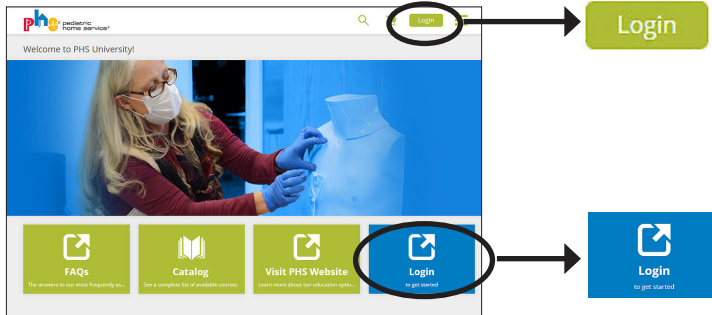


How-To

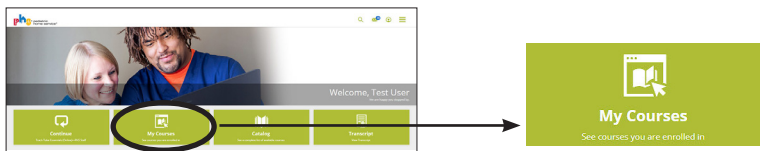
Change Your In-Classroom Session Date

To reschedule the Instructor Led Course session date you are signed up for, follow the instructions below.

1. Log into your account at www.PHSUniversity.com.



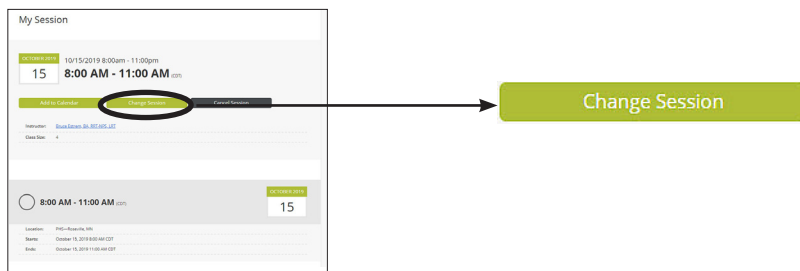
2. Select the My Courses icon on the Dashboard.



3. Find the course that you'd like to change the session you are attending. Courses are in order by Date Enrolled. Select the course name.

Course Name	Type	Rating
Advanced Ventilator Skills Review	10/15/2019 8:00am - 11:00pm	View
Tracheal Ventilation	10/15/2019 1:00pm - 4:00pm	View
General Basics (Online)	Curriculum	Continue
Respiratory Equipment Basics (Online)	Curriculum	Completed
Trach Tube Essentials (Online)	Curriculum	Completed

4. Select the Change Session button under the enrolled date and time.



5. You will see the session you are already enrolled in, followed by available upcoming session dates. Select the Enroll button under the session date you would like to switch to.

