

## First Time Login Instructions

Prior to your course date, please login into **Baystate's new Continuing Interprofessional Education learning management system**, <https://education.baystatehealth.org>, to authentic and update your account.

Click **Login** (upper right hand corner)

Click **Login with your Baystate credentials** (lower right hand corner)

Enter your BH network User ID and password

Upon login, you will be prompted to update your profile

### Step 1: UPDATE PROFILE

Click **update your profile** or click My Account



Enter profile information

- Required fields are denoted by an asterick
- If credentials are not applicable, please enter a period .

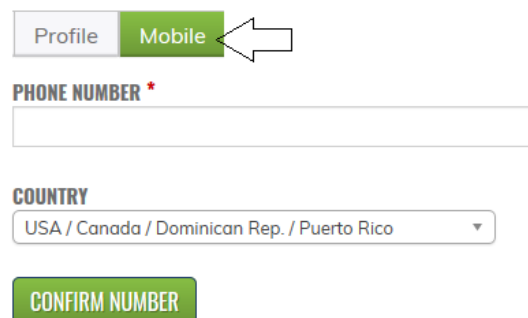
Click **Save** when complete

### Step 2: REGISTER MOBILE NUMBER

EthosCE provides text messaging technology to manage attendance, evaluation and credit.

Click **Mobile** tab, enter your 10-digit mobile phone number (excluding any dashes, parentheses, or spaces)

Click **Confirm Number** when complete



The screenshot shows the mobile registration form. At the top, there are two tabs: 'Profile' and 'Mobile'. The 'Mobile' tab is selected and highlighted in green, with a white arrow pointing to it from the right. Below the tabs is a text input field labeled 'PHONE NUMBER \*'. Below that is a dropdown menu labeled 'COUNTRY' with the text 'USA / Canada / Dominican Rep. / Puerto Rico' and a downward arrow. At the bottom is a green button labeled 'CONFIRM NUMBER'.

A confirmation code sent by text to your mobile phone.

Enter **Confirmation Code**

Click **Confirm Number**

**MOBILE PHONE NUMBER**

**CONFIRMATION CODE**

Enter the confirmation code sent by SMS to your mobile phone.

**CONFIRM NUMBER**

**DELETE & START OVER**

Disable messages if desired

Click **Save**

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