

Go to the IHCC website: www.indianhills.edu

On a computer click “Continuing Education” in the red bar across the top of the page

On a cell phone click on “continuing Education” in the menu pull down

Scroll below the picture and click to “Register for a Continuing Education class”

On the left click “browse”

The screenshot shows the Indian Hills Community College website. At the top, there is a search bar and a 'GO' button. Below the search bar, there is a navigation bar with 'Browse' and 'LAST VIEWED' buttons. A blue arrow points to the 'Browse' button. Below the navigation bar, there is a 'Welcome to Our Course Catalog!' message. Below the welcome message, there is a box with the following text: 'Health & Public Safety', 'CPR/First Aid', and 'Careers/Certificates'. A blue arrow points to the 'Health & Public Safety' text. To the right of the box, there is a text label 'Select “Health & Public Safety”'.

Select” CPR/ First Aid
Find this course:

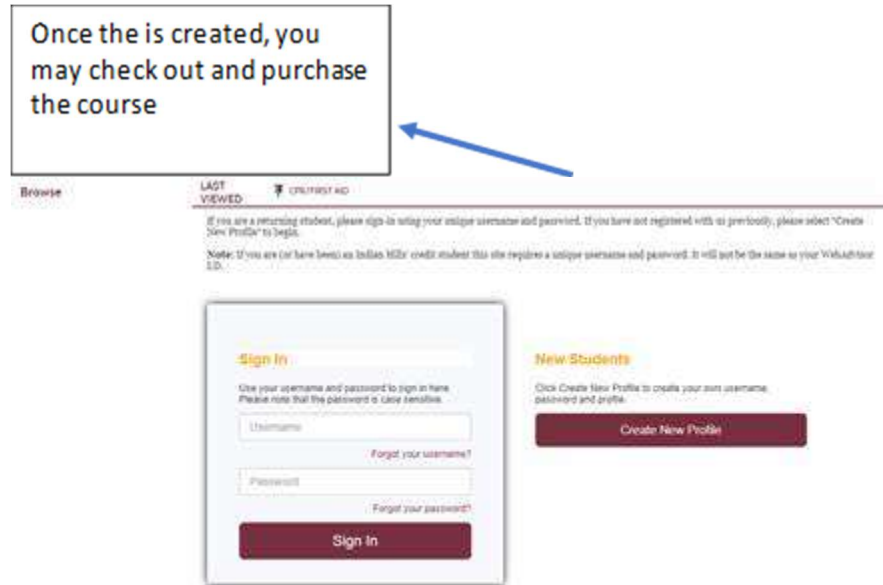
**Blended Learning - BLS
RQI Complete Course**
AHA 4001
Start Date: upon registration
Self-Paced
Days of the Week : .
Tuition: \$95.00
Instructor : IHCC Staff
Please read: The course content for
this class will be ...More
ADD TO CART »

Find this course:

Click to add to cart

You will be directed to a page to “Sign In”. If you have not used this registration page before you will need to ‘Create New Profile’

Once the is created, you may check out and purchase the course



The screenshot shows a web page with a navigation bar at the top containing 'Browse', 'LAST VIEWED', and 'CPH/IRST AG'. Below the navigation bar is a message: 'If you are a returning student, please sign in using your unique username and password. If you have not registered with us previously, please select "Create New Profile" to begin. Note: If you are (or have been) an Indian Hills credit student this site requires a unique username and password. It will not be the same as your Volschool ID.' The main content area is divided into two sections. The 'Sign In' section on the left has a heading 'Sign In', a subheading 'Use your username and password to sign in here. Please note that the password is case sensitive.', a 'Username' input field with a 'Forgot your username?' link, a 'Password' input field with a 'Forgot your password?' link, and a 'Sign In' button. The 'New Students' section on the right has a heading 'New Students', a subheading 'Click Create New Profile to create your own username, password and profile.', and a 'Create New Profile' button.

You should then watch the email you provided when checking out for an email from CONTINUING EDUCATION confirming your registration then one from **RQI Partners and RQI1Stop** telling you that you have a “New Assignment Available”. If you do not have this email in 2 business days after registering please check spam and junk email files first, then contact CONTINUING EDUCATION.

This email will provide instructions on how to reset your password and set up your RQI account and begin the on-line course. When the on-line course is complete you will need to email CEWS@indianhills.edu or call Christine Howard at 641-683-5111 X 1961 to schedule a time to do the skill check off. Times are available 07:30am- 3:30pm any day the college is open. At the check off you will log back into your RQI account to complete the skills check off. The interactive manikin will provide you with feedback on your performance.

The on-line is user adaptive so one student may be done in 2 hours, another may need 5. Typically you should be able to complete the check off within 30 minutes. Slots are scheduled for 45. If you cannot get done you should schedule another time slot (at no additional charge) to finish. Once you have successfully completed the skill check-off, you will receive an ecard which can be accessed in you RQI account.