

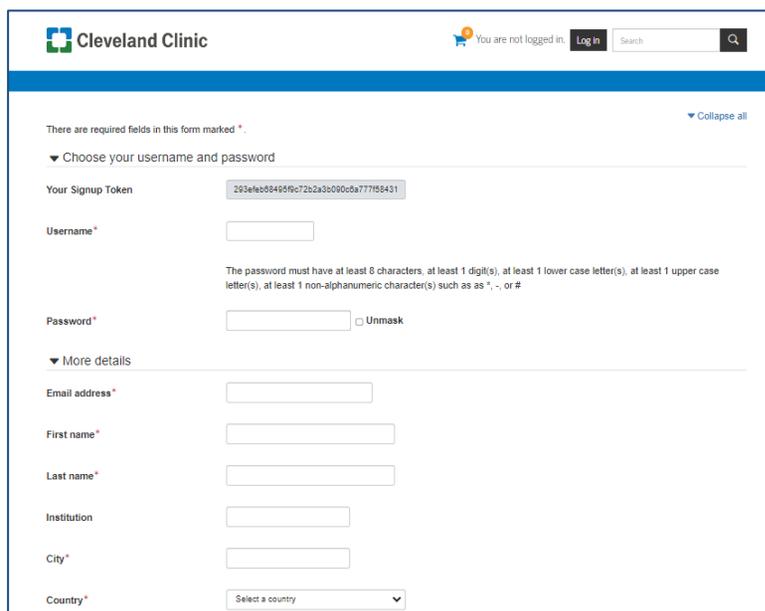
# Healthcare Edu – Create an Account and Access Course(s) Instructions

Center for Technology-Enhanced Knowledge and Instruction (cTEKI)

## Overview

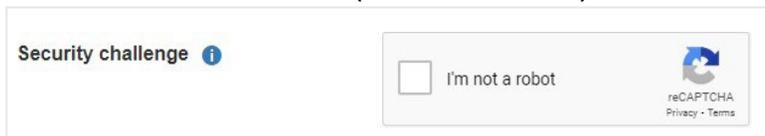
Course access instructions for Cleveland Clinic's **Healthcare Education and Training** site.

1. Click:  
<https://healthcareedu.ccf.org/auth/tokensignup/signup.php?token=293efeb68495f9c72b2a3b090c6a777f58431b08>
2. Complete the required\* fields on the **New account** screen.



The screenshot shows the 'New account' registration page for Cleveland Clinic. At the top, there is a header with the Cleveland Clinic logo, a 'Log in' button, and a search bar. Below the header, a message states 'There are required fields in this form marked \*'. The form is divided into sections: 'Choose your username and password' and 'More details'. Under 'Choose your username and password', there is a 'Your Signup Token' field with a value '293efeb68495f9c72b2a3b090c6a777f58431', a 'Username\*' field, and a 'Password\*' field with an 'Unmask' checkbox. A note below the password field states: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #'. Under 'More details', there are fields for 'Email address\*', 'First name\*', 'Last name\*', 'Institution', 'City\*', and 'Country\*' (with a dropdown menu).

3. Check the **reCAPTCHA box** ("I'm not a robot").



The screenshot shows a 'Security challenge' box. It contains an information icon, a checkbox labeled 'I'm not a robot', and the reCAPTCHA logo with links for 'Privacy' and 'Terms'.

4. Click to review and accept the site policy agreement.
5. Click the **Request account** button.

6. A message displays. Click the **Continue** button

Thank you for requesting a new user account. An email should have been sent to your address at johndoe@gmail.com. It contains instructions to confirm the ownership of this email address.

Continue

7. Check your email for further instructions (It may take up to **24 hours** to receive the email, please also check your **Junk** email).
8. In the email, **click the link** provided to confirm your request.
9. A browser window will come up. Click the **Log In** button in the browser screen.
10. You can now log in with the **username** and **password** you created.
11. Course blocks appear under the **Home** tab.
12. Click the **course block** to access available courses.



**NOTE:** If you experience issues with course navigation, completion, or technical issues, please contact [eLearning@ccf.org](mailto:eLearning@ccf.org).