

Good morning,

Students, residents, and professors can access the IHI Open School online courses for free. A subscription is not required. Below are instructions that your group can follow to designate themselves as such in our system. Please let me know if you have any questions as you get started.

The instructions frame the process as someone creating a new account on our website. If someone is already registered, they can log into that existing account, click “my ihi” at the top to edit their profile, and adjust their primary role there. After saving this change, they can log out and log back in to make sure it takes effect. They should then have access to the courses at www.ihl.org/OnlineCourses.

Free Open School Access for Students, Residents, Professors

If you are a student, resident, professor, or dean, you get free access to the Open School. To create your account, please visit www.ihl.org and select the “login/register” button in the top right-hand corner of the screen. From this page select “create an account” to begin account creation.

On the first screen you will need to fill out your contact information. Please make sure you enter “**A.T. Still University - Kirksville College of Medicine - Kirksville, MO**” in the Organization box and select it from the drop down. Please note you will need to select it from the drop down and not just type it in to be added to the subscription.

The screenshot shows a registration form with two tabs: "CONTACT INFORMATION" (active) and "DEMOGRAPHIC INFORMATION". The form includes fields for First name, Last name, Credentials, Job Title, Organization (highlighted with a red circle), Email, Phone, Country (dropdown menu), Address, City, State (dropdown menu), Postal code, Username (Email Address), Password, and Confirm password. A "Next" button is located at the bottom right. A note at the bottom states: "The password must be between 9 and 12 characters long and contain at least one letter and one number."

Once you click next it will bring you to the demographics page. This is the page where you must designate that you are a student/resident/faculty in order to gain access to the IHI Open School.

On this page, please choose from one of the below values under 'My Primary Role':

- Student
- Resident/Intern
- Teacher/Professor
- Dean

Furthermore, if you are a student or resident, please choose from one of the below values under 'Student or Resident?'

- Resident
- Student-Full Time
- Student-Part Time

You will then be prompted to provide an email address for your school or institution (it may be different from the email you use as your login username) and your year of graduation or end of your residency.

CONTACT INFORMATION **DEMOGRAPHIC INFORMATION**

Role Information

*My Primary Role Student

My Organization's Type (None)

*Education Type (Select)

Student Information

Students may be eligible for special programming and discounts.

Student or Resident? Student - Full Time

*School E-Mail Address testschoolemail@test.test

*Year of Graduation 2024

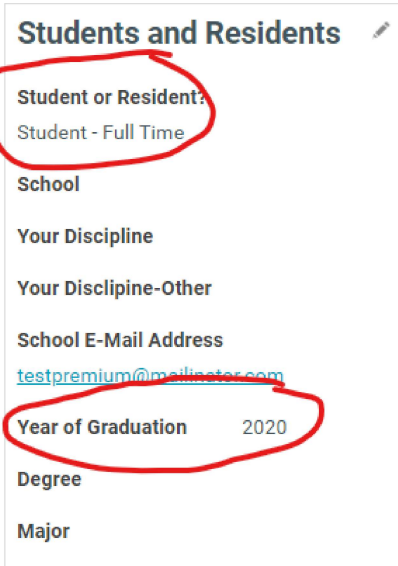
After creating your account, please logout and log back in to trigger access to the Open School. Once you have done this, you should be able to access the courses at www.ihl.org/onlinecourses .

Troubleshooting – Already have an account/Asks me for a passcode

“When trying to access the Open School courses, I get a message asking me to subscribe or enter a Passcode.”

1. Please go [here](#) to review your profile in the My IHI portal.
2. If you are a resident or student, you also need to make sure you have filled out the Students and Residents box filled out. In this box, you must select if you are a student or resident and enter your graduation year.

After



The screenshot shows a form titled "Students and Residents" with a pencil icon for editing. The form contains several fields: "Student or Resident:" with a dropdown menu showing "Student - Full Time"; "School"; "Your Discipline"; "Your Discipline-Other"; "School E-Mail Address" with the value "testpremium@mailinator.com"; "Year of Graduation" with the value "2020"; "Degree"; and "Major". Two red circles are drawn around the "Student or Resident:" dropdown and the "Year of Graduation" field.

updating your profile, you should **log out, and log back in again**. This is necessary to ensure that the required changes to your account take effect. After doing so, you may return to ihl.org/OnlineCourses, and you now should have access to the Open School catalog of courses. If you are still unable to access the Open School courses, try these steps again after completely closing and relaunching your browser. If that does not work, please have [submit a case](#) or email info@ihl.org .

Please let me know if you have any questions. Have a great day!