

User Guide: Making an Account & Logging in

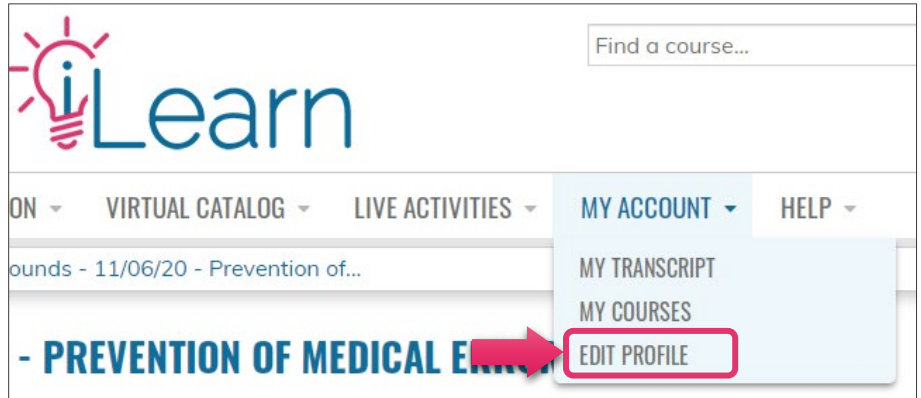
This guide is only for users with a @nicklaushealth.org email...

You do not have to create an account!

Unless you want to use a personal email, you **DO NOT** need to create a new account. NCHS employees and credentialed physicians can access iLearn via SSO (Single-Sign-On).

Your account will be created the first time you log in (you will have to add your account information separately by clicking **Edit Profile** under the **My Account** menu)

If you wish to use your personal email for iLearn instead – [click here](#) to view instructions on how to create a visitor account (we recommend this option for faculty who will give regular access to their administrative staff for CME transcripts so as to not have to share their personal NCH credentials)



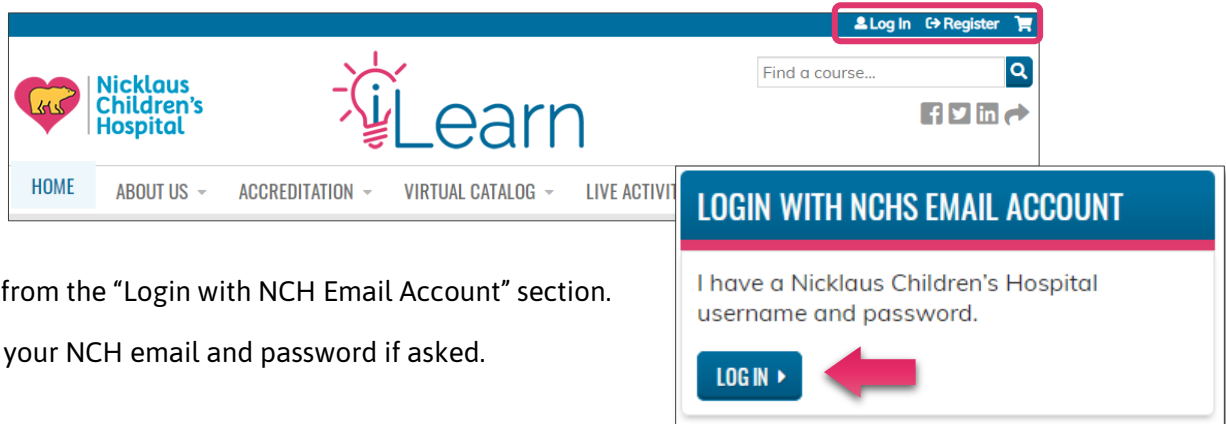
Logging in from work or a computer connected to the network...

Option 1 - You can log in directly via the intranet portal by clicking the iLearn logo...

(If you reach an error page saying "Access Denied" it means you are already logged in to the site. Click the banner on top to go to the homepage)



Option 2 - Or login via SSO by visiting www.iLearnPeds.com, click the **login/register** button at the top...



...and click **Log In** from the "Login with NCH Email Account" section.

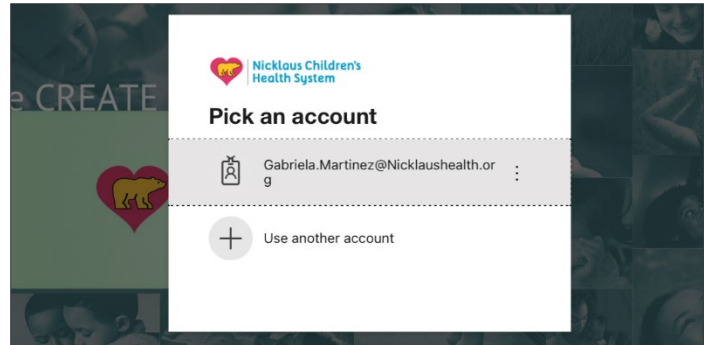
Make sure to enter your NCH email and password if asked.

Logging in from home or mobile device:

Use the steps from Option 2 above for logging in directly from iLearnPeds.com.

After clicking “**Log In**” from the “Login with NCH Email Account” section, you will see a Windows login prompt.

Use your NCHS email and password to log in.



Tips and Important information about using SSO for login

- **Do not** attempt to log in using the visitor login function – it will not work
- Resetting your hospital password means you will need to use the same new password when logging in to iLearn
- Your account information will not be transferred – only your log-in and First/Last name.
- **You must visit the [Edit Profile page](#) to complete your account.**

Still need help?

Email us at cme@nicklaushealth.org if you still need assistance.