Employees of Mount Auburn Hospital should use the following instructions to enroll in a course offered by Center for MEDICS.

1. Click the following link, or enter it directly into your browser: http://portal.mah.harvard.edu

2. Click the tab labeled GENERAL in the top right corner of the window.

3. Click Medical Staff Office in the list on the left side of the window.

4. Click Physician Education in the horizontal menu near the top of the window.

5. Click BLS in the new horizontal menu at the top of the window.

6. Take note of the Promo Code that appears in the second bullet point under Step 1 - Online Training. You will need this to waive the course fee. Click the link in the first bullet point under Step 1 - Online Training. This brings you to the course registration page, shown in Step 7. You can also reach this page by pointing your browser to www.centerformedics.com, and selecting the Training - Class Schedule option in the horizontal menu bar near the top of the page.

7. Click the Purchase Now button below the course description. You will see a form with fields that must be filled in, including one for the Promo Code you received in Step 6 above. Make sure you enter a current e-mail address that you can access, as that is where your online key code is sent.

8. Complete all the information fields on the registration page, and click the Proceed with this purchase button below the form. You will see an Online Purchase confirmation page.

9. Click the Confirm Order button.

10. You will see a confirmation page with a link to a printable receipt. Your online key code is

sent to your e-mail account and is also on the printable receipt. The image below shows you

where to find the keycode number on the receipt, whether you access it by e-mail or the link.

11. To access the course, enter OnlineAHA.org in your browser URL window. Near the center

of the page that appears, enter your online key code in the field provided under Activate a Key.

Click the Enter button.

12. Enter your login information if you have an account; create a new account if you have not

already done so. Your course will open in the browser.