

Please see below for the instructions on how users can update and create accounts to be included in your subscriptions.

Update an existing account

1. Go to your My IHI Portal (<https://my.ihi.org/myaccount>)
2. To edit your organization, select the pencil in the right-hand corner of the box with your name, organization, and IHI ID number.

The screenshot shows the 'Your IHI Portal' interface. At the top, there is a navigation bar with 'MY ACCOUNT', 'MEMBERSHIP PROGRAMS', 'EDUCATION', and 'CONTACT US'. Below this, the user profile for 'Test Premium' is displayed. The profile includes a photo placeholder, IHI ID (2200365), and status (Active). The 'My Details' section is highlighted with a red circle around the pencil icon in the top right corner, indicating the edit function. The 'My Details' section includes fields for About Me, Credentials, Work Phone, Other Phone, Mobile Phone, Fax, Email (testpremium@mailinator.com), Alternate Email, and Website. The 'Social Media Profiles' section shows 'There are no social profiles defined.' The 'Students and Residents' section shows 'Student or Resident?' (Student - Full Time), School, Your Discipline, Your Discipline-Other, School E-Mail Address (testpremium@mailinator.com), and Year of Graduation (2020).

3. Edit the Primary Organization box. Please select the instance as provided by your administrator from the drop down. **You must select an instance and not just type it in.**

The screenshot shows the 'Edit' form for a user profile. The form includes fields for Prefix, First name (Test), Middle, Last name (Premium), and Suffix. There are also fields for Designation, Title, Informal name (Test), and Full name (Test Premium). The 'Primary organization' field is highlighted with an orange box, showing a dropdown menu with 'Test Organization' selected. The 'Mobile phone' field is also visible. At the bottom, there are buttons for 'Save & Close', 'Save', and 'Cancel'.

4. Hit Save & Close.
5. Logout and Log back in, you should now appear on the administrator's roster.

