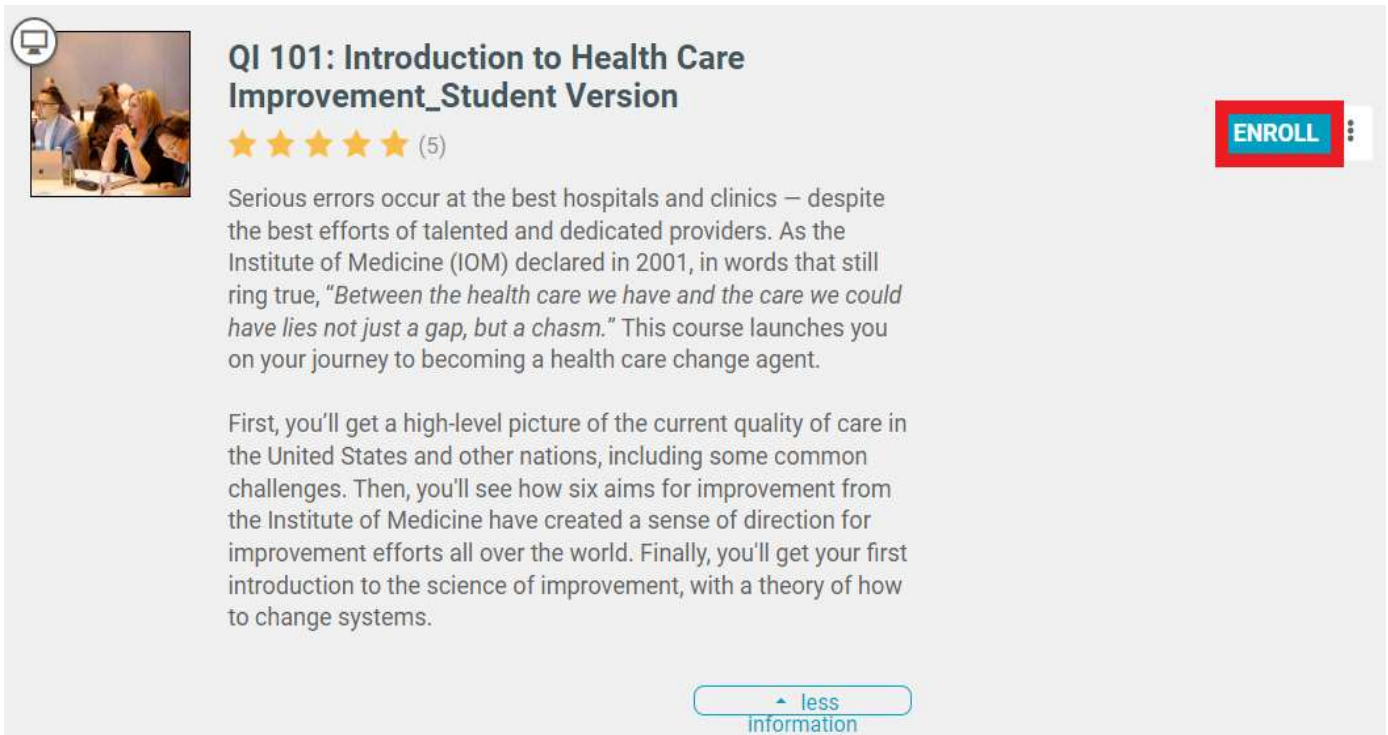
1. Go to <https://education.ihl.org/>
 - a. Log in using your IHI account information
2. Once logged in select “Browse Catalog”



3. Users can type in the course name, referencing the required course list, into the “Search Catalog” field.

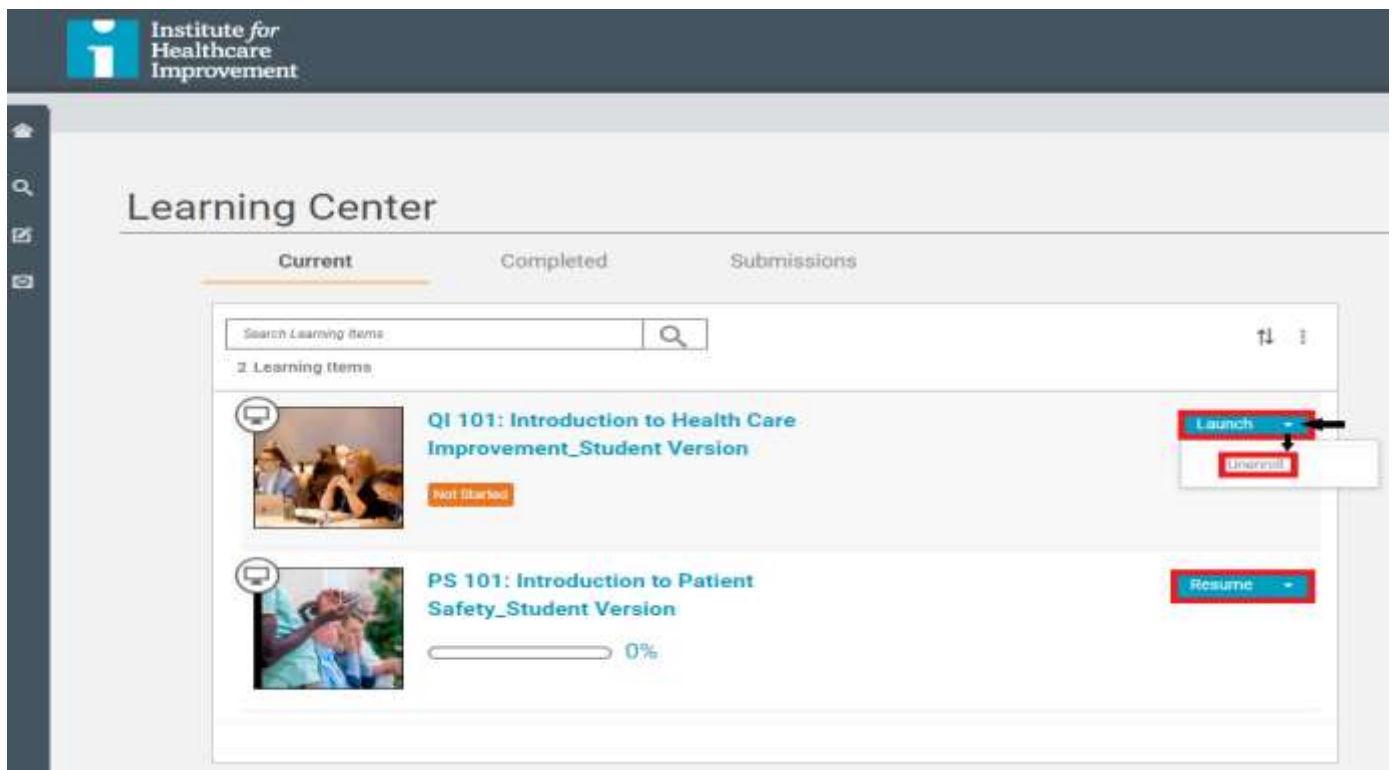


- Once the required course has been located click the “ENROLL” button.



The image shows a course card for "QI 101: Introduction to Health Care Improvement_Student Version". On the left is a small thumbnail image of a classroom. To the right of the image is the course title, a five-star rating with "(5)" next to it, and a red "ENROLL" button with a three-dot menu icon to its right. Below the title is a paragraph of text: "Serious errors occur at the best hospitals and clinics – despite the best efforts of talented and dedicated providers. As the Institute of Medicine (IOM) declared in 2001, in words that still ring true, *“Between the health care we have and the care we could have lies not just a gap, but a chasm.”* This course launches you on your journey to becoming a health care change agent." Below this is another paragraph: "First, you'll get a high-level picture of the current quality of care in the United States and other nations, including some common challenges. Then, you'll see how six aims for improvement from the Institute of Medicine have created a sense of direction for improvement efforts all over the world. Finally, you'll get your first introduction to the science of improvement, with a theory of how to change systems." At the bottom right of the card is a button that says "less information" with an upward-pointing arrow.

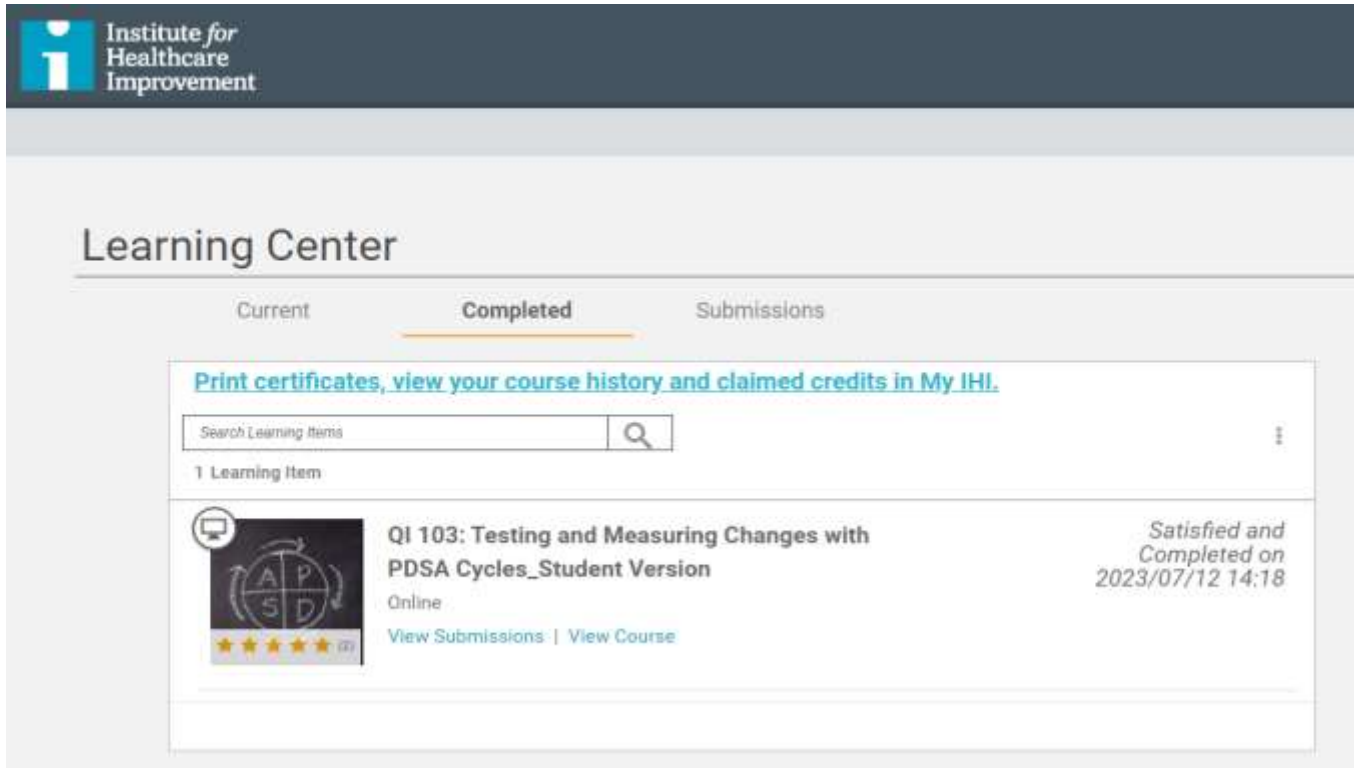
- Once enrolled, users will be automatically sent to the Learning Center. The Learning Center is where users can access all currently enrolled courses and view/print completed courses. Courses can be started, resumed, or unenrolled by selecting the appropriate action to the right of the course name.



The image is a screenshot of the "Learning Center" interface for the Institute for Healthcare Improvement. At the top left is the institute's logo and name. Below the header, there are three tabs: "Current", "Completed", and "Submissions". The "Current" tab is selected. Below the tabs is a search bar labeled "Search Learning Items" and a search icon. Below the search bar, it says "2 Learning Items". There are two course cards listed. The first card is for "QI 101: Introduction to Health Care Improvement_Student Version" with a "Not Started" status. To its right is a dropdown menu with "Launch" and "Unenroll" options, with a red box highlighting the "Launch" option and an arrow pointing to it. The second card is for "PS 101: Introduction to Patient Safety_Student Version" with a progress bar showing "0%" and a "Resume" button to its right.

6. A list of completed courses is viewable via the “Completed” tab in the Learning Center and can be printed from this page as proof of completion to program leadership.

NOTE: The “Print certificate, view your course history and claimed credits in My IHI” button is not optional for those who completed the student versions of the course. Course completion is only viewable in the Learning Center.



The screenshot displays the IHI Learning Center interface. At the top left is the IHI logo and the text "Institute for Healthcare Improvement". Below this is a navigation bar with three tabs: "Current", "Completed" (which is selected and underlined), and "Submissions". The main content area features a blue link: "Print certificates, view your course history and claimed credits in My IHI." Below the link is a search bar labeled "Search Learning Items" with a magnifying glass icon. Underneath the search bar, it says "1 Learning Item". The item listed is "QI 103: Testing and Measuring Changes with PDSA Cycles_Student Version", which is "Online". To the left of the title is a course icon showing a circular diagram with "A", "P", "S", and "D" in the quadrants. To the right of the title, it states "Satisfied and Completed on 2023/07/12 14:18". At the bottom of the item card, there are five yellow stars and a small "3" icon, followed by the links "View Submissions | View Course".