

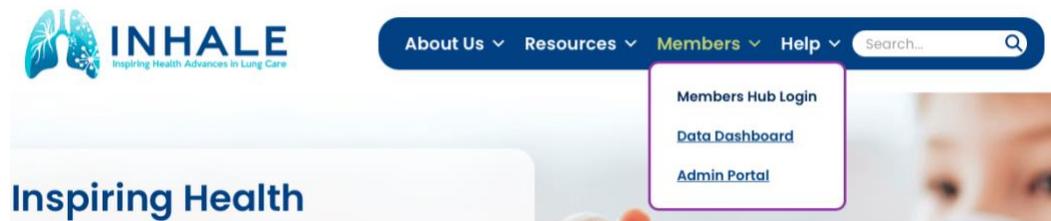
INHALE Members Hub Login Instructions

Returning Users

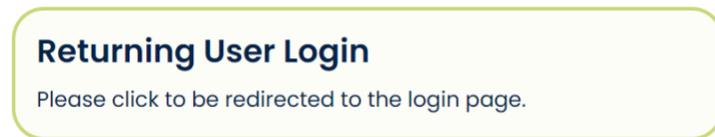
Users who previously had an INHALE Learning Account will be able to access the Members Hub using the email address for their previous account but will need to reset their password before entering the Hub for the first time.

Please follow these steps to reset your password:

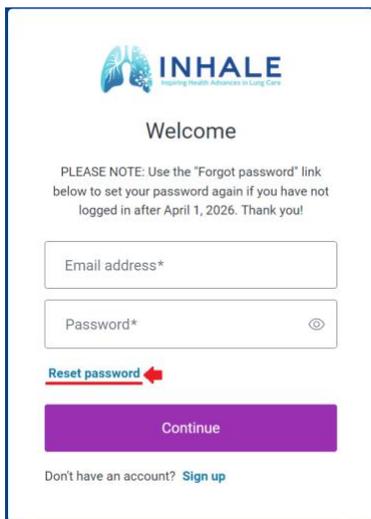
1. Navigate to the INHALE website and locate the Members Hub Login under the Members section of the main navigation menu.



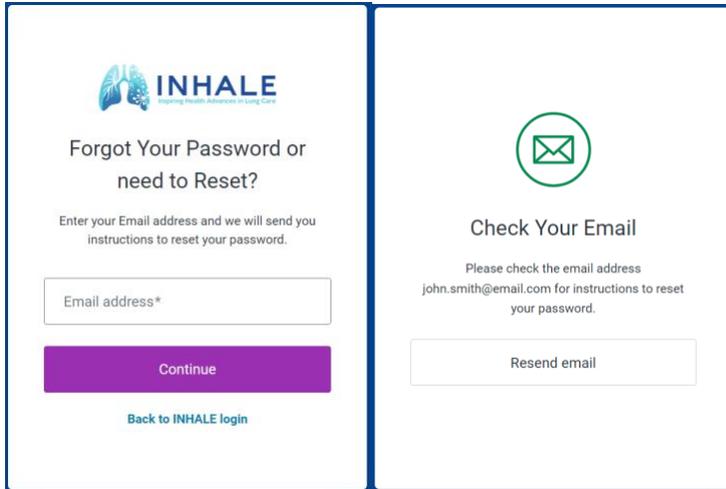
2. Click **Returning User Login**



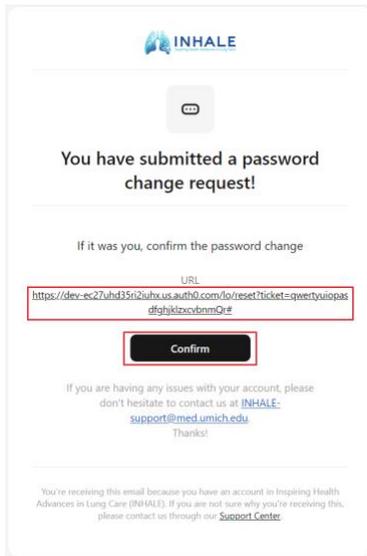
3. Once in the login page, click **Reset Password**.



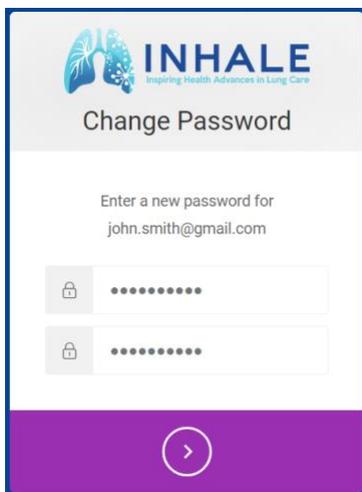
4. Enter your old INHALE Learning Platform account email address OR your INHALE CQI Admin Portal account email address and hit **Continue**. If successful, you should be redirected to a confirmation page, and an email will be sent to the address used to reset your password.



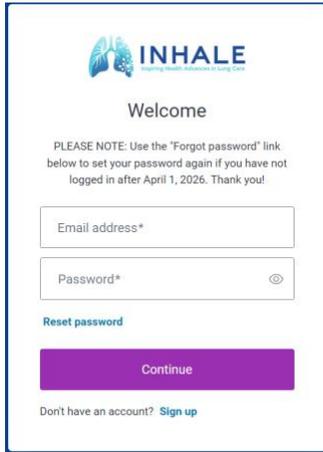
5. In the email, either click the **link** or the **Confirm** button to be redirected to the password reset form.



6. Enter your new password and click the button below to finish resetting your password.



7. Finally, login to your account using your email address and newly created password. Note: Your login will stay active on this device until you choose to log out or clear your browser cookies.



New Users

1. Navigate to the INHALE website and locate the Members Hub Login under the Members section of the main navigation menu.



2. Click **Register A New User**.

Register A New User

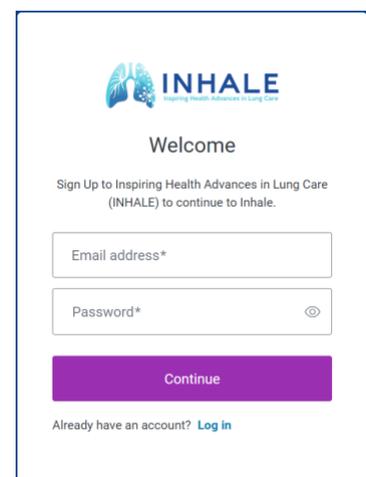
Click to create your account.

This is a one-time step required to set up your login.

3. You will be directed to the registration page. Please enter your Email address and Password.

4. Note: Your password must contain:

- a. At least 8 characters
- AND
- b. At least 3 of the following:
 - Lower case letters (a-z) Lower case letters (a-z)
 - Upper case letters (A-Z) Upper case letters (A-Z)
 - Numbers (0-9) Numbers (0-9)
 - Special characters (e.g. !@#\$\$%^&*)



5. If successful, you will be asked to enter your account information to Register.

a. Enter:

- i. First Name
- ii. Last Name
- iii. Preferred Email
- iv. Organization Affiliation
- v. Practice Name (Optional)
- vi. Practice Type (Optional)

The screenshot shows a registration form titled "REGISTER WITH INHALE". The form includes the following fields and options:

- Price: Free
- First Name*: John
- Last Name*: Smith
- Preferred Email*: johnsmith@gmail.com
- Organization Affiliation*: University of Michigan Medical Group (dropdown menu)
- Practice Name: Ann Arbor Practice
- Practice Type: Pulmonology (checked), Pediatric Pulmonology, Allergy, Primary Care, Pediatrics, N/A - Physician Organization, Other.

A "SIGN UP" button is located at the bottom of the form.

6. You will be directed back to the Login page after clicking on **Sign Up**, and you should use your new login credentials to sign into the Members Hub. Note: Your login will stay active on this device until you choose to log out or clear your browser cookies.

User Account and Logging Out

1. If you are logged into the INHALE Members Hub and wish to review your Account OR Log Out, click the **blue person icon** in the top right corner of the main navigation menu to view your account or click **Log Out** to be logged out.

