

ACCESSING IHIMA's LMS System

Thank you for registering for an IHIMA virtual meeting. All courses will be presented live and recorded for future on demand play back. You will click a Zoom link to join the live meeting.

Instructions for Live Participation

Steps	Action
1	Click the following link https://ihima.mclms.net/en/
2	Login using your IHIMA username and password. Note: Your IHIMA username is your AHIMA ID. Your IHIMA password is the password you created to login in to the IHIMA website. If you are not an IHIMA member your username is most likely your email address. Result: Your courses will be displayed on the screen. You will see 2021 Virtual Fall Meeting.
3	Go to 2021 Virtual Fall Meeting course and click View. Result: All Virtual Fall Meeting course will be listed.
4	Locate the course you would like to join and click on the course title.
5	Click on the Zoom link to join the live session.

Accessing Recorded Courses

Steps	Action
1	Click the following link https://ihima.mclms.net/en/
2	Log in using your IHIMA username and password. Note: Your IHIMA username is your AHIMA ID. Your IHIMA password is the password you created to login in to the IHIMA website. If you are not an IHIMA member your username is most likely your email address. You will use the same username and password you entered to register for the meeting.
3	Click on COURSE LIST at the top of the screen. Result: You will see the Virtual Fall Meeting.

4	<p>Locate the course you would like to play back and click View.</p> <p>Result: The course will open</p>
5	<p>When you have completed the video, you will receive an email with the CEU certificate for that course only.</p> <p>Note: You may access your certificates in LMS at any time.</p>

Obtaining the CEU Form

Steps	Action
1	The CE form will register once you click on the course
2	<p>You will receive an email with the CEU certificate for that course only.</p> <p>Note: You may access your certificates in LMS at any time by clicking on MY ACCOUNT → MY CERTIFICATES</p>