



## Create new account – Sign-up process

1. From the Smart Campus login page, click on **New Learner** at the top right



2. Fill the form by entering First name, Last name, Personal email, Phone (without + or 0) and Password. Click on **Sign up** once done. (Passwords must be 8 characters long, combination of UPPER case, lower case, numbers and special characters)



3. Open your personal email and verify your account by clicking on the verification link.



4. This will open Smart Campus. You need to **Sign In** using the user ID received in the email, and the password entered during the Sign-up process.



5. From the left side menu, expand the **Registration** menu and then choose **Register in Trainings**

6. Click on “ JCI – HBMSU Health Care Quality Management Program “

7. Click on **Register now** and continue to pay using credit card

