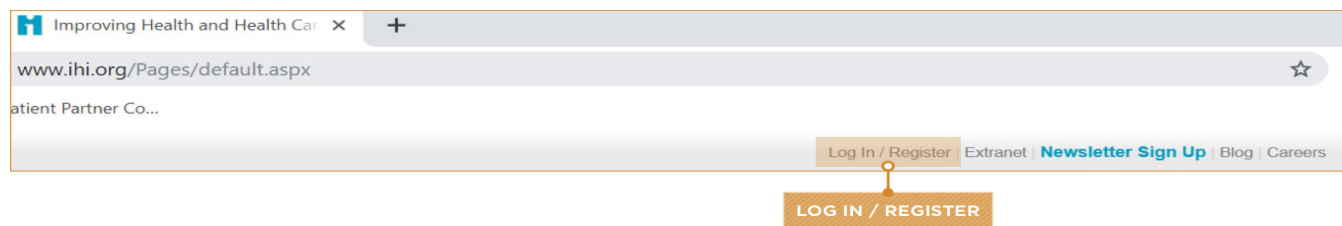


HOW TO ACCESS PQI Level 1 Courses

STEP 1 – LOG INTO IHI OPEN SCHOOL



- Check if you are currently registered with IHI (www.ihl.org).
**IF UNSURE, use 'forgot password' feature on the Log In page.*



STEP 2 – IHI OPEN SCHOOL ACCOUNT REGISTRATION

Scenario A: Already registered with IHI Online

- **Email pqi@interiorhealth.ca** with your IHI registered email address and full name, to be added to the PQI Group Subscription.
 1. Confirm that your organization information **Interior Health Authority** is up-to-date in your profile and update if needed.
 - a. To update your profile:
 - i. Go to your account here
 - ii. Click on the pencil icon next to your name
 - iii. Start typing in your organization name until it pops up from the dropdown menu
 - iv. **Select organization from dropdown menu** and press save.

Scenario B: No IHI account

- **Create** an account at www.IHI.org/RegisterFull. Then **email pqi@interiorhealth.ca** with your IHI registered email address and full name, to be added to the PQI Group Subscription.
**NEW REGISTRANTS: Please note the following information while completing your registration.*
 - a) **Organization:** Select the Health Authority providing you access to IHI Open School. Start typing the health authority name (e.g. Interior Health Authority) for options to appear, then **select from dropdown list.** **If you leave the typed-in organization as opposed to selecting from the list we will not be able to provide you access.*
 - b) **Email Address:** Use the email address you use most frequently.
 - c) **Primary Role:** Enter your primary job, even if not directly related to PQI.
**FOR PHYSICIANS: Enter 'physician' (please do not use M.D., Doctor, Dr. etc.)*
 - d) **Phone Number:** Please enter preferred phone number.
 - e) **Mailing Address:** Please enter preferred address.

STEP 3 – CONFIRMATION

- You will receive a confirmation email from your Health Authority PQI team once you have been added to the PQI Group Subscription. When you log in after receiving this email, access the courses at www.ihl.org/OnlineCourses.