

## "How To" Register for ISHP Events Using Learning Express

- 1. Go to: ishp.learningexpressce.com
- 2. Click on the ISHP Meeting that you wish to register for (Pharmacist & Resident Program or Technician Program)



3. When the next page opens, <u>scroll to the bottom</u> of the screen, and click "Register Now"



4. **CURRENT USER** - If you are a current Learning ExpressCE user, please login with your email and password information (SKIP to #7):

Register Now	
I am a registered user and will log	in.
Email:*	
Password:*	
	Login or Forgot Password?

5. NEW USER - Click "I am a new user and will create my account".

	<b>Register Now</b>		
Click Here	I am a registered user and will log Email* Password*	in.	
	I am a new user and will create m	iy account.	

6. Complete the full registration form, including creating a password for yourself.

## PLEASE REMEMBER:

- a. Write down your password! You will need to remember this to get back in and take the post-test to get credit for each class.
- b. Triple-check your NABP number and Month and Date of birth!! If these are not accurate, your CE credit will be delayed or possibly YOU MAY NOT GET the CE CREDIT!!!
- 7. Check the box next to ALL of the classes that you would like to attend, as well as any extras that you would like to add on (i.e. sponsor a technician or student, printed handouts, etc.)

## PLEASE REMEMBER:

- -a. Before September 1<sup>st</sup> you can register as an "Earlybird Member" or "Earlybird Non-member" to ensure you receive a discount.
- b. If you are registering for all 3-days of the conference, use the coupon code SUPERCE2017 in the box where it says "Enter Coupon Number", then click "Apply Coupon" to get a discount for attending all three days of the meeting.
  - c. If you haven't become a member yet, please proceed to the following link: <u>ishp.shuttlepod.org/page-1863674</u>, become a member, in order to register as a member and get discounted registration fees for all meetings.



- 8. Put in your credit card information, and <u>click Register</u>.
  - a. The CVC is the 3-digit code on the back of your credit card.
- 9. You can go back in to the site at any time to take a Pre-Test for each class that you registered to attend. Pre-tests will be available to take by no later than *August 18*<sup>th</sup> for every class.
  - a. Pre-test and post-test scores are NOT used for ACPE credit, but completing the test to the best of your ability is required to receive ACPE credit. The scores are used to help us see how much you are learning with the classes, and to improve future educational activity offerings.

+ Telehealth: Innovative Ways to Expand Access to Primary Care Clinical Pharmacy Specialists	Take the Pre-Test
+ Biosimilars: Now and Into the Future	Complete Evaluation
+ <797>: A Pharmacy Odyssey	Take the Pre-Test

10. You will receive an e-mail shortly that confirms your registration.