# Create A New Non-Mass General Brigham Account

Registering an account with the system creates credentials for the learner, allows them to enroll in courses, track earned credits, and interact with the site.

1. Navigate to the home page.
2. Click on the "Register" link in the upper-right corner of the screen.
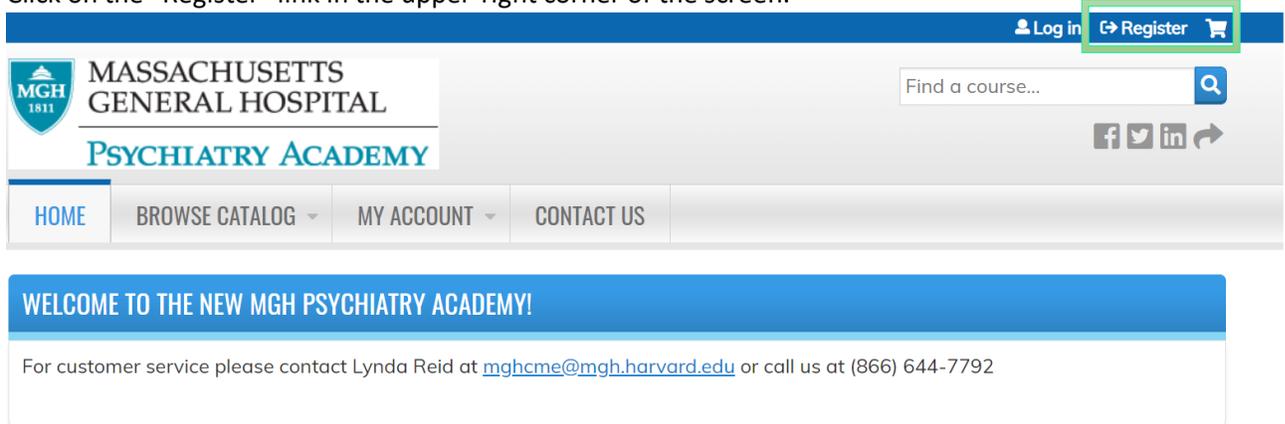
3. At the Log In / Create Account page, select "Create New Psychiatry Academy Account" under the Psychiatry Academy Login heading
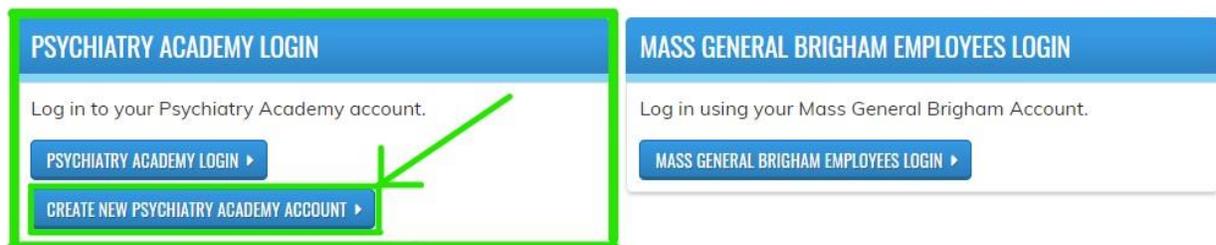
4. Enter the required information into the form.
5. "Create new account" button.

Logging In

Logging into the system allows the learner to enroll in courses, track earned credits, and interact with the site.

1. Navigate to the home page.
2. Click on the "Log in" link in the upper-right corner of the screen.

3. On the left side of the screen, select the Psychiatry Academy Login button

4. Enter your username and password into the text fields.
5. Click the "Log in" button and you will be brought to the home screen
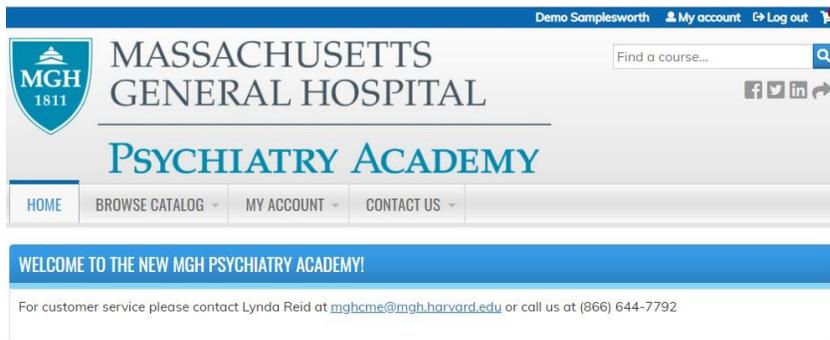
Register For A Course

1. Once you are logged in, you can register for courses. To find the course you're looking for, hover your mouse over the "Browse Catalog" button

2. Select the category that fits the course you're looking for (in this case we're looking for a Cognitive Behavioral Therapy course)
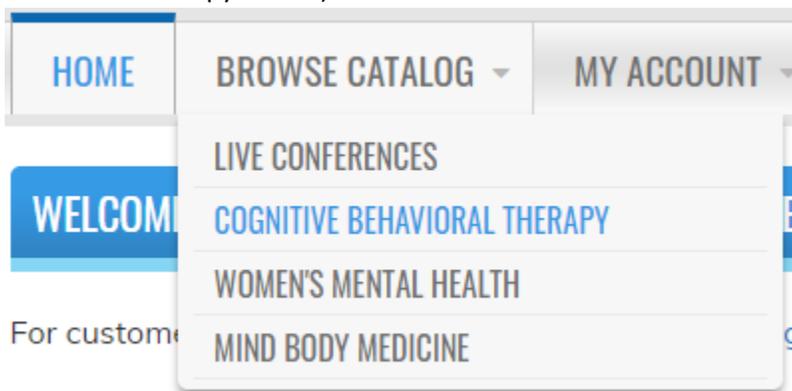
3. When you get to the catalog for Cognitive Behavioral Therapy courses, you can find your course either by scrolling through the page or entering search terms in the search bar. Once you've found your course, click the title of the course (highlighted in **blue text**)

4. When you reach the course, you will land on the overview tab by default. Here you can review credit types as well as general course info. To register for the course, click the blue ''Register'' button.

5. You will then see the Course listed with its price, status, and the list of modules. To add the course to your shopping cart, click the "Add To Cart" button.

6. You will see a notification banner telling you that you have added the course to your shopping cart. You may also add a coupon code if applicable. Once you are ready to proceed, click the "Checkout" button.

SHOPPING CART

✓ Cognitive-Behavioral Therapy for Hoarding Disorder added to your shopping cart.

	Product	Attributes	Qty	Total
REMOVE	Cognitive-Behavioral Therapy for Hoarding Disorder		1	$199.00
			Subtotal:	$199.00

Continue shopping   UPDATE CART   CHECKOUT

COUPON DISCOUNTS

COUPON CODE
Enter a coupon code and click "Apply to order" below.

APPLY TO ORDER

7. On the checkout screen, complete all required fields. You may also apply a coupon code on this page as well.

   Once you've completed the fields, click the "Review Order" button at the bottom of the page.

PAYMENT METHOD

⦿ Credit card via Payeezy VISA [MasterCard] [Discover] [AMEX]

Subtotal:	$199.00
Order total:	$199.00

Continue with checkout to complete payment.

CANCEL   REVIEW ORDER

8. Once you've reviewed your order, click the "Submit Order" button.

PAYMENT METHOD

Subtotal: $199.00
Order total: $199.00
Paying by: Credit Card via Payeezy

BACK

You will provide your credit card information on the following page.

SUBMIT ORDER

9. You will then be directed to the Payeezy Payment page.

Complete the form and click the "Pay With Your Credit Card" button. You are now registered for your course!

How To Claim Credit

1. Once you've completed your course, you can claim credit. Click the "Start" button on the Credit course tab as indicated in the screenshot below.
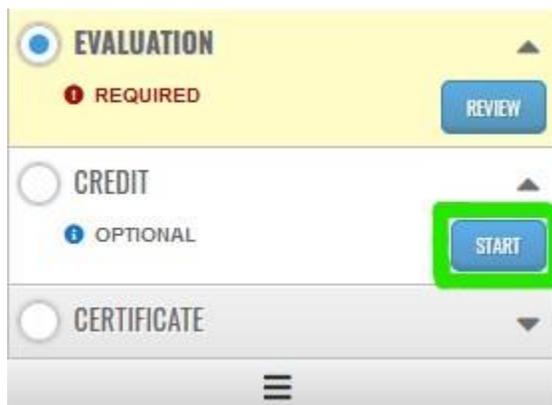
2. You will see the list of available credit types. Select the one(s) applicable to you by clicking the check box and then click the "Submit" button

CREDIT

□ *AMA PRA CATEGORY 1 CREDIT™*

□ **LMHC**

□ **NURSING CONTACT HOURS**

☑ **PARTICIPATION**

You can claim 1.00 Participation. This cannot be changed.

1.00

□ **PSYCHOLOGISTS CE CREDIT**

□ **SOCIAL WORKERS**

SUBMIT

3. Congratulations! You have claimed your credit!

✅ Awarded credit.

CREDIT

You were awarded 1.00 Participation credit.

Additional Instructions

Editing Your Account

Please view the user guide at the youtube link below:

https://www.youtube.com/watch?v=VrDcf0n8jag

Editing Account Details

After logging in, you can edit your account details.

1. Navigate to the home page.
2. Log in to the site.
3. Click on the "My account" link at the top right corner of the page.
4. Click on the "Edit" tab" at the top of the page. The following may be edited:
5. Edit the email address.
6. Enter a new password for the learner.
7. Check or uncheck the "Personal contact form" checkbox.
8. Click the "Save" button

Editing Profile

After a learner has logged in, they can edit their profile to update personal information.

1. Log in to the site.
2. Click on the "My account" link at the top right corner of the page.
3. Click on the "Edit" tab.
4. Click on the "Profile" subtab.
5. Edit the desired information.
6. Click "Save."

Resetting Lost Password

If the learner is unable to remember their password, they must reset it.

1. Click the "Log in" link in the upper-right corner of the screen.
2. Click on the "REQUEST NEW PASSWORD" tab.
3. Enter the learner's username or e-mail address.
4. Click the "E-mail new password" button.
5. Click the link in the email sent to the learner.
6. Enter a new password in the form that appears.
7. Click the "Submit" button.

Bookmarking

Bookmarking can be used whenever a learner or administrator would like to revisit the course at a later point in time. Bookmarked courses appear in the User Profile section.

YouTube tutorial: https://www.youtube.com/watch?v=3vEIGLwwuTo&feature=emb_title