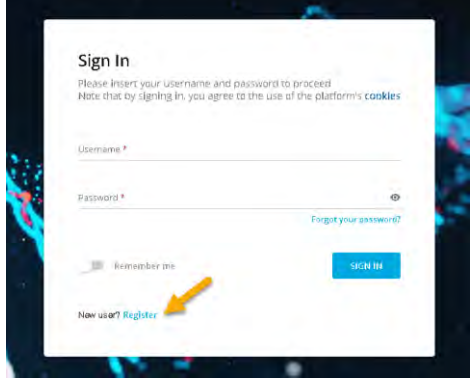
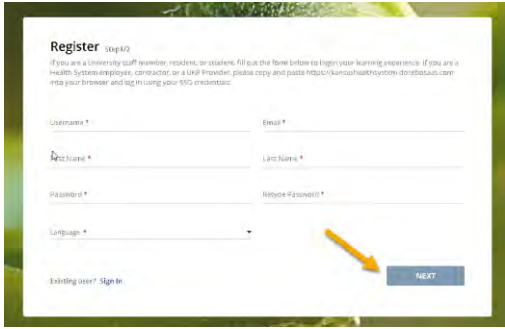
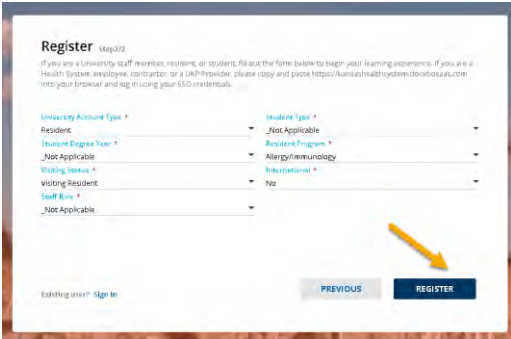
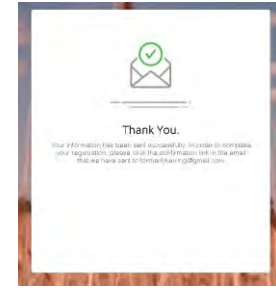


## Self-Registration Instructions

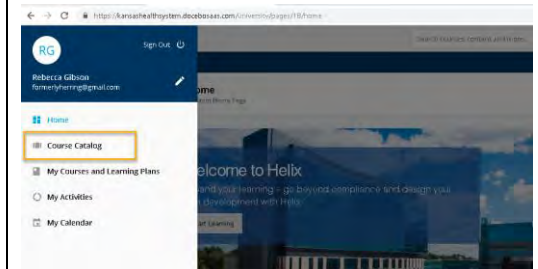
Use this document to register for a new account and enroll in required courses.

Step	Screen
Navigate in your browser to the following site: <a href="https://kansashealthsystem.docebosaa.com/university/learn">https://kansashealthsystem.docebosaa.com/university/learn</a>	
If this is your first time logging in, click <b>Register</b> .	
Enter your email address as the <b>Username</b> and <b>Email</b> . Then enter your <b>First Name</b> as well as your <b>Last Name</b> and create a <b>Password</b> . Finally, choose English as your <b>Language</b> .	
Once all required fields are complete, click <b>Next</b> .	
One the second screen, enter only the required information that applies to your role. For example, as a resident you would choose <b>Resident</b> in the <b>University Account Type</b> field. Choose <b>Not Applicable</b> as the <b>Student Type</b> and <b>Student Degree Year</b> . Choose your <b>Resident Program</b> , <b>Visiting Status</b> , whether you are an <b>International</b> student, and <b>Not Applicable</b> for <b>Staff Role</b> .	
Once all required fields are complete, click <b>Register</b> .	

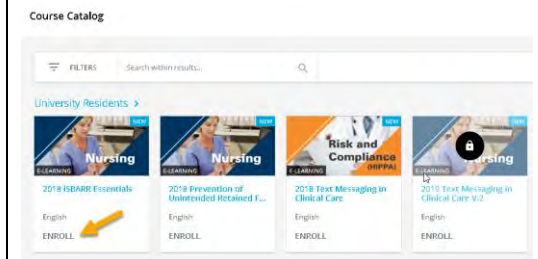
You will receive an email from [askhelix@kumc.edu](mailto:askhelix@kumc.edu) asking you to activate your account. Log in to your account and click on the link. Once you have clicked the link, you can log in to Helix using the credentials you created.



From the log in screen, navigate to the **Course Catalog**.



Select the course(s) you need to complete and click **Enroll**.



On the enrollment page, click the **Enroll** button again to confirm.



You're now ready to start learning!