IN ORDER TO SUCCESSFULLY CREATE A LEARNER PROFILE AND REGISTER YOU MUST COMPLETE ALL NINE (9) STEPS BELOW:

1. Go to http://learning.umn.edu

2. In the upper right hand side click on the down arrow by Login

3. Click on Learner Login

4. Under “I’m new to the University” click Continue

5. Fill out the “Request Guest Account” form and click on Submit
6. This will bring you to a new screen. Click on **Continue**

7. Sign In with your email address and the password you just created. Click on **Sign In**

8. You **must** complete these sections and fields and click **Submit** in order to receive continuing education credits:

   **Contact Information**
   **Personal Information:** First Name, Last Name, Name to Appear in Print and Date of Birth
   **Email Address:** Preferred email address
   **Telephone/Fax:** Preferred phone number
   **Address:** Preferred mailing address

   **Employer Information**
   **Employer:** Employer, Job Title, Department, Address

   **Education and Associations**
   **Credentials:** Credential from pull down
   **Associations:**
   *Pharmacists:* Choose ACPE - Accreditation Council for Pharmacy Education-AS0003 and add your NABP eProfile ID (ePID) under “Certification/License Number”

   **Contact and Privacy Preferences**
   Mailing List Preferences

   **Privacy Policies**
   Initial both fields

9. This will bring you to the Learner Home page.

**NOTE:**

You will receive an email with your account information from **emadmin@umn.edu**

Subject: ‘Your University of Minnesota Guest Account’