



ECHO IDAHO ENROLLMENT INSTRUCTIONS

Step 1: Create User Account

From the University of Idaho, Office of Continuing Health and Medical Profession Education (CHAMP-ED) home page (https://cme.wwami.uidaho.edu/), click on **Create account** in the top right corner:



This will take you to the "Create New Account" screen.

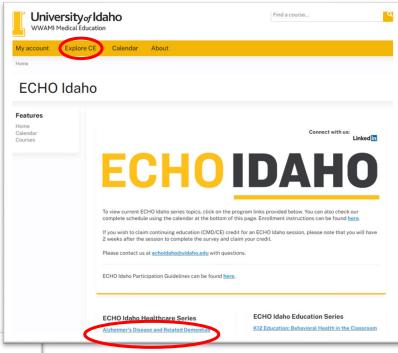
For more information, please see these instructions.

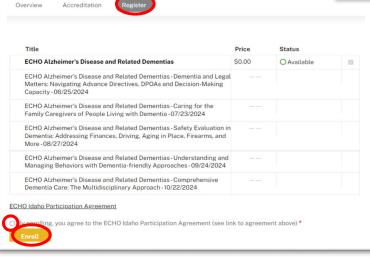
Once you have completed this step, you should see a green message at the top of your screen that starts with "Registration successful."

Step 2: Choose an ECHO course that you wish to join

*NOTE: You will not be able to participate in future ECHO sessions without taking the next steps.

- Go to Explore CE.
- Select ECHO Idaho from the options.
- Click on the title of the ECHO course you wish to join (you can only join one ECHO course at a time).





- Click on Register.
- Complete required demographic information (not required for all ECHO Idaho series).
- Review and click the box to agree to the ECHO Idaho Participation Agreement.
- Click on Enroll. You are now registered for the Course Series.
- You should see a green message at the top of your screen that says, "Signup to [name of course] confirmed."

Step 3: Choose the ECHO sessions you wish to attend*

- For all the individual sessions you would like to attend, select the boxes to the right of the **Status** column.
- Once you have selected all the sessions that you want to attend, scroll down and click **Enroll** again.
- You should see green messages at the top of the screen that says, "Signup to [name of course: title of session-date] confirmed. A confirmation email will be sent shortly containing further information about this course."
- You will receive an email for each session you selected that includes a calendar invite attachment.
- You will also receive a day-of email for each session you selected.

*You are welcome to enroll in any sessions that interest you. Once a session begins, you **will not** be able to join unless you have already enrolled.

