

Getting Started With the Dartmouth-Hitchcock Learning Intake Website

The Center for Learning and Professional Development has launched a new website that facilitates the submission of requests for accreditation of continuing medical education and continuing nursing education activities.

step 01

Create an Account

To begin submitting for activity accreditation, you will first need to create an account.

1. Go to <https://learningintake.dartmouth-hitchcock.org>
2. Click the Sign Up button
3. Fill out the registration form, and click the Register button.
Tip: Password must contain six characters and at least one number.
4. An account confirmation email will be sent to you. Click the confirm account link.
5. The confirmation link will log you into the Learning Intake website.

step 02

Submit an Activity for Accreditation

1. Log into <https://learningintake.dartmouth-hitchcock.org>
2. From the Category drop down, select the type of accreditation request you would like to submit.
3. The Submission Name text box will display. Enter a name for your submission.
Tip: include the date or year, such as "Heart Failure Conference - May 2017" or "Medicine Grand Rounds - 2017"
4. Click the Get Started button.
5. Complete each task listed by clicking on the Start button, filling out the form, and clicking the Save and Exit button on the last page of each form.

Keep these tips in mind while creating a submission:

- **Save and Access Later**
Submissions do not need to be finished all at once. At any point, you can click the Save and Continue Later button, and log out. The next time you log in, the saved submission will be listed in the Your Submissions section of the home page, and you can simply click the edit button to continue.
- **Pages of a Form can be Completed in Any Order**
Each form within a task has a Go to menu located at the top of the form. Simply click the name of the page you would like to complete, fill out the fields on that page, click the Save and Continue button, and then you can navigate to the next page you would like to complete.
- **Download a PDF of the Submission**
After at least one task has been completed, a PDF of the submission can be downloaded by clicking the download button. This will download a .zip file containing all components of the submission.

6. After all tasks have been completed, click the Submit button.
Note: Changes cannot be made after submitting.

Need Help?

Technical Support
Phone:
(603) 653-1234

Frequently Asked Questions

How do I download a copy of my submission?

After you have completed at least one task, you can download a copy of your submission, just follow these steps:

1. Log into <https://learningintake.dartmouth-hitchcock.org>
2. Click the Edit button next to the submission you would like to download
3. Click the Download Submission button on the right side of your submission screen.
Note: This button will not appear until at least one task has been completed.
4. A screen will load showing your submission is being downloaded.
5. A confirmation screen will show, indicating your .zip file is ready to be accessed. Click on the “Click Here” link to begin downloading the file.
6. A .zip file will download to your computer, containing a pdf of each of the tasks, any files that were uploaded, and a merged pdf, containing all components of the submission.



How do I copy submission data from one submission into another?

In order to copy submission data from one submission into another, the application that you would like to copy must have been approved by the accreditation team and the submission needs to be archived. When a submission is archived, it's essentially locked down and filed away. It is no longer listed/accessible in the Your Submissions area of the Learning Intake system, so it's recommended that you download a .zip file of the submission, before you archive it.

1. The first step is to archive your submission. To do so, log into <https://learningintake.dartmouth-hitchcock.org>.
2. Click the Edit button next to the submission you would like to archive (*archiving enables copying*).
3. Click the Start button next to Review Complete / Archiveable.
4. Click the Archive radio button and then click Save and Exit.
5. A message will display confirming the submission has been archived.
6. Next, click on the Create Another Submission button.
7. Select a Category from the drop down list.
8. Enter a name for your submission.
9. Next, click on the drop down labeled “Start with information from a previous submission:” and select the name of the submission you would like to copy.
10. Click the Get Started button. The submission page will load, showing all of the tasks which must be completed in order to submit your application. Notice there is a continue button next to each task. When you click the continue button, you will see that all the form fields have been prepopulated, and you can update any fields as needed. Make sure to click the Save and Exit button on the last page of each form to mark the task as complete, and then click the submit application button.

