Thank you for your interest in the Sex- and Gender-Specific Health (SGSH) educational products! We are excited to share this resource with you. Our hope is that the SGSH educational products are enjoyable for you and your students and that they enhance your students’ awareness and knowledge of sex and gender differences.

This How-to-Guide will provide you with instructions on: purchasing your subscription, (for institution or individual faculty); registering course(s) for the Learning Modules; and student registration for the Learning Modules.

If you have any questions or concerns, please contact Linda Gilmore at linda.gilmore@ttuhsc.edu or 806-743-7645.
PURCHASING INSTITUTION SUBSCRIPTION

With this subscription, all faculty at your institution can utilize all of the education products on the website.

OVERVIEW

1. Institution Subscription Purchase: A representative from your institution will purchase the institution subscription by clicking “Institution Subscription Purchase.” A faculty access code will then be issued, which can be utilized by all faculty.
2. Faculty Registration: Faculty will register their course information by using the faculty access code. Once they create an account for their course(s), a student access code will be sent to faculty.
3. Student Registration: Students will register for their course by using the student access code provided by their instructor.

INSTRUCTIONS

1. Go to http://www.sexandgenderhealth.org/menu-login.html and select “Create Account.” You do not enter your email address or password at this time.
2. On the Registration Form page, select “Institute Subscription Purchase.”

3. On the Subscription Form page, select your role in the dropdown menu (Administrator/Staff/Non-Teaching Faculty, or Faculty), and select the subscription period (one, two, or three years). If you have a promotional code, please enter it, and click “Apply.” You will see the discounted price.

4. Select “Start Registration Process.”
5. On the next page, enter all requested information and click “Next.” If you selected “Administrator/Staff/ Non-Teaching Faculty” as your role, the Course 1 field will automatically be filled as “NA,” and you will not be able to change it. If you are faculty, you should enter at least one course title.

6. Next, read the consent statement and “Terms and Conditions of Use” by clicking the link. Select the option for your participation preference, and check the appropriate box then click “Next.”
7. Confirm the information you have entered, and if all looks good, proceed to the Payment Gateway, which will take you to the vendor site (TouchNet).

8. Enter your credit card information and billing address, and click “Continue.” You will have an opportunity to review your payment before it is submitted.

9. Once the payment is successful, you will be redirected to the payment confirmation screen.
10. Since you have registered as an INSTITUTION, you will receive a FACULTY ACCESS CODE via email within 24-48 hours. This access code can be shared with all faculty at your institution. Faculty can use this access code to register their account and courses (see instructions below). Once they register, each faculty will be assigned a student access code, which will be used by all students who register for that faculty’s course(s). The student access code will be used by the students to register their account and access the Learning Modules (see instructions below).
FACULTY REGISTRATION USING ACCESS CODE PROVIDED BY THE INSTITUTION

INSTRUCTIONS

1. Go to http://www.sexandgenderhealth.org/menu-login.html and select “Create Account.” You do not enter your email address or password at this time.

2. On the Registration Form Page, select “Faculty with Access Code.”
3. On the Faculty Subscription Form page, enter the access code provided to you by your institution, and click “Start Registration Process.”

4. On the “Faculty Subscription Form” page, enter all requested information, and click “Next.” The University/College field will be prefilled, and you will not be able to change it. As faculty, you should enter at least one course title.
5. Next, read the consent statement and “Terms and Conditions of Use” by clicking the link. Select the option for your participation preference, and check the appropriate box then click “Next.”

6. Confirm the information you have entered, and if all looks good, click “Create Account.”

7. Your account will be created, and you will be redirected to the login page. Please login using your institution email address and a password you create.

8. Since you have registered as FACULTY, you will receive a STUDENT ACCESS CODE (via email within 24 hours), which will be used by all students who register for your course(s). Students will use this access code to register their account and access the Learning Modules. Once they register, each student will be linked to your account, and you can monitor their progress and access their assessment and completion reports via links on your account page.
PURCHASING AN INDIVIDUAL FACULTY SUBSCRIPTION

This option is for individual faculty who will use the SGSH educational products in his/her course(s).

**OVERVIEW**

1. **Faculty Subscription Purchase:** As an individual faculty subscriber, you will purchase your subscription by clicking “Faculty Subscription Purchase.” Once you create an account and course(s), a student access code will be sent to you.
2. **Student Registration:** Students will register for their course by using the student access code provided by their instructor.

**INSTRUCTIONS**

1. Go to [http://www.sexandgenderhealth.org/menu-login.html](http://www.sexandgenderhealth.org/menu-login.html) and select “Create Account.” You do not enter your email address or password at this time.
2. On the Registration Form page, select “Faculty Subscription Purchase.”

3. Read the subscription fee information, and select subscription period (one, two, or three years). If you have a promotional code, please enter it, and click “Apply.” You will see the discounted price.

4. Click “Start Registration Process.”
5. On the next page, enter all requested Information, and click “Next.” Since you are faculty, you should enter at least one course title.

6. Next, read the consent statement and “Terms and Conditions of Use” by clicking the link. Select the option for your participation preference, and check the appropriate box then click “Next.”
7. Confirm the information you have entered, and if all looks good, proceed to the Payment Gateway, which will take you to the vendor site (TouchNet).

8. Enter your card information and billing address. You will have an opportunity to review your payment before it is submitted.
9. Once the payment is successful, you will be redirected to the payment confirmation screen.

10. Your account will be created, and you will be redirected to the login page. Please login using your institution email address and a password you create.

11. Since you have registered as FACULTY, you will receive a STUDENT ACCESS CODE (via email within 24 hours), which will be used by all students who register for your course(s). Students will use this access code to register their account and access the Learning Modules. Once they register, each student will be linked to your account, and you can monitor their progress and access their assessment and completion reports via links on your account page.
STUDENT REGISTRATION USING ACCESS CODE PROVIDED BY THE INSTRUCTOR

INSTRUCTIONS

1. Go to http://www.sexandgenderhealth.org/menu-login.html and select “Create Account.” You do not enter your email address or password at this time.

2. On the Registration Form page, select “Student Registration.”
3. On the Student Subscription Form page, enter the access code provided by your instructor, and click “Start Registration Process.”

4. On the next page, enter all requested information, and click “Next.” The University/College and Instructor fields will be prefilled, and you will not be able to change them. There is a dropdown menu for Enrolled Course. Please select from the menu the course name your instructor gave you. If you have any questions, please contact your instructor.
5. **Next**, read the consent statement and “Terms and Conditions of Use” by clicking the link. Select the option for your participation preference, and check the appropriate box then click “Next.”

6. **Confirm** the information you have entered, and if all looks good, click “Create Account.”

7. Your account will be created, and you will be redirected to the login page. Please login using your institution email address and a password you create.