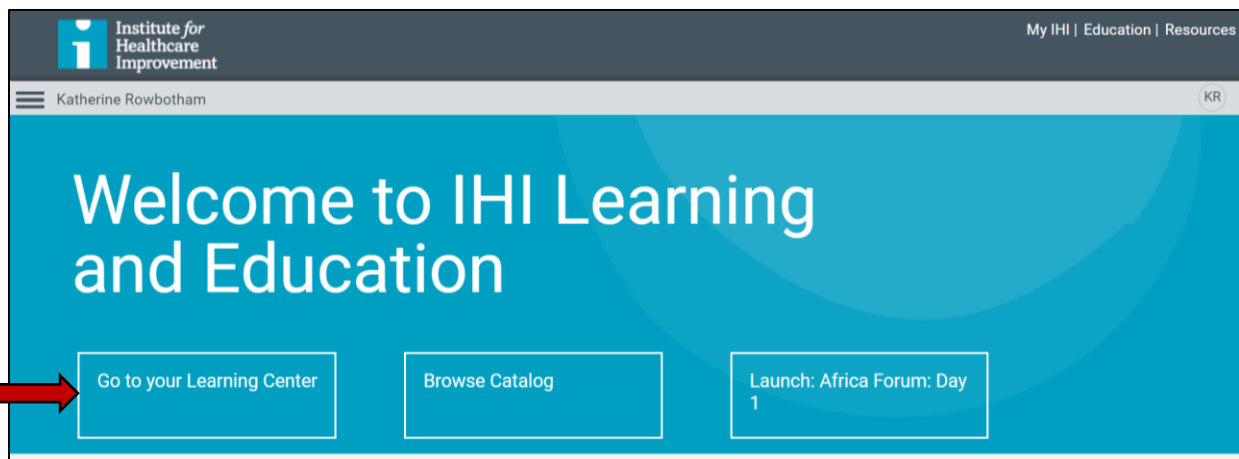
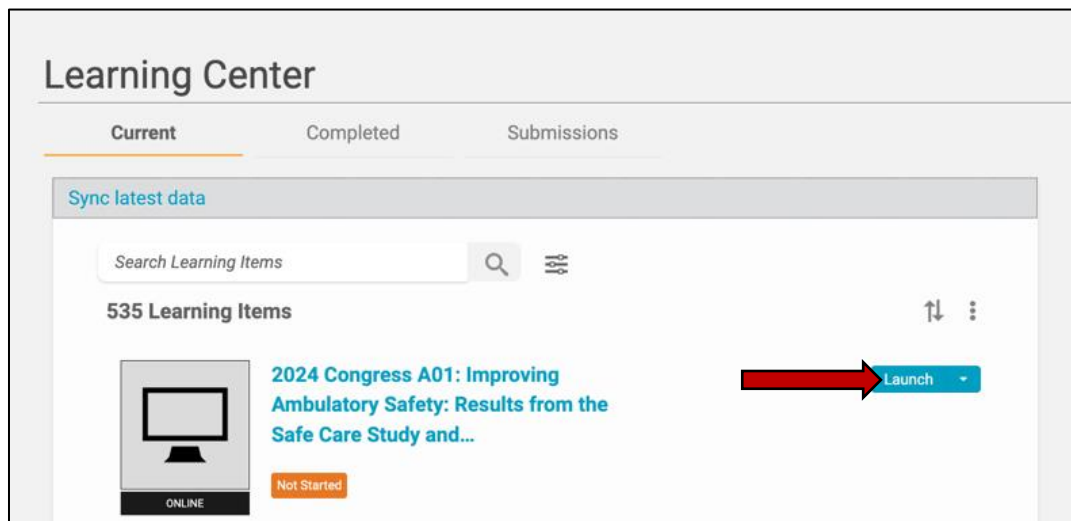


## Instructions for Claiming Continuing Education/ Attendance Certificate

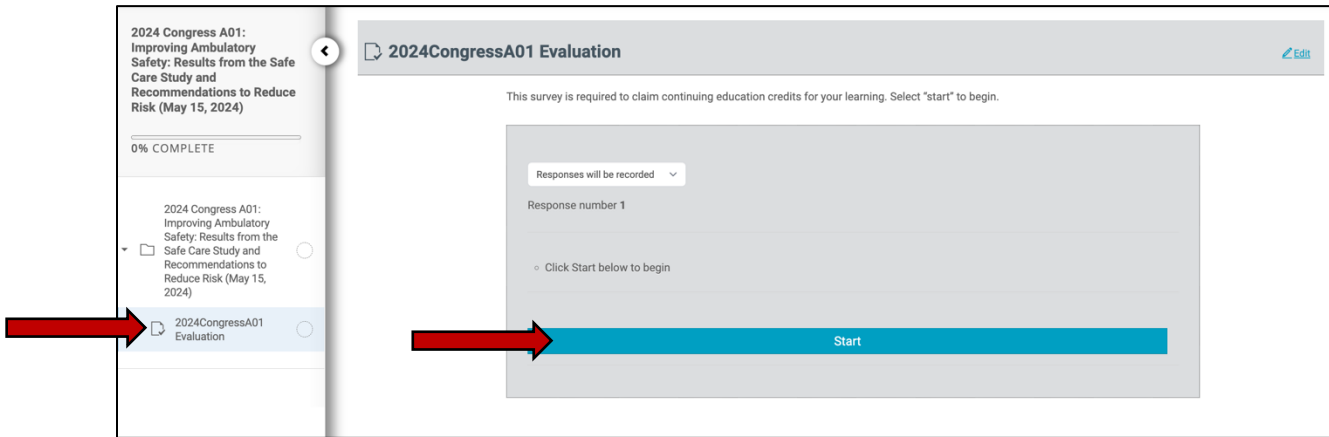
1. Visit the [IHI Education Platform](#).
2. Sign in with your MyIHI username and password.  
**Note:** When logging in, be sure to use either the login credentials you created for yourself or the email address that is associated with your Congress registration. If you don't know or remember your password, use the Forgot Password link to reset it.
3. From the homepage, select “Go to your Learning Center.”



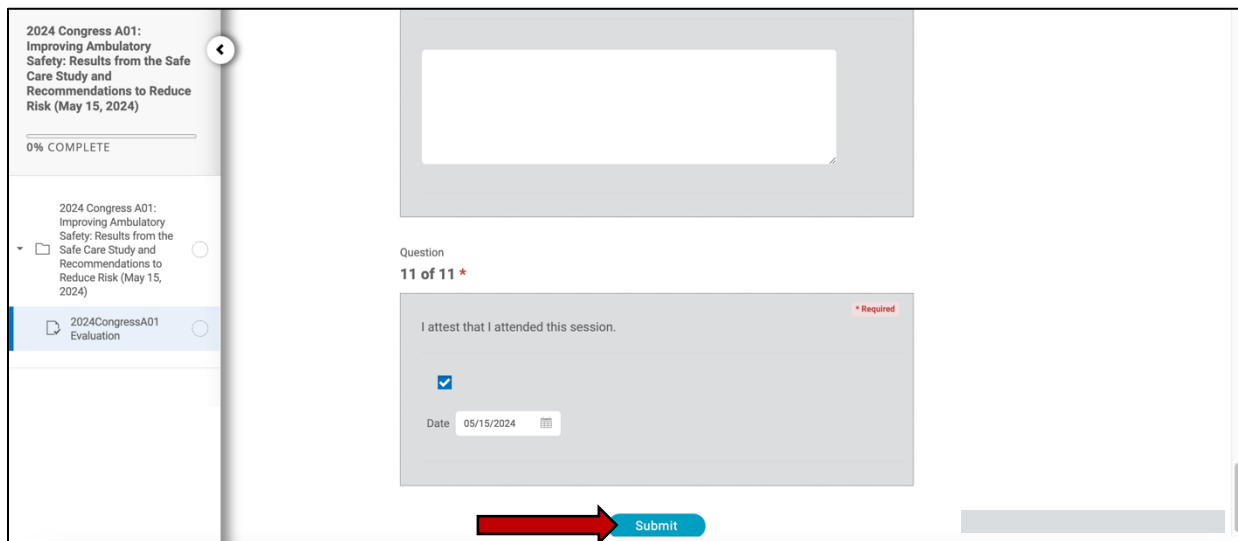
4. Under the default “Current” tab, find the session that you attended. Select “Launch” next to the session that you would like to claim.



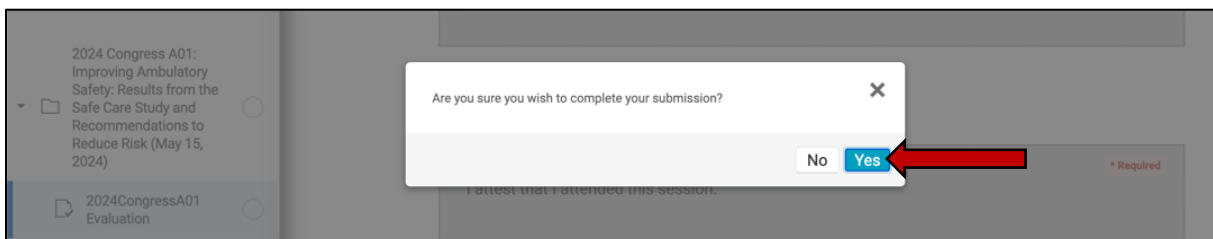
5. Select the evaluation and click on the “Start” button.



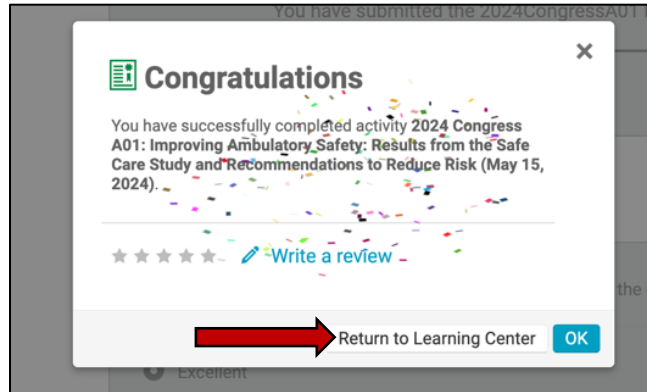
6. Provide your feedback for each question and click “Submit Test” once you are complete.



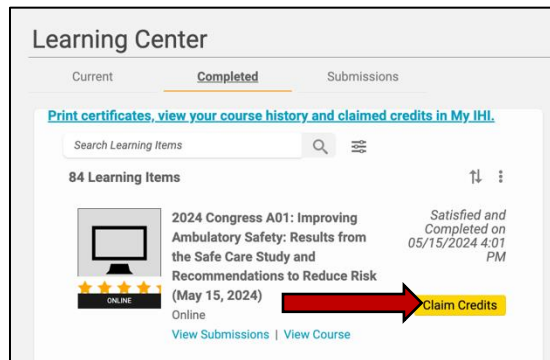
7. Confirm that you would like to submit your evaluation by selecting “Yes.”



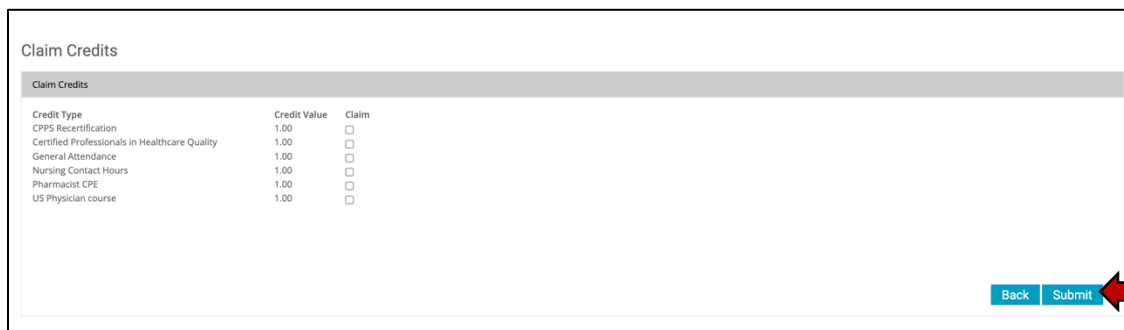
8. Select "Return to Learning Center."



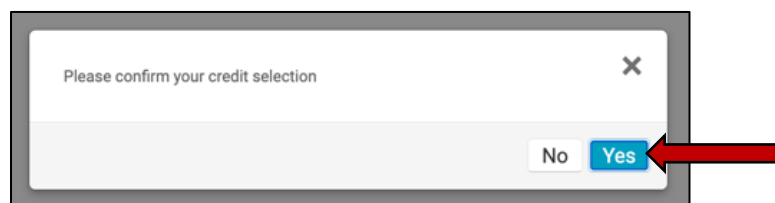
9. Under the "Completed" tab, select "Claim Credits."



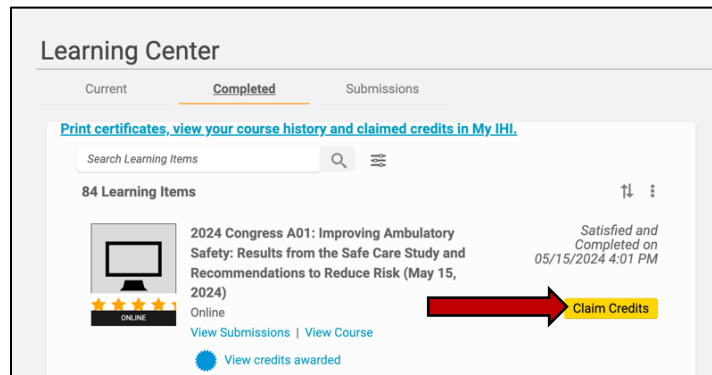
10. Make your selection(s) and click "Submit."



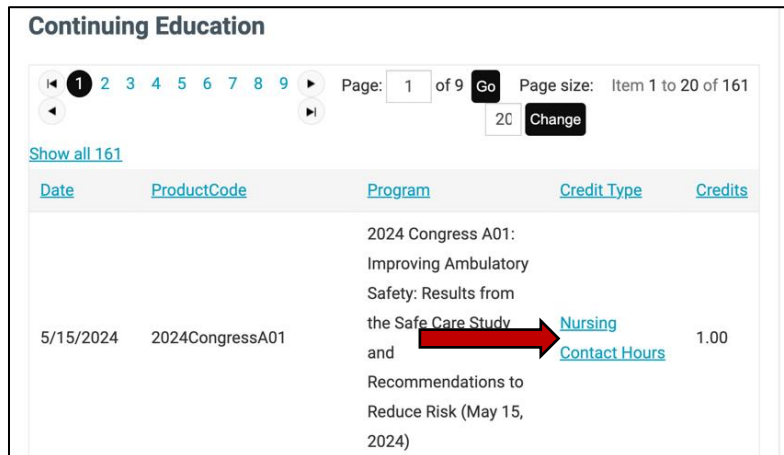
11. Confirm your credit selection.



12. Navigate back to your “Completed” tab. Select the link titled “Print certificates, view your course history and claimed credits in My IHI.”



13. Click the linked credit type beside your selection. Please note that it can take up to 24 hours for the certificate to populate.



14. The certificate will be displayed on a new page. A PDF copy can be downloaded by selecting the small red PDF icon as shown below.

