

How to register and begin IHI Open School courses.

Step 1: Select **UC Berkeley, School of Public Health** as your organization.

- Go to https://www.ihi.org/_layouts/ihi/userregistration/userregistration.aspx to register.
 - If you are already registered, go to https://www.ihi.org/_layouts/ihi/mysite/editprofile.aspx
- Fill out the registration form. Mandatory fields are marked with an asterisk (*).
- Once you reach “Your Organization” click the link as seen here.

Your Organization* [Please click here to select your organization](#)

- Search for **UC Berkeley, School of Public Health** by entering the search criteria exactly as pictured below. Enter “**Berkeley**” for City/Town even if you are located elsewhere. Click *Next*.

Please enter the organization search criteria
Please do not use abbreviations, acronyms, or department names.

Organization / Employer / School *

Country *

State / Province / Region *

City / Town *

Or select

I am not currently affiliated with an organization.

- If you are prompted to select an organization, select **UC Berkeley, School of Public Health** and click *Next*.
- You will notice that your organization has changed on the original form.

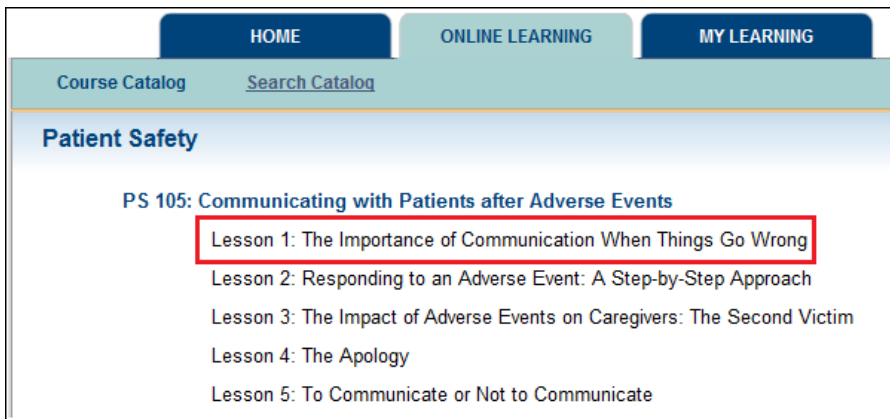
Your Organization* **UC Berkeley, School of Public Health**

- Complete the remainder of the form save your registration.

You are now registered under the correct organization.

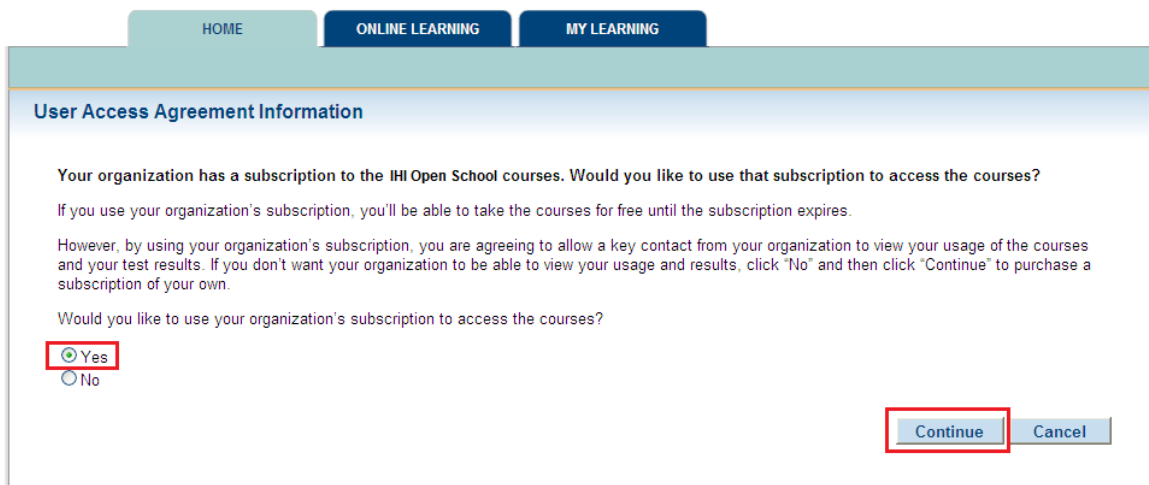
Step 2: Opt-In to the subscription and begin a lesson

- Go to the Course Homepage at the following link: www.ihl.org/lms
- Click the online learning tab and select the lesson you wish to start.



The screenshot shows the IHI LMS interface. At the top, there are three tabs: 'HOME', 'ONLINE LEARNING', and 'MY LEARNING'. Below the tabs, there are two links: 'Course Catalog' and 'Search Catalog'. The main content area is titled 'Patient Safety' and lists five lessons under the heading 'PS 105: Communicating with Patients after Adverse Events'. The first lesson, 'Lesson 1: The Importance of Communication When Things Go Wrong', is highlighted with a red box.

- The next screen will describe the lesson you have selected. Click the *Begin Lesson* link.
- You will be prompted to opt-in to UC Berkeley, School of Public Health's subscription. Select *yes* and click *continue*.



The screenshot shows the 'User Access Agreement Information' screen. At the top, there are three tabs: 'HOME', 'ONLINE LEARNING', and 'MY LEARNING'. The main content area is titled 'User Access Agreement Information' and contains the following text: 'Your organization has a subscription to the IHI Open School courses. Would you like to use that subscription to access the courses? If you use your organization's subscription, you'll be able to take the courses for free until the subscription expires. However, by using your organization's subscription, you are agreeing to allow a key contact from your organization to view your usage of the courses and your test results. If you don't want your organization to be able to view your usage and results, click "No" and then click "Continue" to purchase a subscription of your own. Would you like to use your organization's subscription to access the courses?'. Below the text, there are two radio buttons: 'Yes' (selected) and 'No'. At the bottom right, there are two buttons: 'Continue' and 'Cancel'. The 'Yes' radio button and the 'Continue' button are highlighted with red boxes.

You will now be sent to the beginning of your lesson. Enjoy!