Leading Change Enrollment Instructions

Follow the self-enrollment instructions below. Once you are enrolled and have access to the modules via stfm.org you can begin working on the modules.

Create a Profile on stfm.org

If you don't already have an STFM account, go to www.stfm.org to create one. The email address you use at this stage will be your username.

- 1. Click "My Account" at top right. Here is a shortcut to that page.
- 2. Click Create an Account at the bottom (screenshot below).



This creates a user profile on stfm.org that will grant access to the online course.

If you already have an STFM account, log in at www.stfm.org.

How to Enroll in Leading Change

When you are finished making a profile, make sure you are logged in and on your <u>stfm.org</u> profile page.

- 1. Click **Online Learning** at the top of your Profile Page
- 2. On the next page that loads, click Access Your STFM Online Courses
- 3. After the learning center loads, copy and paste this entire link into your browser and hit enter:
 - https://stfm.docebosaas.com/lms/index.php?r=course/deeplink&course_id=61&generate d by=12494&hash=b8baf106a0f26006b63e94135a29285fd4980c25
- 4. You are now enrolled in Leading Change and the course will be visible in the Courses section
- 5. You can access the course later by signing in to your profile with this shortcut

How to Resume Your Course

You don't have to finish the course in one sitting. You can stop and resume at any time, and the system will record your place. To resume learning, sign in and at stfm.org and click **Online Learning** at the top of your profile page.