

Yay! We have a site license! NOW WHAT!?!?

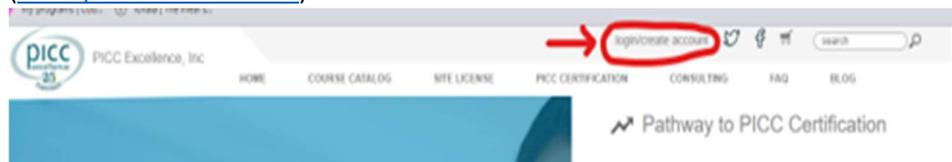
Your step-by-step guide

How to log into and access your site license account:

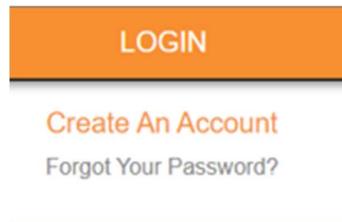
If you have any questions at any time during the log in process, please feel free to contact us via email (info@piccexcellence.com) or phone (888-714-1951)

INSTRUCTIONS:

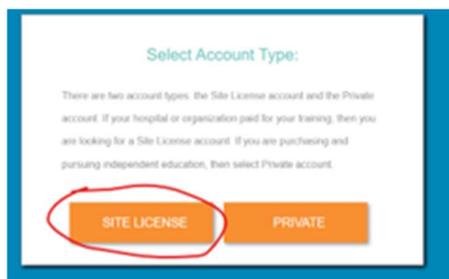
1. Do you have a prior or current PICC Excellence user account?
If YES: Proceed to step 10
If NO: continue to step 2
If NOT SURE: Proceed to step 13
2. Select the Login/Create Account button on the top right of our home page (www.piccexcellence.com)



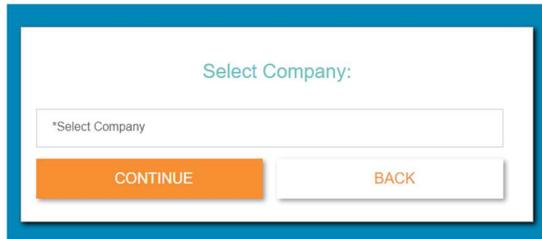
3. Select Create An Account



4. Select Site License



5. Click on *Select Company. Select your hospital/facility name from the dropdown menu. (Continue)

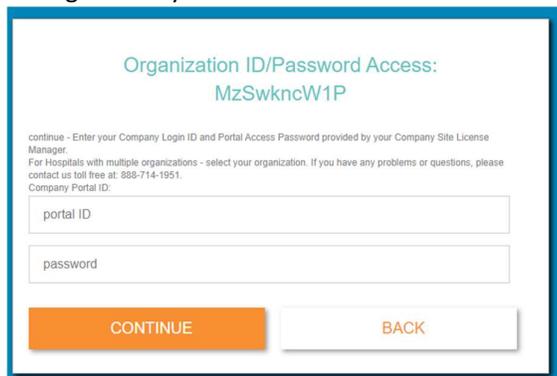


Select Company:

*Select Company

CONTINUE BACK

6. Enter your Company/Facility Portal ID and Password (Continue)
Note: Your Site License Manager has access to this information on the Site License Manager Management System.



Organization ID/Password Access:
MzSwkncW1P

continue - Enter your Company Login ID and Portal Access Password provided by your Company Site License Manager.
For Hospitals with multiple organizations - select your organization. If you have any problems or questions, please contact us toll free at: 888-714-1951.
Company Portal ID:

portal ID

password

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7. Enter your information (Continue)



Enter your information:

Create your online education account for purchasing and accessing your online courses and tests. Tests and certificates for ALL online educational products are accessed through this account login.

*first name

*last name

*designation (RN,BSN,etc) N/A if none

Employer (n/a if applicable)

*license number (for CE credits)

*email/login ID

*confirm email/login ID

*password

*confirm password

*Phone Number (kept private)

*Select State

CONTINUE BACK

8. You now have your online user account created and linked to the site license!
Congratulations!



Personal Information

Organization/Trainer: PICC Excellence, Inc. - License Expires: 2022-08-31
Cooper Cooper
Phone: 123456789
Email: dog@windstream.net
[Edit Account Info](#)
[Manage/Upload Documentation Library](#)
(Store certificates, CPUJ documents, professional documents for access anywhere, anytime)

9. Now that you have your user account, the next time you log in, **start at step #10.**

10. Yes! I have a user account with PICC Excellence. To log in: Select the Login/Create Account button on the top right of our home page (www.piccexcellence.com)



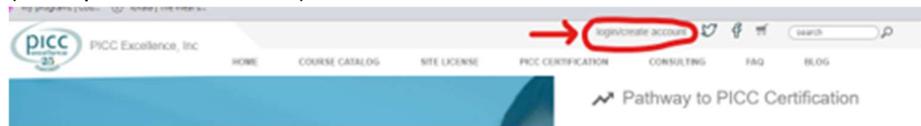
11. Enter your email and password

A screenshot of the 'Login or Create An Account' form. It features two input fields: 'Email' with the example 'ex. john.smith@gmail.com' and 'Password' with the example 'ex. c0mP13xp@33word'. Below the fields is an orange 'LOGIN' button. Underneath the button are links for 'Create An Account' and 'Forgot Your Password?'. The form is set against a white background with a blue border.

12. You are now in your user account and ready to access the online training courses!



13. I'm not sure if I still have or ever had a PICC Excellence User account:
Select the Login/Create Account button on the top right of our home page (www.piccexcellence.com)



14. Enter your email and password (LOGIN)

A screenshot of the 'Login or Create An Account' form, identical to the one in step 11. It shows the email and password input fields, the LOGIN button, and the links for account management.

15. If you receive an error message, you can give us a call (888-714-1951) or send us an email (info@piccexcellence.com) to verify if you have or had an existing user account with us, and we will be happy to assist you.