

## 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 learning project development and support requests.

### step 01

#### Create an Account

To begin submitting learning project requests, 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 a Learning Project Request

1. Log into <https://learningintake.dartmouth-hitchcock.org>
2. From the Category drop down, select Learning Project Initiation form.
3. The **Submission Name** text box will display. Enter a name for your submission.  
*Tip: include the date or year, such as "Autopsy e-Learning Module 2017" or "Heart Failure Simulation - October 10, 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.

#### Need Help?

Technical Support  
Phone:  
(603) 653-1234

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.*

## 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 the submission screen.  
*Note: This button will not appear until at least one task has been completed.*
4. A screen will load showing the 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.



### I would like to request Continuing Medical Education (CME) credit and/or Continuing Nursing Education (CNE) contact hours. How do I submit an accreditation request?

Submitting for CME and/or CNE accreditation requires an additional form to be filled out. The accreditation forms are all accessible through the Learning Intake Website. Follow the same procedure used for submitting a Learning Project Initiation form, but instead of selecting Learning Project Initiation form in the Category drop down, select the type of accreditation you would like your program to offer.

CME Submission  
--Please Choose--  
CME Submission  
CME/CNE Submission  
CNE Submission  
Learning Project Initiation Form  
Non-Accredited Submission  
Regularly Scheduled Series Submission

### How do I check on the status of a submission?

Checking on the status of a submission is easy. Just log into <https://learningintake.dartmouth-hitchcock.org>, and you will be brought to a screen showing a list of your submissions. Each submission will have a stage and a status listed next to it. The status column indicates whether the request has been submitted or not. The stage column provides additional details on the status, such as if the project is under review, with design and development or if it has been completed.

Title	Category	Stage	Status
Blood transfusion reaction	Learning Project Initiation Form	Under Review	Submitted
Honoring Care Decisions Next Steps Facilitator Training	Learning Project Initiation Form	In Progress	Not Submitted
Moderate Sedation	Learning Project Initiation Form	Complete	Submitted
Patient Experience Video	Learning Project Initiation Form	Under Review	Submitted
Provider Bias	Learning Project Initiation Form	Design/Development	Submitted

If you have questions on requests you have submitted for learning project services, please email [integratedlearning@hitchcock.org](mailto:integratedlearning@hitchcock.org).

For questions on accreditation submissions, or for system support, please email [clpd.support@hitchcock.org](mailto:clpd.support@hitchcock.org) or call (603) 653-1234.