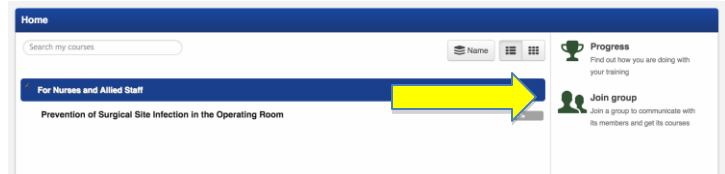


American University of Beirut (AUB) Beirut, Lebanon

New User Registration Process to Gain Access to DICON Training Courses

1. Go to the website <https://dicontraining.medicine.duke.edu>
2. Click on **Signup** in the upper right hand corner
3. Create an account
 - a. Add your name and your **AUB** email address (if applicable), and create a password.
 - b. List your credentials
 - c. Institution: **American University of Beirut**
 - d. Street Address: include either your home or the hospital's address
4. Submit
5. Look for confirmation email in your inbox.
6. Confirm your account by clicking on the provided email link.
7. Accept terms of service.
8. Navigate to the **home** page and click **Join Group**
9. Enter Group Key: **cvcaub23**
10. Return to home page
11. Click on the course you wish to complete
12. Start Course
13. Please complete this entire module, including the exam at the end.



If you have trouble logging in or finding the course, please email DICONtraining@duke.edu or call (919) 684-4560.

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Returning User who forgot password to DICON Training Courses or an existing user who has been requested to reset your password due to the creation of new DICON website

1. Go to the website <https://dicontraining.medicine.duke.edu>
2. Click on Login in the upper right hand corner
3. On next screen, enter your user name which is your email address
4. Click on ? next to password line to indicate you forgot your password
5. On next screen, enter your email address and request new password
6. Look for email in your inbox and follow instructions to reset your password
7. Follow the link back to website and reset your password
8. Make sure you are a member of your group (AUB and the group code is cvcaub23)
9. On the home page, click on training course you want to complete
10. Start course or return to the last page you had started and partially completed the course after
July 1, 2016
11. Please complete this entire module, including the exam at the end.