

**UT College of Medicine Chattanooga IHI Open School Chapter
Instructions for Faculty and Residents to Register for Online Courses**

1. Go to the website, 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:
 - a. Enter your email address
 - b. Enter a password (case sensitive and between 6 and 12 characters)
 - c. Confirm your password
5. Under Public Profile Information, enter
 - a. First Name
 - b. 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. Under the Public Profile Information, enter your job title as “Faculty,” “Resident,” “Fellow,” or “Medical Student.”
12. Click on the down arrow next to Organization Type and select, “School-Medicine.”
13. Click on the link beside Your Organization so you can type in our Organization name – enter University of Tennessee College of Medicine.
14. Under Organization Location,
 - a. Select United States for Country
 - b. Select Tennessee for State
 - c. Enter Chattanooga for City / Town
15. Click Next
16. Under Personal Contact Information
 - a. Select “Intern or Resident” if you are a resident or fellow.
 - b. Select “Teacher / Professor” if you are a faculty member.
 - c. Select “Student” if you are a medical student.
 - d. Enter your department address, City, United States as the Country, and your department zip code (should be 37403 for most of our residents and faculty).

17. If you are a medical student or resident/fellow, 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.
18. Click Save at the bottom center of the page.
19. Now go back to the IHI Offerings tab and click on IHI Open School.
20. Click on Courses & Certificates.
21. Click on Take a Course Now.
22. Click on the link “Click here to browse current offerings and start taking courses.
23. Start with QI 101 (Lessons 1, 2, 3, and 4).

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