How to create an account

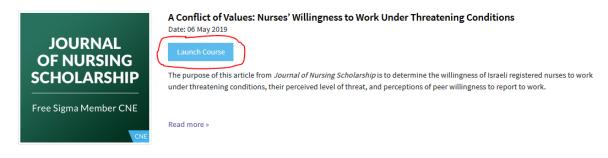
Go here: <u>https://identity.sigmanursing.org/registration</u> to register for your free Sigma account. You
will be asked for your full name, email, and address. Please note that if you are already a member
and have an account, use the blue link near the top of the registration form to log in to your
existing account. Once the form is filled out, select "Register" at the bottom of the form.

Sigma	
EXCELLENCE	
Register to access Sigma's free reso Sigma Members: <u>Please login to access your benefit</u>	
First Name	
Last Name	
Email Address	
United States of America	~
Armed Forces Americas (except Canada)	~
Street Address	
Street Address 2	
City	
Postal Code	
Password	*
Confirm Password	۹.
Register	

2. Once you have registered you will automatically be taken to the courses page. Here you will see all the courses you have access to. Near the top of the page there will be five highlighted courses surrounded by a blue box. These courses have been made free to all nurses who make an account with us to help in this stressful and unprecedented time.

Did you purchase a continuing nursing education (CNE) course? To view all your purchased courses and certificates, go to the Online Learning Dashboard. View your Online Learning Dashboard		Looking for a specific free member course Search for CNE courses by name	
THANK YOU FOR ALL YOU DO			

3. To view each course, select the blue button that says "Launch Course" to be taken to our eLearning platform. The course should automatically open; however if you have a pop-up blocker, you may have to allow pop-ups from Sigma for the course to open.



How to submit your completed course for credit and obtain your certificate

- 1. Scroll through your courses or find the one you want by using the Course Search box near the top of the page. Once you have found the course you want, select its link.
- 2. On the next page there are two buttons, a Submit Credit button and a View Now button under the Topics section. If you have completed the course, selecting the Submit Credit button should take you to the Post-Test Survey. You will be able to tell that you have completed a course if there is a green checkmark next to the course name.

Access Content	Overview
Submit Credit	-
Topics	•
View Now	Transformational Leadership 🧭

3. Once you have completed the survey you should get the following page. Select "Process Credit".

Confirm All Information Please verify that all information is correct before continuing.	
Course name: Transformational Leadership: Full Seminar	
Monica Meredith	
You are certifying completion for the following credits:	
Credit Reporting Organization	Credit Hours
Credit Reporting Organization Sigma Theta Tau International	Credit Hours 1.6 ANCC

4. Once the credit has been processed and submitted you should be taken to the CNE credit page. On this page will be 5 different boxes, each color coded by a bar at the top of the box. To view your certificate, scroll down the page until you see a box with a green bar at the top that says "Submitted Credit".

Submitted Credit	
Transformational Leadership: Full Seminar Sigma Theta Tau International - 1.6 hours - ANCC	View Sigma Theta Tau International Certificate
Financial Management: Full Seminar Sigma Theta Tau International - 9.4 hours - ANCC	View Sigma Theta Tau International Certificate

5. This green box is where you will find all of your completed courses that have had credit submitted. You can click the green box on the right side that says "View Sigma Theta Tau International Certificate" to view your certificate and either print it or downloaded it to your computer.