

# User Guide: Making an Account & Logging in

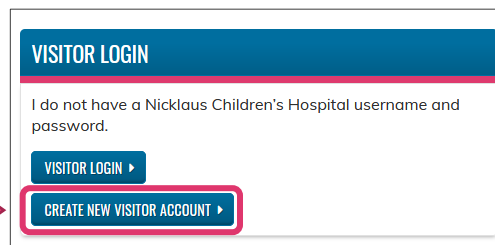
## How to create an account...

The following instructions are for visitors and NCHS Employees/credentialed staff who wish to create an account with a personal email.

**STEP 1** – Visit [www.iLearnPeds.com](http://www.iLearnPeds.com), click the **login/register** button at the top...



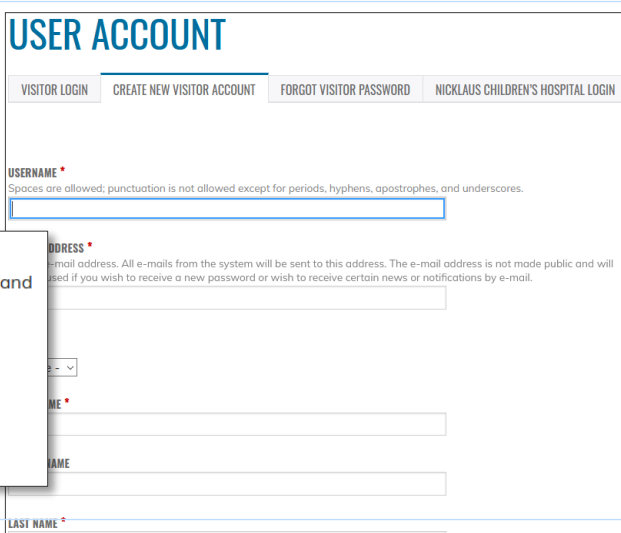
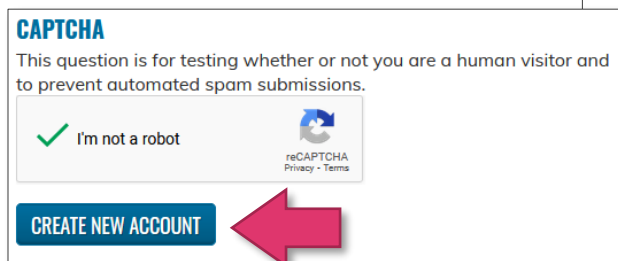
...and click **“Create New Visitor Account”**



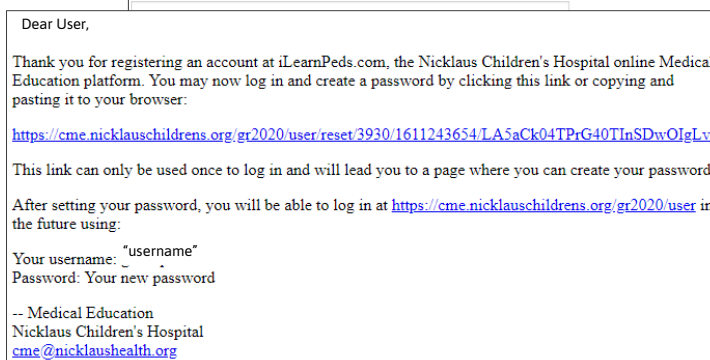
**STEP 2** - Complete the account profile details, then complete the CAPTCHA and click

**“Create New Account”**

(Go to page 2 to view an explanation of each profile field)



**STEP 3** – You will receive an email confirming your registration with a **ONE TIME login link**. Click the link and you will be taken back to iLearnPeds.com where you may review your profile and complete additional portions – like adding a mobile number or adding other Board IDs.

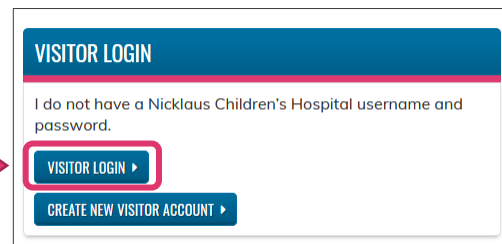


## Logging in with your visitor account...

**STEP 1** – Visit [www.iLearnPeds.com](http://www.iLearnPeds.com), click the **login/register** button at the top...



...and click **“Visitor Login”**



## List of Profile Fields

The following is a list of all the fields included in the profile creation screen with an explanation for each one. Fields are listed in the order they appear on the registration form, required fields are shown in **Magenta**.

**Username:** Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores. You may also use your email as your username.

**e-Mail Address:** Make sure to use an email you access to. Any reminders for courses, or internal notifications on completion, issues reporting to CE Broker, etc., will be sent to this email.

**Password:** Password must contain at least one uppercase character, be at least 7 characters in length, and contain at least one digit. Technical support staff is NOT able to view your password. If you forget your account password you must request a new one.

**Prefix:** Click the dropdown and select from Dr., Miss, Mr., Mrs., Ms., or Mx. This field is not required and is only used for communication purposes only.

**First Name:** Complete first name is required

**Middle Name:** Not required. This field is used for communication purposes only.

**Last Name:** Complete last name is required

**Street (and remaining address fields):** Address fields are required. This address is not used for billing – only mailing and or user confirmation purposes. Your office or mailing address are OK – this field will not be viewable or shared by anyone other than NCHS/iLearn support staff.

(Cont. in page 3)

**How would you like your name to appear on your certificates?:** Please enter your name and degrees as you would like them to appear on your certificate (i.e. "Jane Doe, MD, PhD"). We recommend entering your name as it shows on your medical license (for example, if your legal last name is hyphenated, but your license still shows your family name). IF YOU DO NOT ENTER A NAME, YOUR CERTIFICATES WILL SHOW A BLANK SPACE INSTEAD OF YOUR NAME.

**Profession:** Please select your profession(s) from this list. (You may choose more than one option as it applies).

- **Physicians & Physicians in Training (i.e. Residents/Fellows) ONLY:** After making your selection you will have the option to have your credits reported directly to CE Broker (only if you are licensed in the State of Florida). **This only applies to Medical Doctors.** For more details on this, please view our [CE Broker Reporting Guidelines](#).

**License Number:** Please enter your state license number. (Applies to medical/allied health professionals.). If not licensed, enter N/A. Make sure to **enter both** alpha & numeric characters (e.g. ME12345) with **no spaces** between the letters and numbers). If your license number contains 0's at the beginning of the number (e.g. ME"0012345") make sure to omit them.

**Date of Birth:** Only Month and Day of birth are required.

**Affiliations:** Select the description that best describes your affiliation to Nicklaus Children's Hospital (if any). If you're not sure, please contact NCHS/iLearn Support staff via the email below.

**Boards:** This field is not required, however if you ever intend to claim MOC credits you must enter your unique board ID number. We currently only report MOC credit to the American Board of Pediatrics (ABP) and the American Board of Medical Specialties (ABMS). You can enter these numbers at any time by clicking "edit Profile" under My Account from the Website menu.

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## Still need help?

Email us at [cme@nicklaushealth.org](mailto:cme@nicklaushealth.org) if you still need assistance.