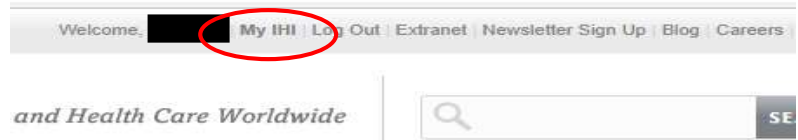


1. From the IHI Home Page at <http://www.ihl.org/Pages/default.aspx> Click on **Log In/Register** in the top right corner of the page and Log In with your registered account



2. Click on “My IHI”



3. While in the “My Account” page scroll down to “My Public Profile”

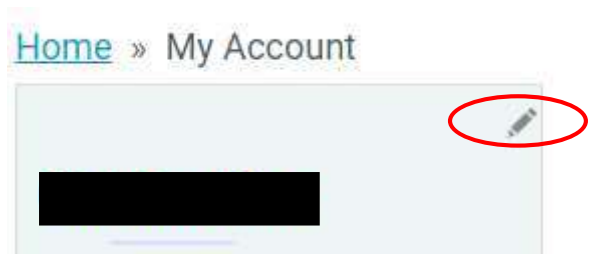
Click on the Edit item values in the upper right corner



4. Update your public profile information:
 For “**About Me**” enter Resident, Fellow, or Attending
 For “**Education and Experience**” enter your current training program
 For “**Credentials**” enter your medical credential of MD, DO, or MBBS



5. Update your personal contact information:
 Select “edit” while under your profile name on The left side of the My Account page



Allfields in Red must be completed.

For primary Organization enter: University of Maryland Medical Center GME

The screenshot shows an 'Edit' profile form with the following fields and their states:

- Prefix: dropdown menu
- First name: text input with red background
- Middle: text input
- Last name: text input with red background
- Suffix: dropdown menu
- Designation: text input
- Title: text input with red background
- Informal name: text input with red background
- Full name: text input with red background
- Primary organization: text input with red background
- Mobile phone: text input with red background

6. Complete your profile update by clicking “Save & Close”



7. Resident and Fellows: please select “Edit” under the “Students and Residents” section
Under “Student” select “Resident” from drop down list
For School: Please enter your Medical School
For Discipline select “Other”
Under “Your Discipline-Other” type your specialty
Under School Email Address: enter your Umm.edu
Under “Year of Graduation”: enter your anticipated Graduation year

The screenshot shows the 'Students and Residents' form with the following fields and their states:

- Student: dropdown menu with 'Resident' selected
- School: text input
- Your Discipline: dropdown menu with '(None)' selected
- Your Discipline-Other: text input
- School E-Mail Address: text input
- Year of Graduation: dropdown menu with '(None)' selected

8. After your update is complete, click on the “Save” icon in the top left tab bar

A screenshot of a web form. At the top is a text input field labeled "School E-Mail Address". Below it is a dropdown menu labeled "Year of Graduation" with "(None)" selected. Underneath are two more text input fields labeled "Degree" and "Major". At the bottom of the form, there are two buttons: "Save" (highlighted with a red circle) and "Cancel".

9. Update your “Education Credential Type”
Select: “Physician (Have a MD, MB ChB or similar)”

A screenshot of a dropdown menu titled "Education Credential Type". The selected option is "Physician (Have a MD, MB ChB or similar)". Below the dropdown are "Save" and "Cancel" buttons.

10. Optional: Update communications preferences

A screenshot of a "Preferences" page. At the top is a navigation bar with tabs: "ABOUT ME", "SUPPORT", "MY PARTICIPATION", "PREFERENCES" (active), "MY MATERIALS", and "CREDITS". Below the navigation bar is the "Preferences" section. It contains a paragraph of introductory text and a list of communication preferences, each with a checkbox:

- Email** - Via Email, IH4 will send you information about upcoming programs that may be of interest to you. Based on your location, we'll also add you to our regional newsletters so that you can stay up-to-date on IH4's newest tools and resources. You can update your email preferences at any time and select the type of content that is of most interest to you. [You can access the email preferences form here.](#)
- Physical Mail** - Occasionally, IH4 will send out information about our programs and services to your postal mailbox in the forms of letters, postcards, etc.
- Phone** - IH4 may contact you on the phone in response to an inquiry you made, to see if an upcoming program is a good fit for you, or to confirm program attendance.
- Find a Colleague** - Our customer portal allows others to search for individuals by organization, job title, etc. and connect virtually. Once opted in, you will have access within 24 hours.

At the bottom, there are four more checkboxes:

- IH4 May Contact Me by Email
- IH4 May Contact Me by Physical Mail
- IH4 May Contact Me by Phone
- Find a Colleague Directory Opt In

11. After your profile update is complete, click on the “Home” icon in the top left tab bar
Return to course information by clicking on Open School
Refer to IHI Course Requirements for instructions on completing courses and documenting training completion.