

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.ihi.org/OnlineCourses](http://www.ihi.org/OnlineCourses).

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### 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.ihi.org](http://www.ihi.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 “Insert Organization here” 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 image shows a web form for account creation, divided into two tabs: "CONTACT INFORMATION" and "DEMOGRAPHIC INFORMATION". The "CONTACT INFORMATION" tab is active. At the top left, it says "Signed up already? [Sign In](#)". The form contains several input fields, each with an asterisk indicating it is required: "First name", "Last name", "Credentials", "Job Title", "Organization" (highlighted with a red circle and containing the placeholder text "Enter an organization"), "Email", "Phone", "Country" (a dropdown menu currently set to "United States"), "Address" (two stacked input fields), "City", "State" (a dropdown menu currently set to "(None)"), "Postal code", "Username (Email Address)", "Password", and "Confirm password". A note at the bottom of the form states: "The password must be between 9 and 12 characters long and contain at least one letter and one number." A blue "Next" button is located at the bottom right of the form.

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.

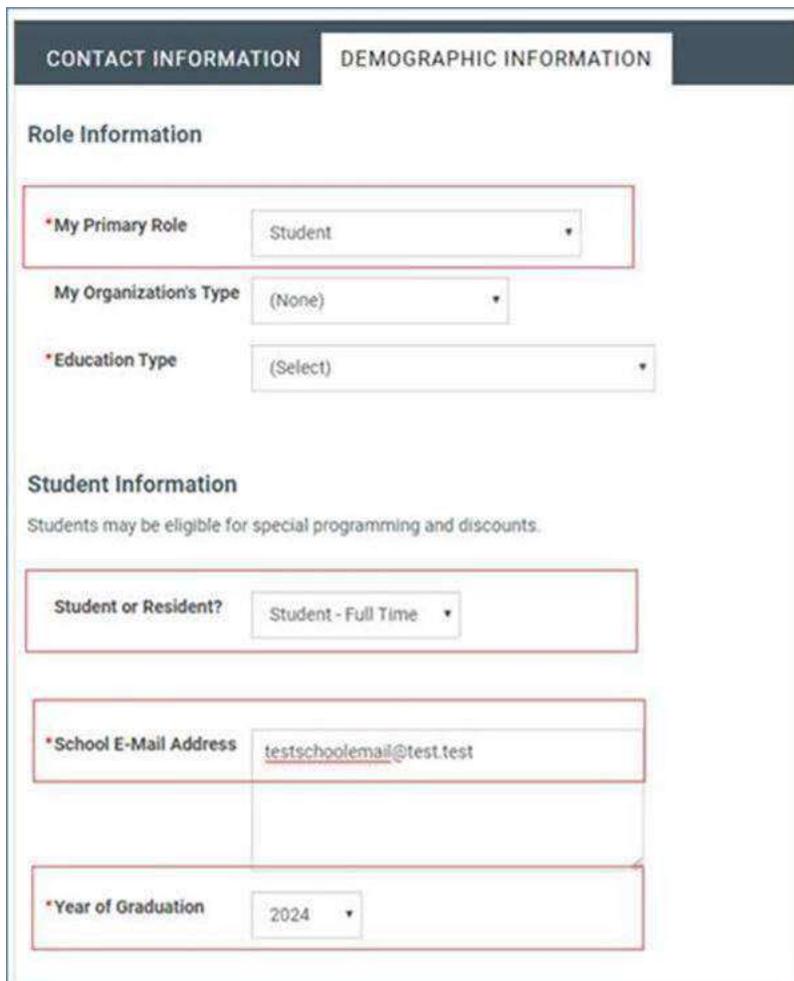
On this page, please choose from one of the below values under 'My Primary Role':

- 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.



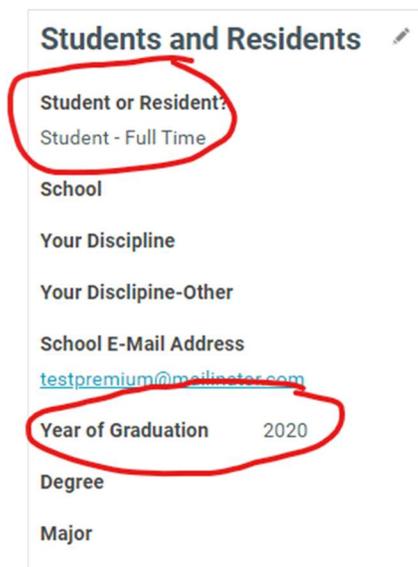
The screenshot shows a web form with two tabs: 'CONTACT INFORMATION' and 'DEMOGRAPHIC INFORMATION'. The 'DEMOGRAPHIC INFORMATION' tab is active. Under the heading 'Role Information', there are three dropdown menus: 'My Primary Role' (selected: Student), 'My Organization's Type' (selected: None), and 'Education Type' (selected: Select). Below this is the 'Student Information' section, which includes a note: 'Students may be eligible for special programming and discounts.' This section contains four input fields: 'Student or Resident?' (selected: Student - Full Time), 'School E-Mail Address' (text: testschoolemail@test.test), and 'Year of Graduation' (selected: 2024). The 'Year of Graduation' field is currently empty, suggesting a dropdown menu.

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](http://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.



The image shows a screenshot of a web 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" selected; "School"; "Your Discipline"; "Your Discipline-Other"; "School E-Mail Address" with the value "testpremium@medlinetec.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.

After 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](http://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](mailto:info@ihl.org) .

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