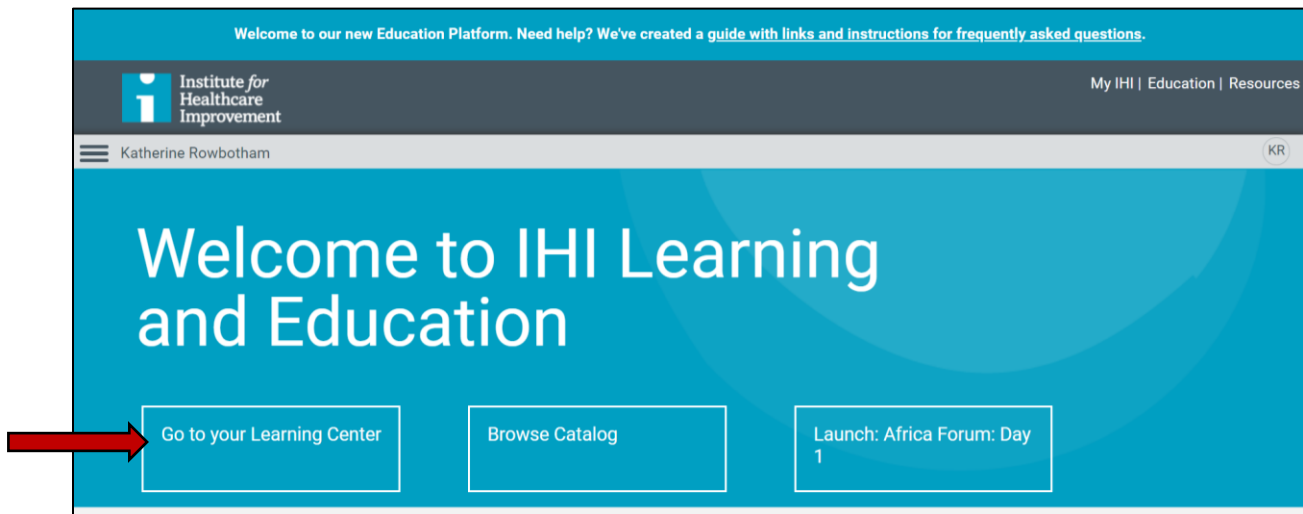
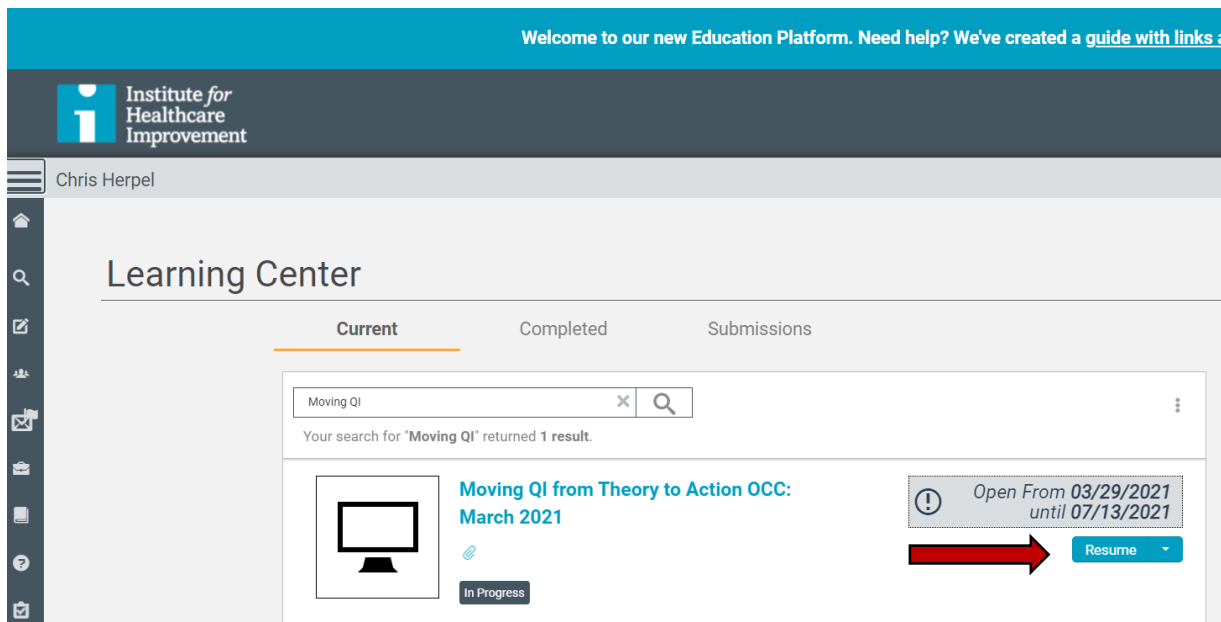


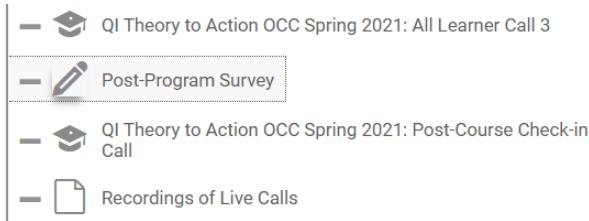
1. Visit the [IHI Education Platform](#).
2. Sign in with your MyIHI username and password.
3. From the homepage, select “Go to your Learning Center.”



4. Under the default “Current” tab, find the sessions that you attended. Select “Launch” next to the session that you would like to claim.



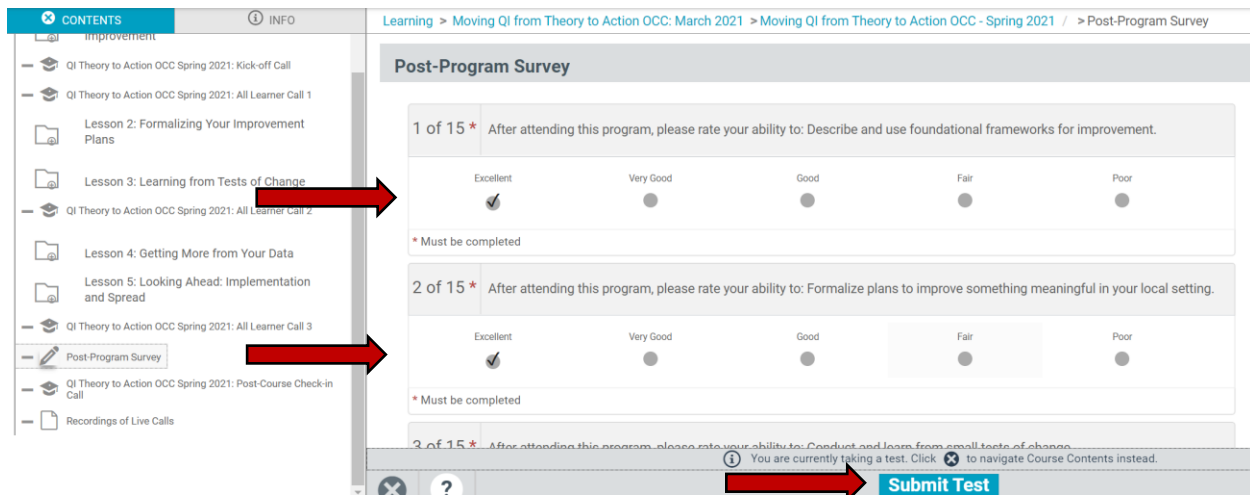
## 5. Select the Post Program Survey at the bottom of the Table of Contents



## 6. Click start to begin the Survey



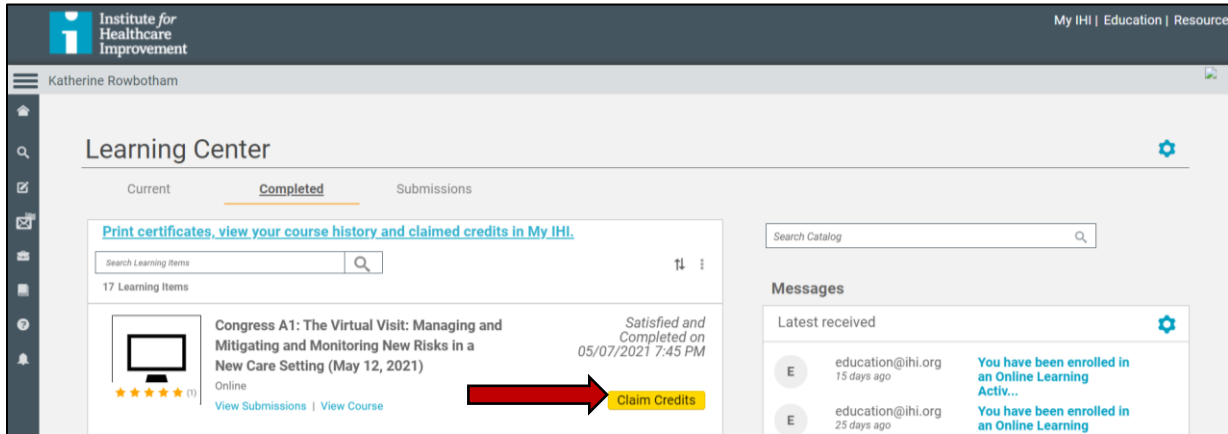
## 7. Provide your feedback for each question and click "Submit Test" once you are complete.



## 8. Select "Return to homepage and then proceed back to the Learning Center in Step 3."

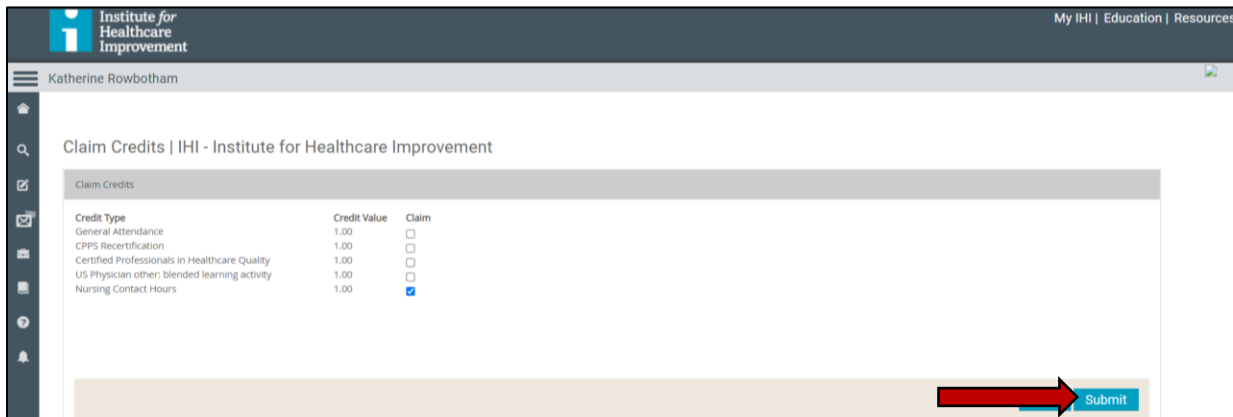


## 9. Under the “Completed” tab, select “Claim Credits.”



The screenshot shows the 'Learning Center' for Katherine Rowbotham. The 'Completed' tab is active. A course titled 'Congress A1: The Virtual Visit: Managing and Mitigating and Monitoring New Risks in a New Care Setting (May 12, 2021)' is displayed. The course is marked as 'Satisfied and Completed on 05/07/2021 7:45 PM'. A red arrow points to the 'Claim Credits' button located at the bottom right of the course card.

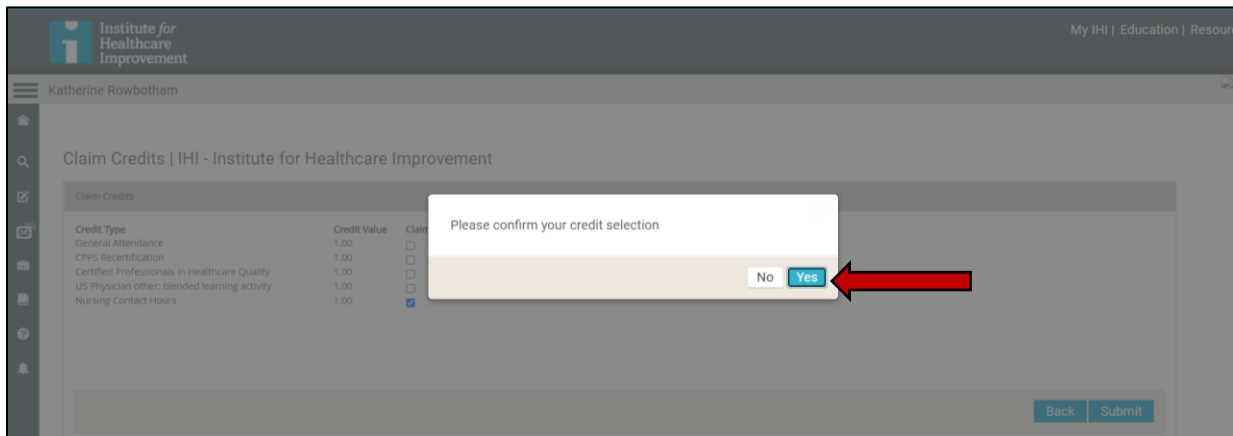
## 10. Make your selection(s) and click “Submit.”



The screenshot shows the 'Claim Credits' page. A table lists credit types and their values, with checkboxes for claiming each. The 'Nursing Contact Hours' checkbox is checked. A red arrow points to the 'Submit' button at the bottom right of the page.

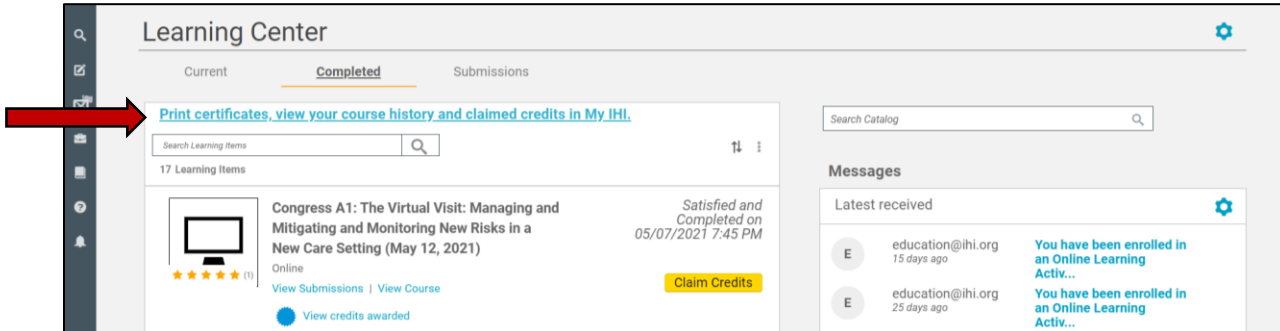
Credit Type	Credit Value	Claim
General Attendance	1.00	<input type="checkbox"/>
CPPS Recertification	1.00	<input type="checkbox"/>
Certified Professionals in Healthcare Quality	1.00	<input type="checkbox"/>
US Physician other: blended learning activity	1.00	<input type="checkbox"/>
Nursing Contact Hours	1.00	<input checked="" type="checkbox"/>

## 11. Confirm your credit selection.

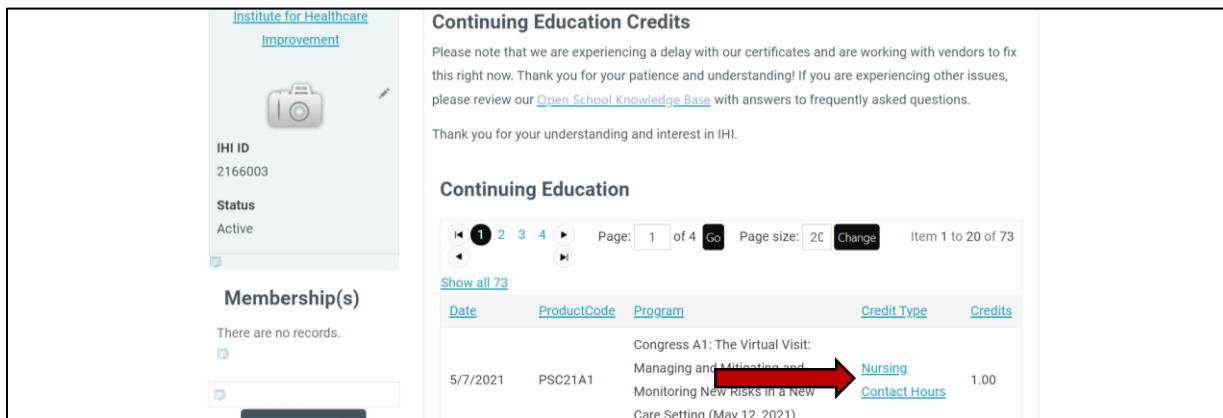


The screenshot shows the 'Claim Credits' page with a confirmation dialog box overlaid. The dialog box contains the text 'Please confirm your credit selection' and two buttons: 'No' and 'Yes'. A red arrow points to the 'Yes' button.

12. Select the link titled "Print certificates, view your course history and claimed credits in My IHI."



13. Click the linked credit type beside your selection. Please note that it can take up to 24 hours for the certificate to populate.



14. The certificate will display on a new page. A PDF copy can be downloaded by selecting the small red PDF icon as shown below.

