Instructions for YNH-CEPDR Online Courses

The following steps should be taken to register on the YNH-CEPDR Learning Management System (LMS) and begin taking the online courses.

1. Point your browser to the URL: http://ynhhs.emergencyeducation.org/default.asp.

2. On the left side of the Web page, next to *First Time Users* click *Register*.

3. Registration is a four step/two page process. Proceed to fill out forms accordingly. As a reminder, it is recommended that an email is used as the Login ID to make it easier to retrieve if the password is forgotten.

4. On page one of the registration, select "New Jersey".

5. On the second page of the registration, upon accessing the drop-down, select your organization, (Health Care Association of New Jersey) from the drop-down menu. If you do not see your facility in the drop-down menu, please contact your administrator.

6. After selecting your job type select *Save Profile*.

7. Your browser will refresh with a page titled *Training Materials Disclaimer and Waiver*. Please read through and then select the button *I Have and I Accept the Terms Above* (or *Cancel* to cancel your registration session).

8. You will now be brought back to the YNH-CEPDR LMS home page. From here you may begin the first course.

9. If you experience any problems with either the registration or the taking of the courses, contact Dean Hathaway through email, dean.hathaway@ynhh.org or by phone, 203-688-2669.