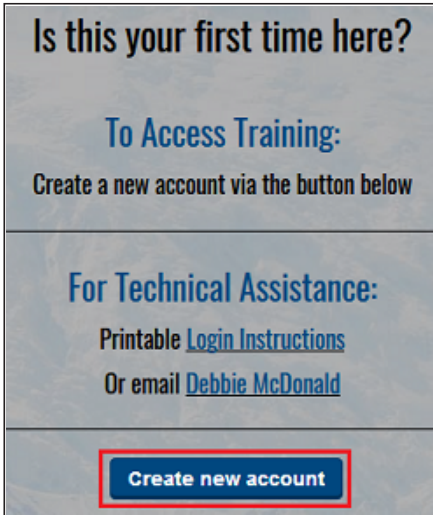




1. From the homepage of www.learn.dhss.alaska.gov, click **“Create new account”**.
(As highlighted in yellow below)



2. Create your account:

- a. Type a **username** for the account.
- b. Add **password**. (Password must be 7 characters long: 1 upper, 1 lower, 1 special character and 1 number).
- c. Type your **email** account.
- d. Re-type your **email** account.
- e. Add the **city** you work in.
- f. **Telephone**. Add contact number.
- g. **Job Class**. Enter your job title, if applicable.
- h. **Referring Division**. Select the *agency who referred you* from dropdown menu. Select *Unknown* if appropriate.
- i. **Profession/degree**. Optionally add your profession or enter a space or period if you would prefer not to answer.
- j. **Security Question**: Complete the Captcha by clicking the check box and selecting the appropriate images.

Create a new account

Choose your username and password

a. Username*
The password must have at least 6 character

b. Password* Unmask

More details

c. Email address*

d. Email (again)*

First name (as you would like it to appear on your certificate)*

Last name*

More User Information

e. Business Address*

City*

State*

Zip*

f. Telephone (Just numbers, no dashes)*

Employer or Business Name*

g. Job Title*

h. Referring Division*

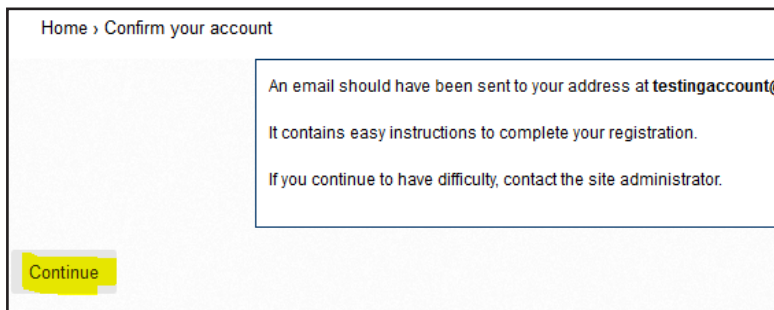
i. Profession*

Medical Credentials or Degree (EX: MD, DO, NP, PA, None)*

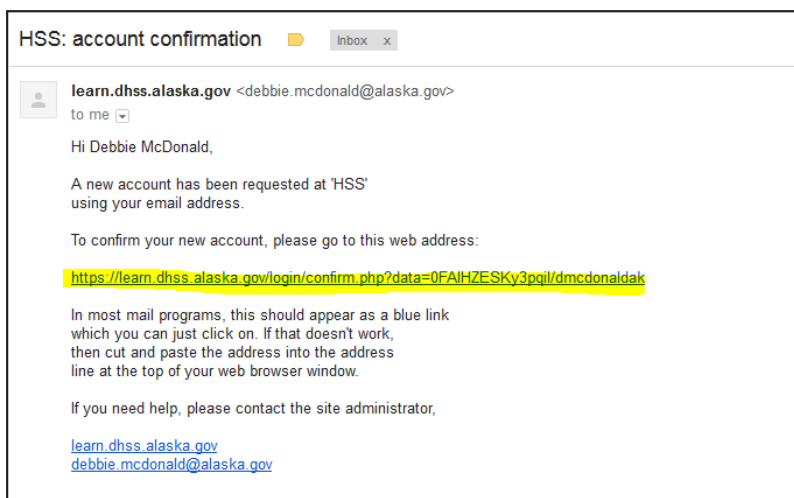
j. Security question I'm not a robot

3. Confirm your identity:

a. Click continue on the next screen as shown here:



b. Check your email account. An email confirming your information will be sent from the system. Click on the hyperlink included in the email as shown below. If you do not receive an email within 3-5 minutes, **please check your spam, trash and junk folder**. If you are unable to find the email in these folders, please contact: debbie.mcdonald@alaska.gov



For assistance, please contact: debbie.mcdonald@alaska.gov