


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.

Registration for First Time User -- Part 2 of 2

Please complete your user profile by entering the information requested below.

3. Identify your Organization
If your hospital is not in the list below, then you are not a member of a partner organization and hence will not be able to register at this time. Back to course previews.

Select your facility here.....
---- select from hospital list -----

4. Select your Job Type
Although your exact title may not be listed, please choose the category that best describes you

	Examples:
<input type="radio"/> Physician	MD, DO
<input type="radio"/> Allied Health	OT/PT, RT, Rad Tech, OR Tech, Phar Tech, CNA
<input type="radio"/> Nurse Practitioner	APRN
<input type="radio"/> Physician's Assistant	PA