IHI National Forum 2020

**Veteran’s Affairs**

**December 6-9, 2020**

**Registration Instructions**

Thank you for enrolling your organization in the IHI National Forum 2020. Members of your organization should follow the instructions below to register on or before Friday, November 27th.

# PART 1: Register to View the IHI National Forum 2020 and Receive Continuing Education Credits (prior to Friday, November 27th)

1. Go to [www.ihi.org](http://www.ihi.org/)and log in with your username and profile. (If you do not have a profile,

click “Register with IHI.org” and create a new profile. STAY LOGGED IN.

1. **Once you are logged in to IHI.org, click on the following link**

<https://conferences.ihi.org/nationalforum>

1. Enter email address, click “Lookup”
2. In the field marked Discount Code: type the passcode “**VA$2020**” and then click “Continue”.
3. Be sure to follow the steps to ensure a successful registration.
4. You’re all set! Prior to the event you will receive an email from IHI with a link to access the

virtual event.

# PART 2: Receiving Your Certificate

1. **Before January 29th ,** go to [IHI Education Platform](https://education.ihi.org/topclass/login.do) and log in.
2. Sign in with your My IHI username and password.
3. From the homepage, select **Go to your Learning Center**
4. Once you complete all program activities, your program will appear under the **Completed**

tab of your Learning Center

1. Click **Claim Credits**
2. **Check the box** next to the credit type that you would like to claim. Click **Submit.** A pop-up will appear asking you to confirm your selection.
	1. Note: once you click **Submit,** your selection is final. You can add an additional credit type, but you cannot undo the previously selected option.
3. You will return to your Learning Center
4. To find your printable Certificate, visit you[r Certificate Cente](http://ihi.org/certificatecenter)r.
	1. You may be asked to again log in with your My IHI username and password.
5. Click the link in the **Credit Type** column to generate your certificate.
6. On the following screen, Click the button just above your certificate to download a PDF of your certificate.

**Need Help?** If you have any trouble with obtaining your surveys, please contact info@ihi.org or call our Customer Service Department at 617-301-4800.