## **Quick Reference Guide for KP Users**

- 1. In Chrome, open the URL <u>https://login.eduonline.mayo.edu/PublicStudentSignUp.aspx?af=26</u>
- 2. On the log-in page, click "Create New Account" in the black box for Non-Mayo Clinic users



3. Register with your KP email address and NUID and select "Create". After account creation, login.

First Name	
Test	
Last Namo	
Last Name	
User	
Email (Account Username)	
test.user@kp.org	
Password* (minimum 8 characters including a letter and a number)	
NUID	
Site Code	
Select	
3 Create	

- On the left navigation menu, click "Register for Course". Select the appropriate course offering(s):
  a. Click "Add to cart" for desired courses
  - b. Click "Proceed to Checkout" in the upper, right corner



5. In the course cart, select "Enroll"



6. Registration confirmation should appear. Select "Return to Dashboard"

Module Registration			
Thank you, your registration was receive You will receive an email with instructions.	:d!		
Transaction Confirmation			
Name:			
Confirmation Number: 14946			
Credit card last 4 digits: ()			
Purchased Courses:			
Course	Amount	Start Date	End Date
CT Artifacts for Kaiser Permanente	USD 0.00	Aug 08, 2019	Aug 06, 2020
Total: USD 0.00	Return to Dashboard	d	

7. Active courses will now appear on your dashboard. Simply click on each course title to launch the course.



- Follow the instructions in each individual course for completing the course requirements and obtaining the continuing education certificate. The "completed courses" box will be located on the right side of the screen.
  - a. The course title should appear after you pass the assessment (up to 4 hour delay for course to appear). Click on this course title to obtain your CE certificate
- 9. You may return to courses at a later time using the URL above (step 1) and selecting "Login" from the black, Non-Mayo Clinic user box