Steps to Enroll in a Self-Insurance Program (SIP) Course
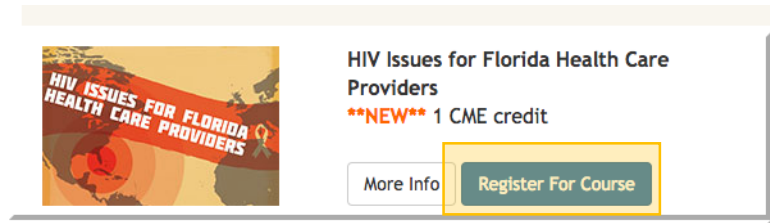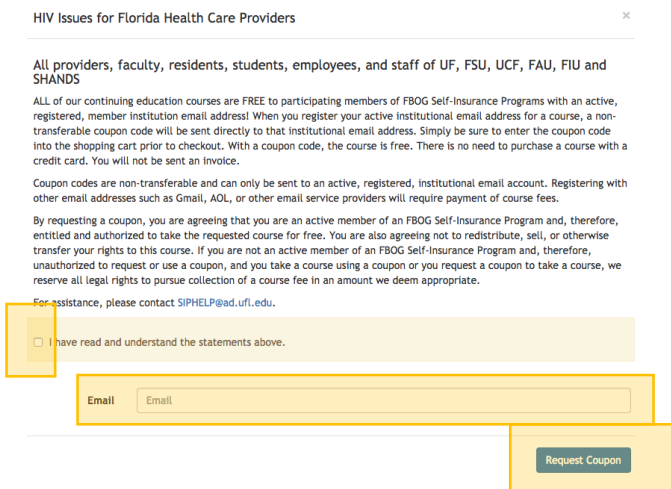
1. Review the course inventory in the Course Store (http://flbog.sip.ufl.edu/continuing- education-online/). Identify the course you are interested in taking and select the "Register for Course" button to the right of the course. For example, if you plan to take Medical Error Prevention for Physicians and Physician Assistants, select Register for Course as illustrated below.

2. With the exception of those marked "For SIP Participants Only", our courses are available for anyone to take. Once you select "Register for Course" you will be prompted to confirm that you are a member of one of the participating SIPs. As a member of one of the participating SIPs, you are entitled to take the course for free and this process will allow you to secure a coupon code. When the below screen is viewable, SIP participants should click on their employing university. -If you are not a member of a participating SIP, select the ALL OTHER option and skip to step 5.

3. You will then receive the below screen. Please read the information provided and, if understood, select the check box indicating "I have read and understand the statements above." Proceed to populate the "Email" box with your university email address, and select "Request Coupon."

4. Your coupon code will be delivered to your .EDU mailbox from sender "**SIP HELP**." If you do not receive the coupon within a few minutes, please be sure to check your Spam or Junk folder. The email will provide your coupon code and will read similar to the following:

Coupon Code: ▮▮▮▮▮▮

To finish enrolling in your course, you will be directed to the "Sign up" page of our course management site. If this is the first time you are taking a course through our program, please create your account as directed through the sign-up process. If you have already taken a course(s) online through our program, please select the "Login" option on the bottom left of the "Sign up" window.

Click here to finish enrolling in course. Please remember your above coupon code.

Select "Click here" highlighted in blue in the e-mail to finish enrolling in the course.

5. If you have an existing account with LearnUpon (our learning management system that houses all SIP courses), please populate your e-mail and password, then select "**Sign in**". If you forgot your password, select "**Forgot your password?**" option to reset. If you are accessing LearnUpon for the first time, you need to first create an account. Select **"Sign-Up Now"** and follow the instructions. If you are a SIP participant, please be sure to use your .EDU email address. You will then be asked to provide additional account information that should be populated as appropriate; not all questions are applicable to all customers.

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Forgot your password?
Forgot your email address?
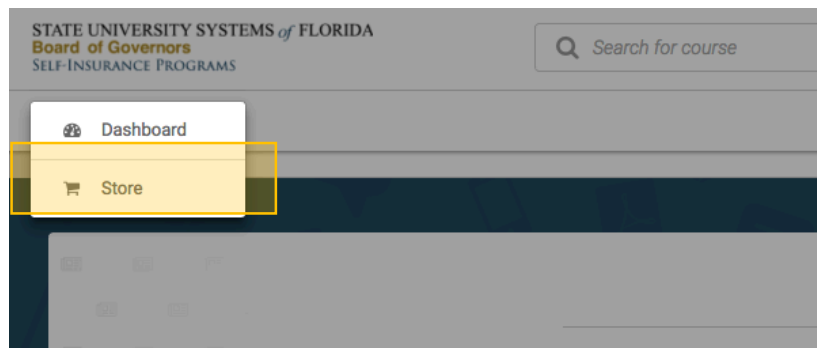**Trouble confirming account or other issues?**

Email
Email@website.com

Password
••••••••

Sign In

Don't have an account? **Sign up now »**   **forgot password?**

6. Once you are registered in LearnUpon, go to the course Store to purchase the course. If a SIP participant, please be sure to have your coupon code available and apply it at checkout.

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Q Search for course

⚙ Dashboard

🛒 Store

7. After purchasing the course, your selected course(s) can be found on your account "dashboard". Select "Start" to take your course.

8. Once you have completed your course, you will be directed to the next module(s) which may include a quiz and/or a six question course evaluation. Once you have completed and submitted your evaluation, you may return to your "dashboard" by clicking the Self-Insurance Program logo on the top of the page.

Your course is now listed under the "Completed" link. You can print a certificate from this section as proof of completion of the course.

If you experience any problems navigating through LearnUpon or taking the course, please call 352-273-7006 or email siphelp@ad.ufl.edu for assistance.