

The ASAM course registration process is a *two-step process*. The first step is creating an ASAM eLearning Center account, and the 2<sup>nd</sup> is registering for the training. **You will need to use GOOGLE CHROME for this entire process. Microsoft Edge, Mozilla, and Safari will not run smoothly with our system.** Please keep this in mind as you follow the instructions below.

Please follow the steps below to register:

### **Part 1: Create an Account**

An ASAM eLearning Account is needed to register for our courses. If you do not have one, please proceed to the site below and create one. (**Hint:** Make sure to click your dashboard tab once your account has been created!)

- <https://elearning.asam.org/login>

If you have any account already, please move to Part 2.

### **Part 2: Register in ASAM's eLearning Center**

- 1.) Click the link for the course: <https://elearning.asam.org/products/the-asam-criteria-utilization-management-course>
- 2.) On the top righthand side there will be a "Register" button.
- 3.) Once you click on "Register", another box will ask them to "Complete Registration Now".
- 4.) Once you click on that "Complete Registration Now" enter your promo code: **(CignaCriteria\_2024)**
  - a. There are a couple questions you will need to answer in the registration process
- 5.) A confirmation email will be sent to you and the course is now located in your Dashboard Tab.

Please reach out to our Member/Customer service team by email at [education@asam.org](mailto:education@asam.org) or by phone at 301-656-3920 if you have any questions or issues during the registration process!

Thank you,

ASAM Education Staff