

Instructions for YNH-CEPDR Online Courses

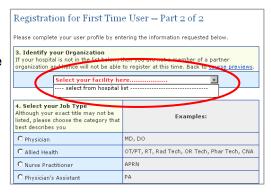
The following steps should be taken to register on the YNH-CEPDR Learning Management System (LMS) and begin taking the online courses.

- 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*.



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".
- 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.
- 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.