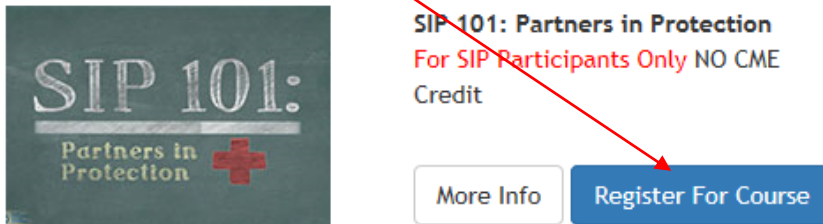
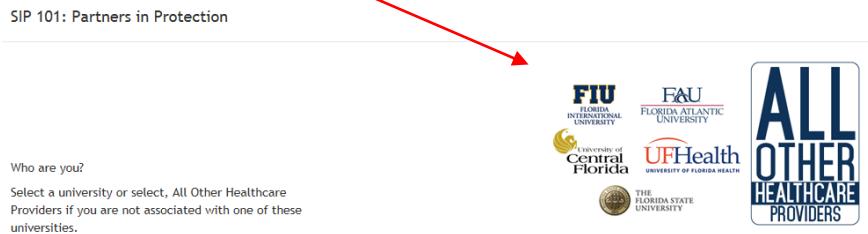


SIP Participants and Students: Steps To Enroll In a SIP Course

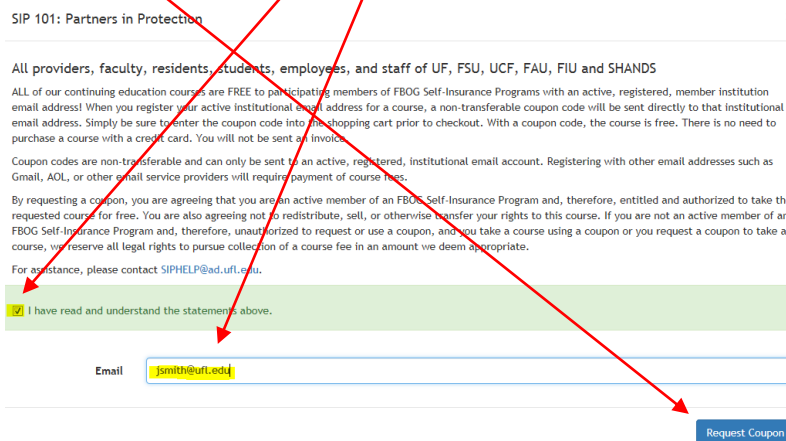
- 1) Go to the FLBOG SIP CME Online home page: <http://flbog.sip.ufl.edu/continuing-education-online/>
- 2) Review the course inventory, identify the course you are interested in taking, and select the “Register for Course” button to the right of the course. For example, if you plan to take SIP 101, select Register for Course as illustrated below.



- 3) Because our courses are available for purchase to healthcare providers, you will be prompted to identify if 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, select the university by which you are employed.



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



- 5) 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: ██████████

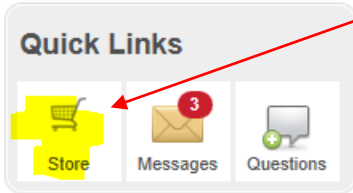
To finish enrolling in your course, you will be directed to the "Sign up" page of our course management site. If this is the first time you are taking a course through our program, please create your account as directed through the sign-up process. If you have already taken a course(s) online through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

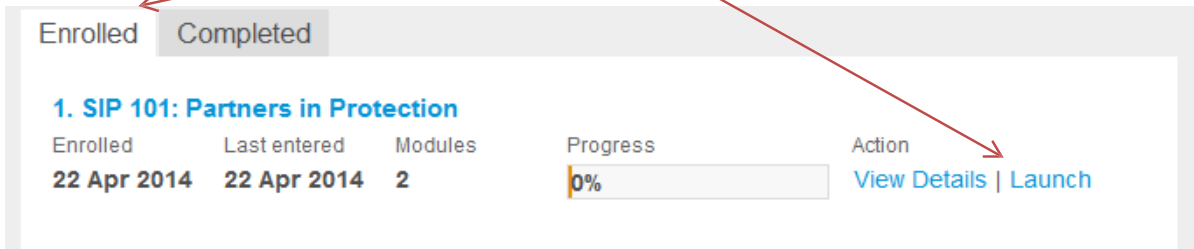
Select "[Click here](#)" to finish enrolling in the course.

- 6) If you have an existing account with LearnUpon (our learning management system that houses all SIP courses), please select "login" to sign in. If you are accessing LearnUpon for the first time, you need to first create an account by providing your email address (please use your @UFL.EDU e-mail address), create a password, and select "[Sign up](#)." You will then be asked to provide additional account information that should be populated as appropriate; not all questions are applicable to all customers.

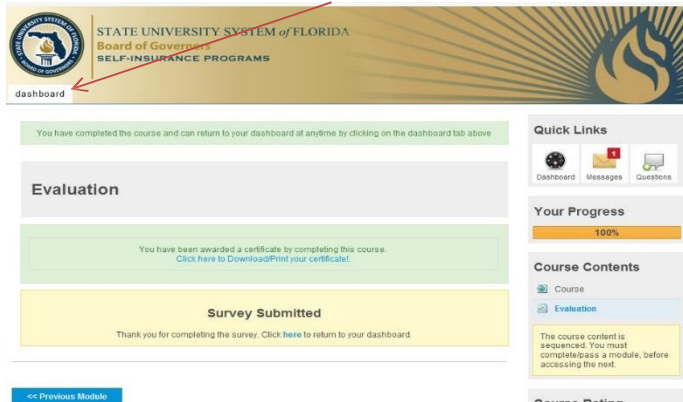
- 7) Once you are registered in LearnUpon, go to the course store to “purchase” the course. Complete the instructions using your coupon.



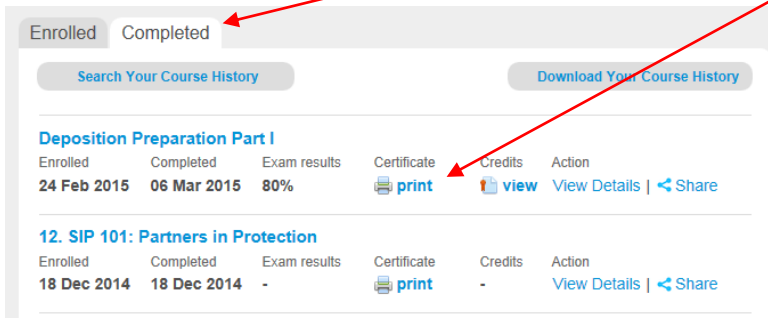
- 8) Once you purchased the course, your selected course(s) can be found on your account “dashboard” under the “Enrolled” tab. Select “Launch” to take your course.



- 9) Once you have completed your course, you will be directed to the next module which is a six question course evaluation. Once you have completed and submitted your evaluation, you may return to your “dashboard”



- 10) Your course is now listed under the “Completed” tab. You can print a certificate from this section as proof of completion of the course.



Updated 8/25/15

11) 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.