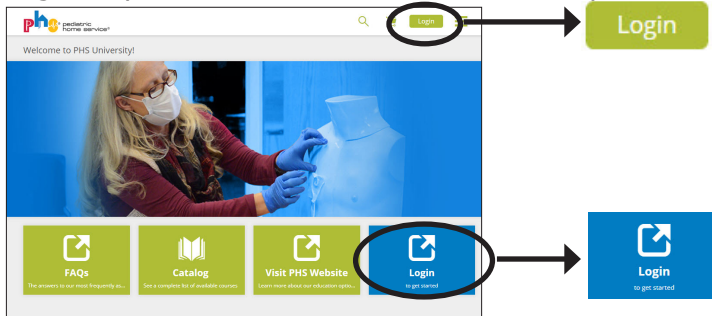


## How-To

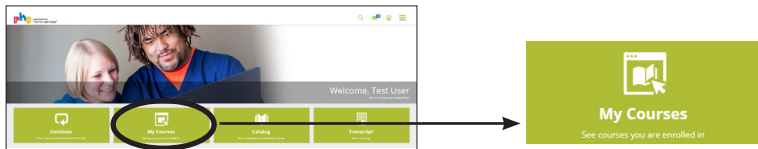
# Change Your In-Classroom Session Date

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](http://www.PHSUniversity.com).



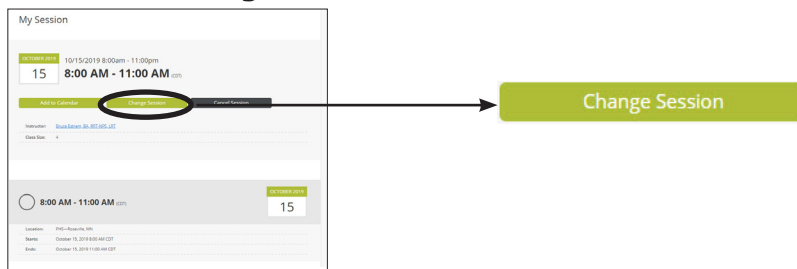
2. Click on the **My Courses** icon on the Dashboard.



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

Course Name	Type	Rating
Advanced Ventilator Skills Review		10/15/2019 8:00am - 11:00pm
Trilogy Ventilator		10/15/2019 11:00pm - 4:00pm
Essential Basics (Online)	Curriculum	Completed
Respiratory Equipment Basics (Online)	Curriculum	Completed
Track Tube Essentials (Online)	Curriculum	Completed

4. Click on 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. Click the **Enroll** button under the session date you would like to switch to.

