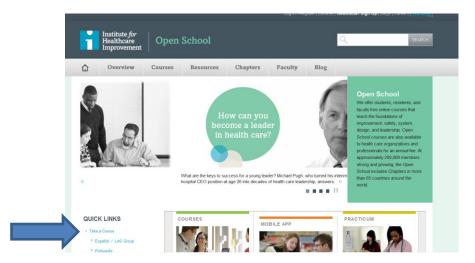
To register for Open School:

- 1) Go to http://www.ihi.org/education/ihiopenschool/Pages/default.aspx
- 2) Click on "Take a Course"



3) Click on "Log In/Register"



4) Click on "Register Now"



### In order to access this content on ihi.org, please log in or register now.



5) If you are a student, resident, teacher/professor select "Academic". Otherwise select "Professional"



6) Once you are in open school select a course. If this is the first time taking a course you will be asked to complete your profile.

# If you are in the academic component:

Select Student, Resident/Intern, or Teacher/Professor as your role

| Action Survey   | act Information<br>will be used for enrollments in IHI pro | grams and other interactions with IHI. If |
|-----------------|--|---|
| Primary Role*   | Resident/Intern  | ~   |
| Address Line 1* | 20 University Road   |   |
| Address Line 2  | Floor 7  |   |

### If you are in the professional component:

Begin completing the profile

Once you reach "Your Organization" click the link as seen here.

Your Organization\* Please click here to select your organization

• Search for **Children's National Medical Center** by entering the search criteria exactly as pictured below. Enter "**Washington**" for City/Town even if you are located elsewhere. Click *Next*.

| Your organization may already be in our database. Enter the information below and we can help you find your organization. |  |  |
|---|--|--|
| (*) required field.   |  |  |
| Organization / Employer / School *  |  |  |
| Children's National Medical Center  |  |  |
| Organization Location   |  |  |
| Country *   |  |  |
| United States   |  |  |
| State / Province / Region *   |  |  |
| District of Columbia  |  |  |
| City / Town *   |  |  |
| Washington  |  |  |

- If you are prompted to select an organization, select Children's National Medical Center and click Next.
- You will notice that your organization has changed on the original form.

Your Organization\* Children's National Medical Center

• Complete the remainder of the form and save your registration.

You are now registered under the correct organization.

#### If you find that these actions do not give you open school access, contact IHI directly:

## By Email:

Send us an email at info@ihi.org.

Please indicate the topic of your inquiry in the "Subject" line of your email.

The IHI goal is to respond to inquiries within two business days. The more specific you are about your question or request, the better IHI Customer Service is able to respond to or direct your question to the appropriate person. Some responses, however, may take longer than two business days, depending on the nature of the question and the availability of IHI team members or content experts to respond.

By Phone:

Matt is the IHI staffer who has been handling our subscription

Phone: (617) 301-4800 Toll-Free: (866) 787-0831 Fax: (617) 301-4848

Monday through Friday: 8:30 AM to 5:00 PM Eastern Time

The name associated with Children's National account is: Vincent Schuyler

Thank you!