



**IHI Open School – Online Patient Safety & Quality Improvement Education Instructions for Faculty, Residents\*, Medical Students and Staff (including Erlanger) to Register for Online Courses 2018**

1. Go to the website, <http://www.ihl.org>.
2. Click on the link for Log In / Register at the top of the page.
3. Click on the link to Register Now.
4. Under Login Information, enter your email address which will be your login for IHI.org:
  - Enter your email address (the one you will remember to use)
  - Enter a password (case sensitive and between 6 and 12 characters)
  - Confirm your password
5. Under Public Profile Information, enter
  - First Name
  - Last Name
6. Under Email Services, you can elect to receive IHI weekly newsletters via email. Check the box if you would like to enroll. You can change this choice at any time.
7. Under Terms of Use, you must check the box that “Yes, I accept the Terms of Use for ihl.org.”
8. Click the Complete Registration tab at the bottom center of the page.
9. To edit your profile and identify yourself with our Chapter and organization, click on the link at the very top of the page that says, “My IHI.”
10. Click the “Edit My Profile” link in the center of the page.
11. Click “I wish to complete my profile” at the bottom of the page.
12. Under the Public Profile Information, enter your job title as “Faculty,” “Resident,” or “Medical Student.”
13. Click on the down arrow next to Organization Type and select, “School-Medicine.”
14. Click on the link beside Your Organization to so you can type in our Organization name and start to enter University of Tennessee College of Medicine Chattanooga. It should appear for you to select.
15. Under Organization Location
  - Select United States for Country (Type “U” and it should be the first item that appears in the list.
  - Select Tennessee for State
  - Enter Chattanooga for City / Town
16. Click Next
17. From the radio buttons that appear, select Chattanooga - University of Tennessee College of Medicine (the first button).
18. Click Next

19. Under Personal Contact Information
  - Select “Resident or Intern” if you are a Resident.
  - Select “Teacher / Professor” if you are a Faculty member, UT Staff member, or an Erlanger staff member such as a Nurse.
  - Select “Student” if you are a Medical Student.
20. Enter your department address, City, United States as the Country, and your department zip code (should be 37403 Residents, Faculty, and Erlanger Staff).
21. If you are a Medical Student or Resident, under Student Information, check the box that you are a full-time or part-time student. Then enter the year you will either graduate from medical school or graduate from your residency program.
22. Click Save at the bottom center of the page.
23. Now go back to the EDUCATION Tab if it appears and click on IHI Open School.
24. If that is not what your screen shows, and instead it displays an Open School Label beside the IHI logo, click on the Online Courses Tab and then click the “First Time Visitors” link.
25. You will see a heading of Start Learning Now.
26. As a First-time visitor, choose the orange box under “Students, residents, and professors:” Click that orange box to Register for FREE and begin taking courses.
27. Note that the page also says that once you’ve registered as a first-time visitor, you can instantly return to your learning modules by selecting “Return to MY COURSES.”
28. After completing the First-Time visitor registration, you will be taken to a list of all the IHI Open School Online Courses. There are no fees or requests for you to subscribe.

\*The term “Resident” refers to both Resident and Fellow trainees.

Approved by the GMEC 5/16/2017. Revised 10/15/2018.