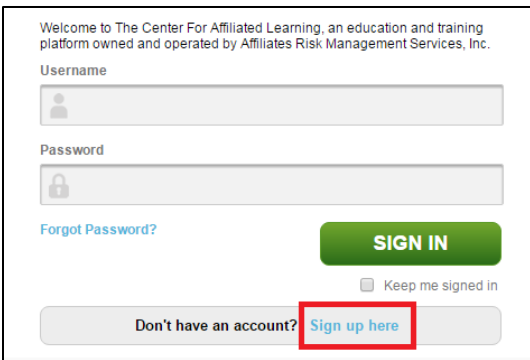


The CAL New User Registration Sign Up Guide

1. To register for the CAL, go to this webpage: <http://bit.ly/CALRegister>
2. Click **Sign up here**.



Welcome to The Center For Affiliated Learning, an education and training platform owned and operated by Affiliates Risk Management Services, Inc.

Username

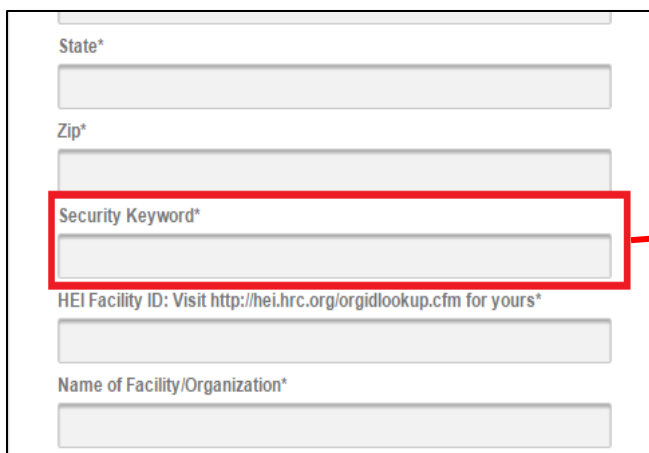
Password

[Forgot Password?](#)

Keep me signed in

Don't have an account? [Sign up here](#)

3. Enter your information in the sign up form. Use the following instructions for the fields below:



State*

Zip*

Security Keyword*

HEI Facility ID: Visit <http://hei.hrc.org/orgidlookup.cfm> for yours*

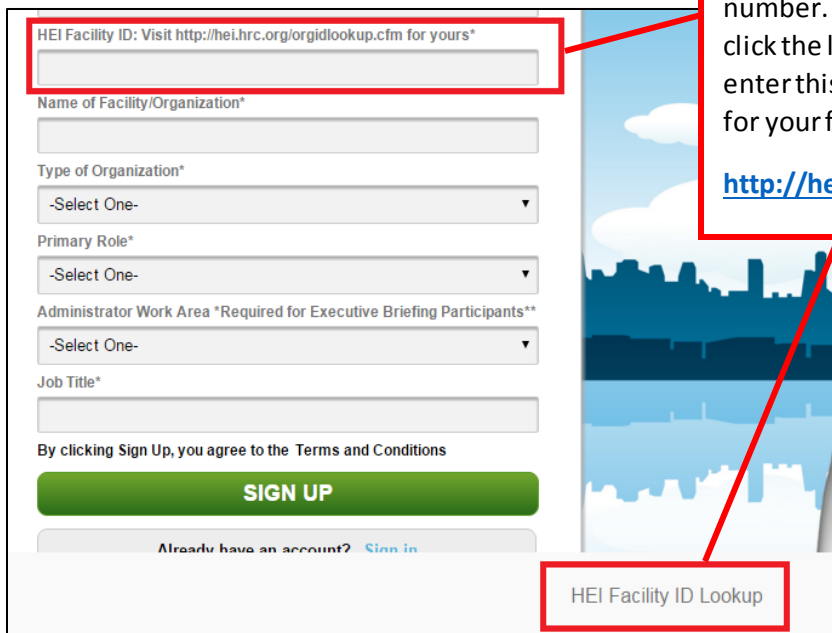
Name of Facility/Organization*

The security keyword is:

HRC

Enter the HEI facility ID provided to you by your healthcare facility. This is a 4-5 digit number. If you do not know your facility ID, click the link at the bottom of the page or enter this url into your browser and search for your facility ID:

<http://hei.hrc.org/orgidlookup.cfm>



HEI Facility ID: Visit <http://hei.hrc.org/orgidlookup.cfm> for yours*

Name of Facility/Organization*

Type of Organization*
-Select One- ▼

Primary Role*
-Select One- ▼

Administrator Work Area *Required for Executive Briefing Participants**
-Select One- ▼

Job Title*

By clicking Sign Up, you agree to the [Terms and Conditions](#)

Already have an account? [Sign in](#)

[HEI Facility ID Lookup](#)

4. After clicking **Sign Up** at the bottom of the page, a sign up confirmation page will be displayed.
5. You will receive an email confirming your registration. Click the **Activation Link** in the email.
6. Review the Terms & Conditions and click **Accept**.
7. Create a password for your account by typing it in the **New Password** and **Confirm New Password** fields. Click **Save**.