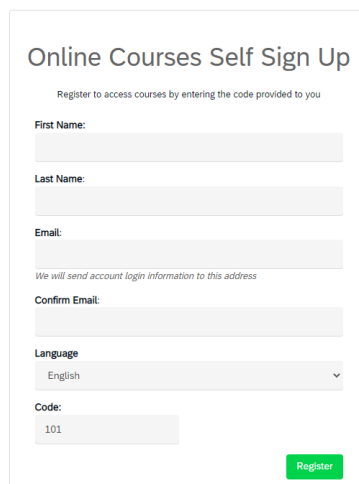**dispatch**health

Guide:

- How to register for a course with DispatchHealth as an external learner
- How to access the course at the time of the session
- How to access the CEU certificate upon completion of course

How to register for a course with DispatchHealth as an external learner

1. Go to dispatchhealth.litmos.com/self-signup.
2. Complete the following information in the online courses self sign up from.

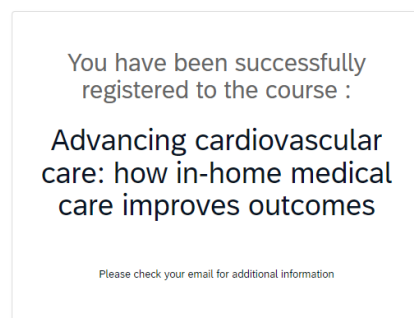   This step creates a guest account so that you are able to register for the webinar.

   Note: please confirm the code in the promotional material – each code varies by course.

3. You will be notified that you have been registered.

   Note: please check your email to ensure you have selected the appropriate session date and time.
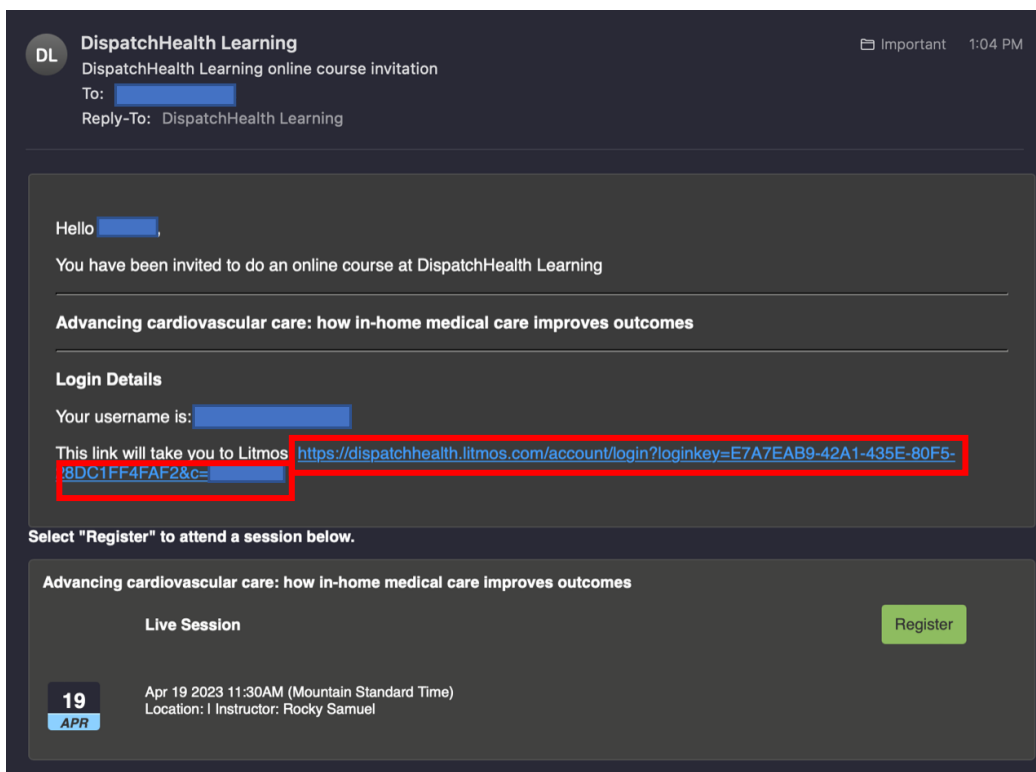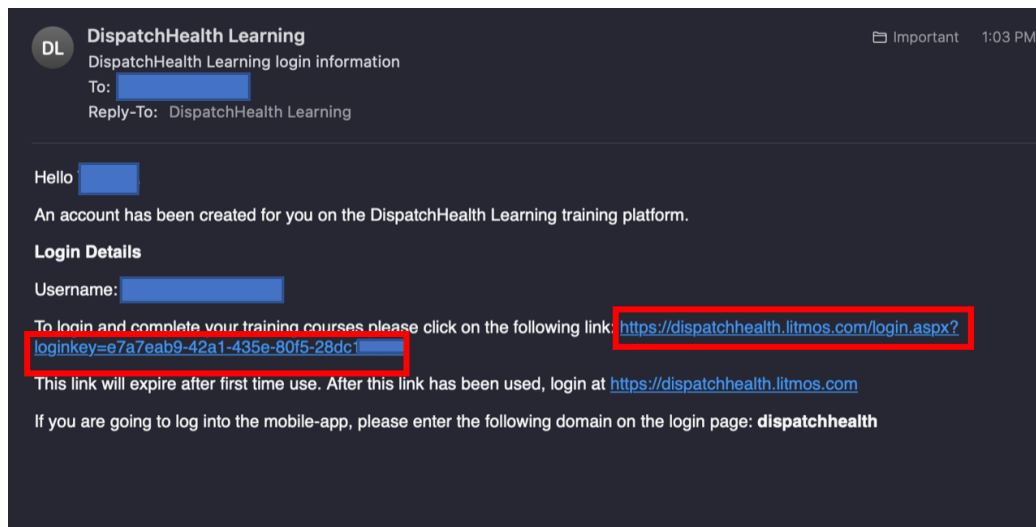
You will receive two emails, each with a link directing to the same location to complete your registration.

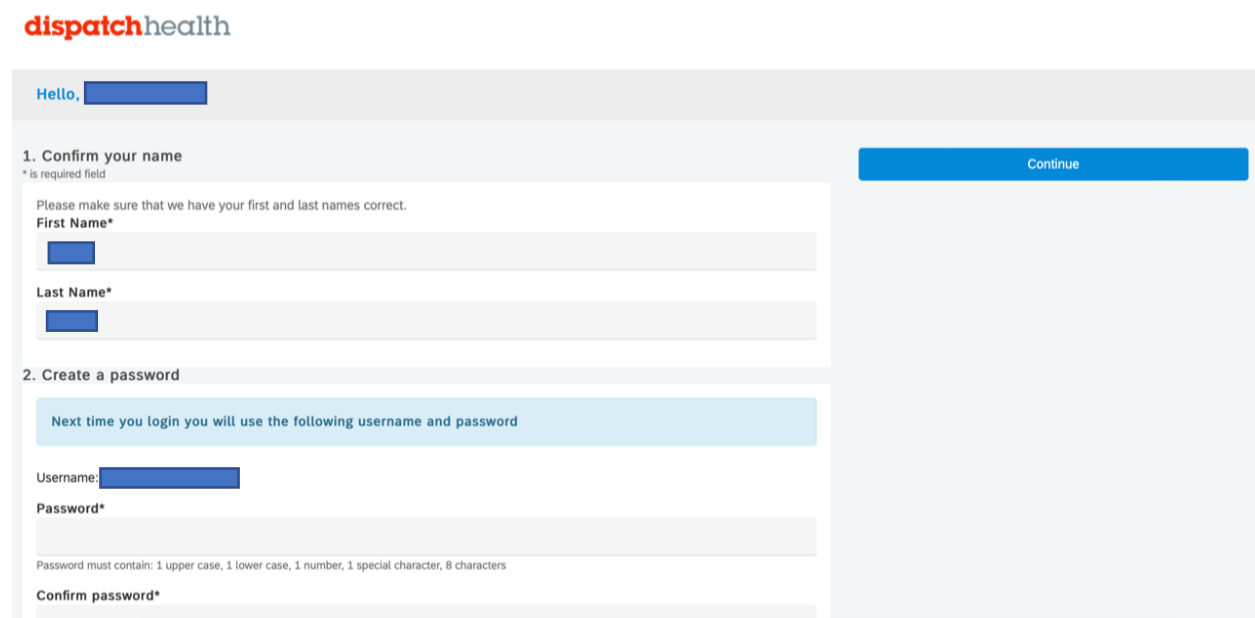4. Open email #1 with subject line "DispatchHealth Learning login information"

-OR-

Open email #2 with subject line "DispatchHealth Learning online course invitation"

Follow either of the links in the red box to create your guest profile for this course and future courses with DispatchHealth.

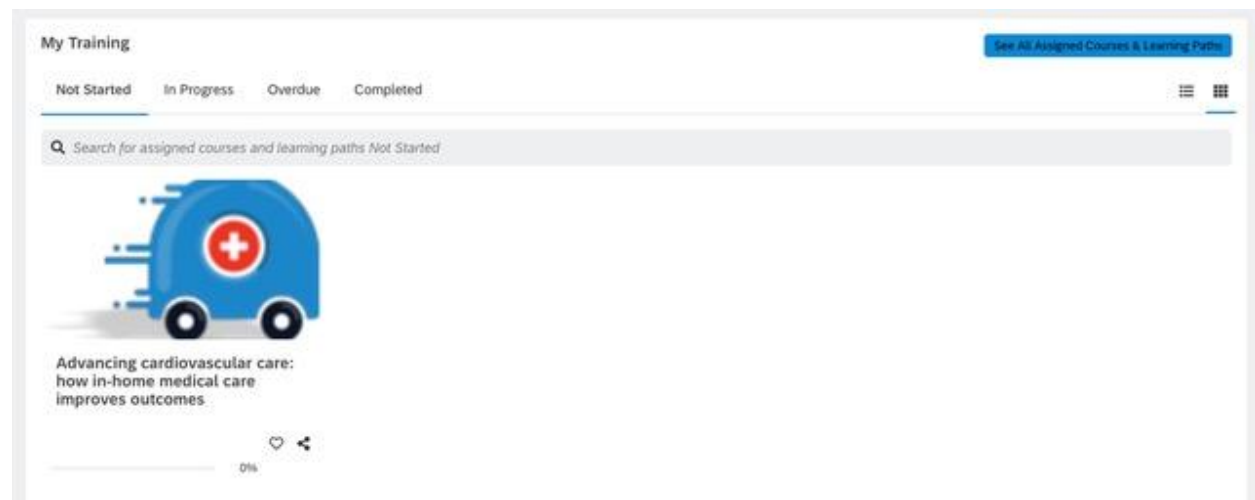5. The login link will take you to a sign-up page that allows you to create a password.

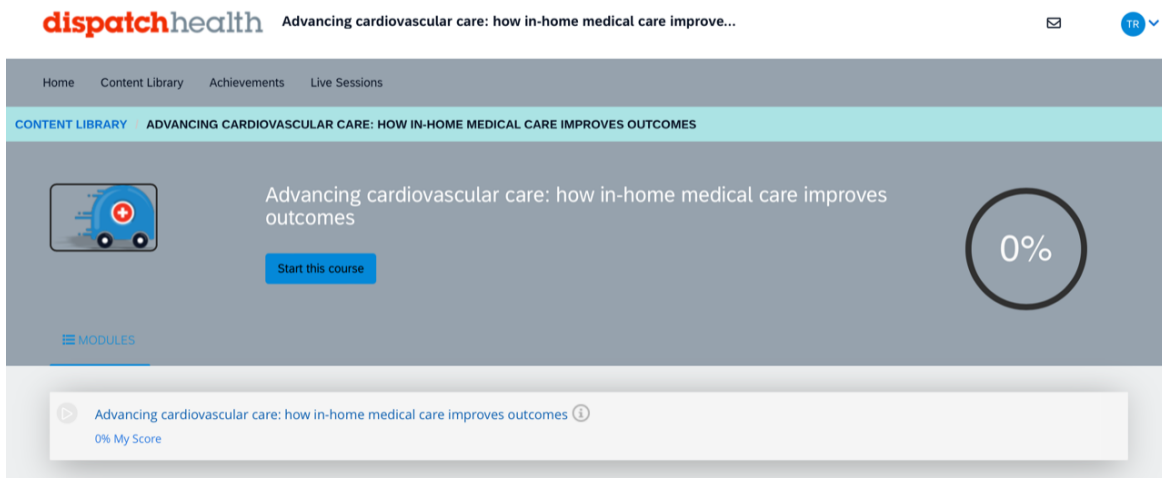   Required information is indicated by the * next to the field.

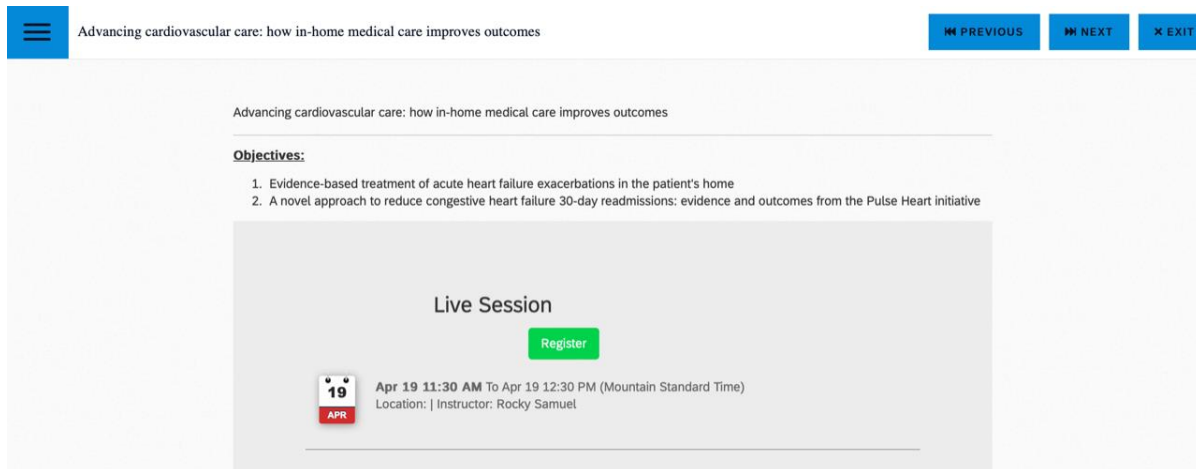6. The requested course will appear at the bottom of your home screen.
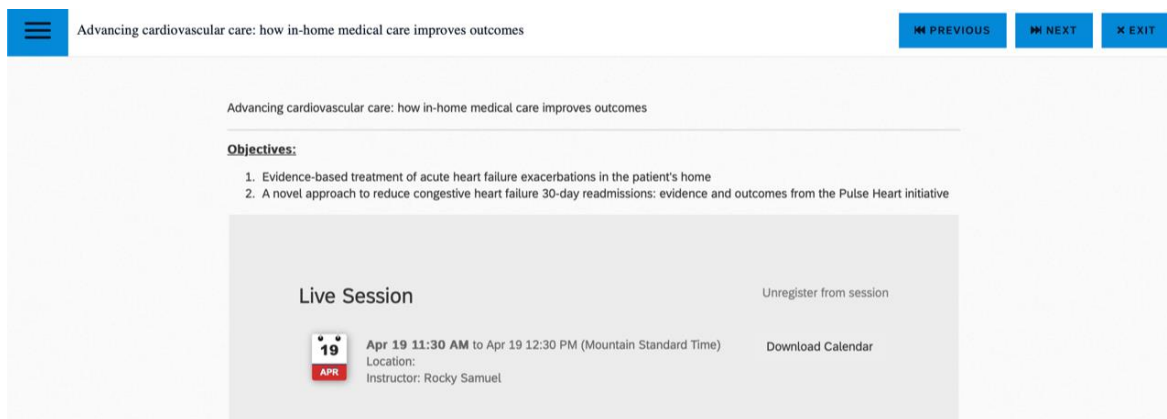
   Click on the course.

7. Select "start this course"

8. Select the green "register" button, and you are all set.

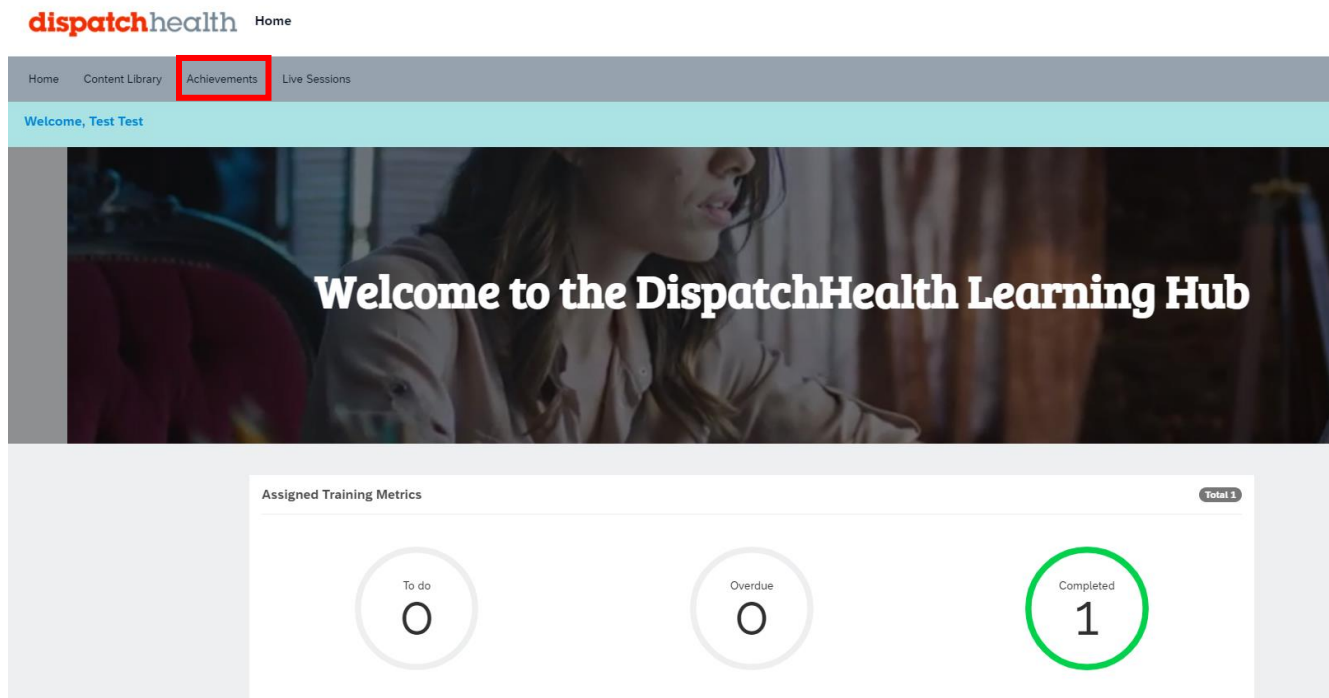9. You should see the following confirmation screen (date and time will vary).

For registration assistance, please email Education@DispatchHealth.com with the subject External User Litmos Registration.
For clinical content questions, please email Provider@DispatchHealth.com with the subject including the course title.
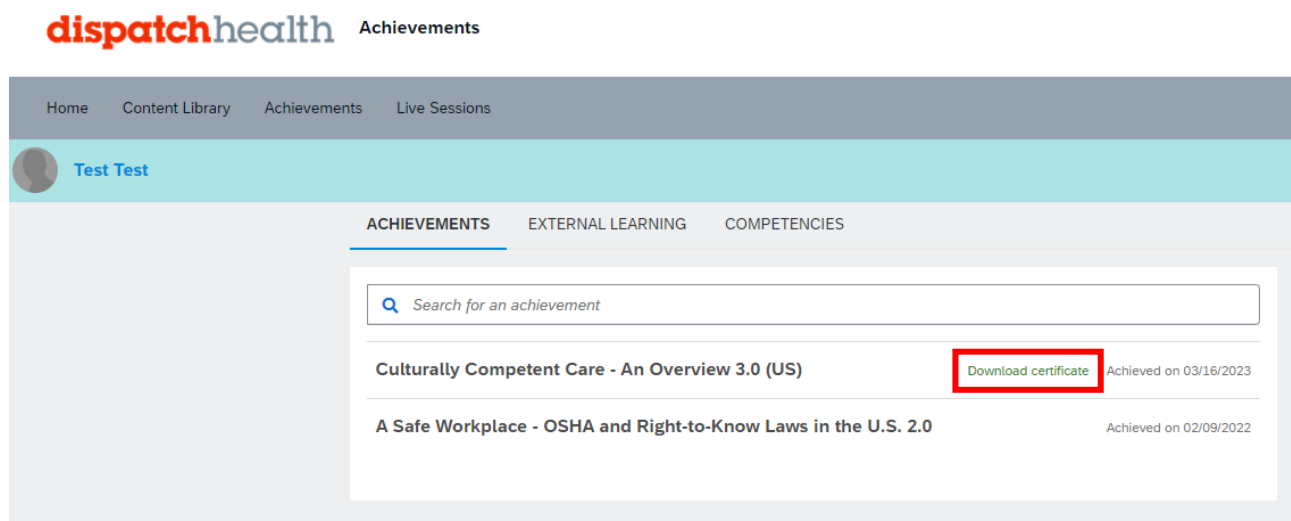
How to access the CEU certificate upon completion of the course

1. Sign in to dispatchhealth.litmos.com.
2. Select "Achievements" from your dashboard.

3. Locate the course and click "download certificate"

   The certificate will automatically download to be printed or saved.

For registration assistance, please email Education@DispatchHealth.com with the subject External User Litmos Registration.
For clinical content questions, please email Provider@DispatchHealth.com with the subject including the course title.