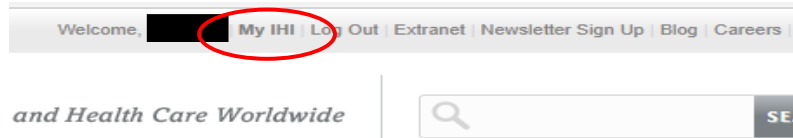


1. From the IHI Home Page at <http://www.ihl.org/Pages/default.aspx> Click on **Log In/Register** in the top right corner of the page and Log In with your registered account



2. Click on “My IHI”



3. While in the “My Account” page scroll down to “My Public Profile”

Click on the Edit item values in the upper right corner



4. Update your public profile information:  
 For “**About Me**” enter Resident, Fellow, or Attending  
 For “**Education and Experience**” enter your current training program  
 For “**Credentials**” enter your medical credential of MD, DO, or MBBS



5. Update your personal contact information:  
 Select “edit” while under your profile name on The left side of the My Account page



*All fields in Red must be completed.*

*For primary Organization enter: University of Maryland Medical Center GME*

The screenshot shows an 'Edit' profile form with the following fields and their states:

- Prefix: dropdown menu
- First name: text input with red background
- Middle: text input
- Last name: text input with red background
- Suffix: dropdown menu
- Designation: text input
- Title: text input with red background
- Informal name: text input with red background
- Full name: text input with red background
- Primary organization: text input with red background
- Mobile phone: text input with red background

6. Complete your profile update by clicking “Save & Close”



7. Resident and Fellows: please select “Edit” under the “Students and Residents” section  
*Under “Student” select “Resident” from drop down list*  
*For School: Please enter your Medical School*  
*For Discipline select “Other”*  
*Under “Your Discipline-Other” type your specialty*  
*Under School Email Address: enter your Umm.edu*  
*Under “Year of Graduation”: enter your anticipated Graduation year*

The screenshot shows the 'Students and Residents' form with the following fields and their states:

- Student: dropdown menu with 'Resident' selected
- School: text input
- Your Discipline: dropdown menu with '(None)' selected
- Your Discipline-Other: text input
- \*School E-Mail Address: text input
- \*Year of Graduation: dropdown menu with '(None)' selected

8. After your update is complete, click on the “Save” icon in the top left tab bar

A screenshot of a web form with the following fields: "School E-Mail Address" (text input), "Year of Graduation" (dropdown menu with "None" selected), "Degree" (text input), and "Major" (text input). At the bottom right, there are two buttons: "Save" (highlighted with a red circle) and "Cancel".

9. Update your “Education Credential Type”  
Select: “Physician (Have a MD, MB ChB or similar)”

A screenshot of a form titled "Education Credential Type" with an edit icon. The field "Education Credential Type" contains the text "Physician (Have a MD, MB ChB or similar)". Below the field are "Save" and "Cancel" buttons.

10. Optional: Update communications preferences

A screenshot of a "Preferences" page. At the top, there is a navigation bar with tabs: "ABOUT ME", "SUPPORT", "MY PARTICIPATION", "PREFERENCES" (active), "MY MATERIALS", and "CREDITS". Below the navigation bar, the page title is "Preferences". The main content area contains an introductory paragraph and a list of communication preferences, each with an unchecked checkbox:

- Email** - Via Email, IH will send you information about upcoming programs that may be of interest to you. Based on your location, we'll also add you to our regional newsletters so that you can stay up-to-date on IH's newest tools and resources. You can update your email preferences at any time and select the type of content that is of most interest to you. [You can access the email preferences form here.](#)
- Physical Mail** - Occasionally, IH will send out information about our programs and services to your postal mailbox in the form of letters, postcards, etc.
- Phone** - IH may contact you on the phone in response to an inquiry you made, to see if an upcoming program is a good fit for you, or to confirm program attendance.
- Find a Colleague** - Our customer portal allows others to search for individuals by organization, job title, etc. and connect virtually. Once opted in, you will have access within 24 hours.

At the bottom, there are four checkboxes for "IH May Contact Me by":

- Email
- Physical Mail
- Phone
- Find a Colleague Directory Opt In

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