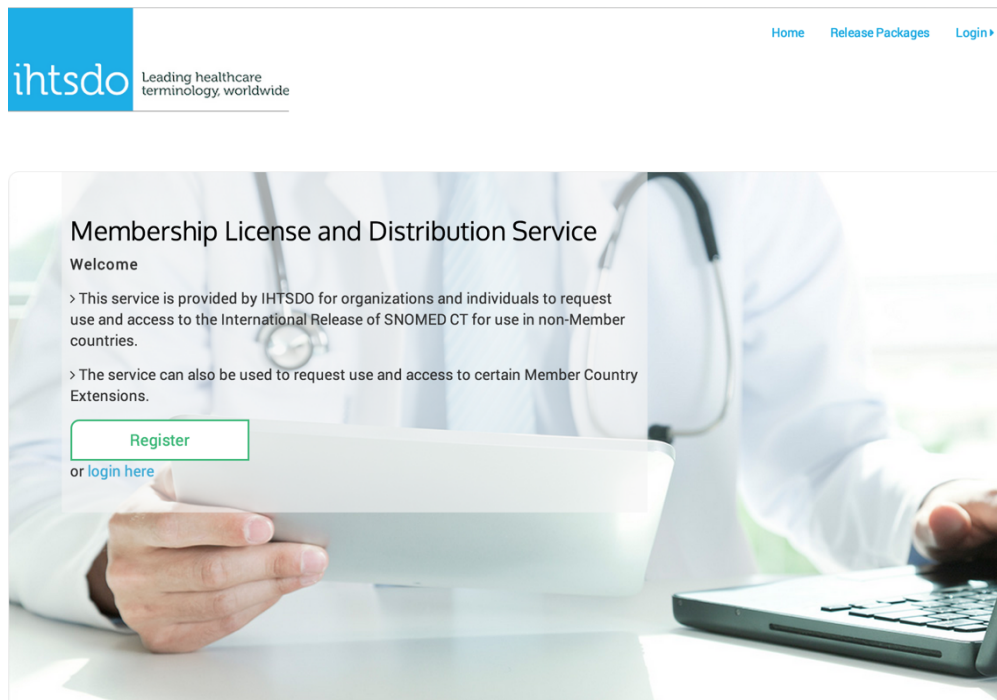


Registration

- The landing page for affiliates looking to use SNOMED CT in non-member countries can be found here – <https://mlds.ihtsdotools.org>



Step 1. Initial Registration

- Click on the Register button and you will be taken to the initial registration screen.

Register

Country of residence

Country of residence

First Name

Your first name

Last Name

Your last name

E-mail

Your e-mail address

E-mail (confirm)

Your e-mail address

New password

New password

Password strength:

New password confirmation

Confirm the new password

☐ Agree to our [Terms and Conditions](#).

[Start Registration](#)

Step 2. Account Activation

- Once you have completed the initial registration, you will be sent an Account Activation email to confirm your email address and allow you to continue your registration. In the email you receive, is the confirmation URL which will take you to the next step:

IHTSDO-MLDS Account Activation Required

Inbox x



mlds@ihtsdotools.org
to me

12/19/14



Dear Hans Tester

Your IHTSDO-MLDS account has been created, please click on the URL below to activate it:

Activate Account: <https://uat-mlds.ihtsdotools.org:443/#/activate?key=61767085198506840204>

Regards,
IHTSDO-MLDS.

Step 3. Registration Details

- You will be asked how you will be using SNOMED CT
 - Commercial
 - Academic
 - Individual
 - Other
- You will then be asked the type of your organization:
 - Developer
 - Development
 - Educational
 - Healthcare Provider
 - Personal
 - Research
 - Vendor
- Finally, you will be asked for the type of agreement:
 - Normal
 - Research
 - Public good.
- Next, you will be asked to provide information about yourself or your organization as well as a billing address (if applicable) for invoices to be sent.
- Your current and planned usage for the current year needs to be provided, along with a summary of the purpose of your SNOMED CT deployment and the status of implementation.

Licence Usage	Jul - Dec 2014
Licence Type: Commercial	
Current Usage:	
Implementing SCT in EHR	
Planned Usage:	
As above	
Purpose:	
Develop EHR	
Implementation Status	<div>Live/Implemented In Progress/Development In Planning Stage</div>

- The usage section then needs to be completed in order to get access to download SNOMED CT. You will be asked for the countries where the product will be used. Your Home Country that you have initially registered with will be automatically added, however you will need to select and add any other non-member country in which you plan to use SNOMED CT. **You should only be able to select non-member countries at this stage. Currently you are able to select member countries, do note that this is a bug in the system which we are**

working on correcting. You should not enter any countries that are currently members of the IHTSDO.

Countries in Use

Select the countries in which SNOMED CT will be used

List of Countries

Home Country: Aland

Algeria

Germany

Niger

Nigeria

- The section below will be required information that will need to be provided for each country that you have selected.

Sublicensed Institutions

Aland

Hospital(s)/Institution(s)

Name	Started to Use	Ceased Use	Note
------	----------------	------------	------

Practice(s)

Practices: 0

Data Analysis

Hospitals providing staff to practices: 0

Data Creation Systems: Independent practices: 0 Hospitals/Institutions: 0

Data Analysis Systems: Systems: 0 Data: 0

- You will be asked for the names of hospitals where SCT will be deployed and dates that the product was started in use and, if applicable, ceased usage. Please note the start date of use is a mandatory entry, you can add hospitals by clicking on the Add Hospital/Institution button which will take you to the entry screen below.

Add Hospital/Institution

Aland

Hospital/Institution Name

Aland Regional Hospital

Started to Use

Ceased Use

2015-01-06

Note

Cancel

+ Add

- You will also be asked for the number of practices (locations or premises) where SCT is in use (note that the practices do not have to be named, unlike for hospitals). You can add practices by clicking on the Edit Practices button which will take you to the entry screen below.

Edit Practices

Aland

Please add the number of practices using SNOMED

0

Notes

Cancel

Update

- Along with each Hospital or Practice that is entered there will also be a section related to Staffing and Data Analysis use, which you can access by clicking the Edit Data Analysis button. The following definitions apply to terms used on this form:
 - Data Creation System - a system for the entry, processing and storage of data.
 - Data Analysis System - a system for the collection, organization, analysis, interpretation and presentation of data.

Edit Data Analysis

Aland

Hospitals/Institutions: 1Practices: 2

How many Hospitals provide staff to stated Practices?

0

How many Practices are using Data Creation Systems and are NOT part of a Hospital organization?

0

How many Hospitals or other Institutions are using data creation systems and cannot be defined as Practices under the definition of the license?

0

How many Data Analysis Systems have you deployed in this region and how many databases are there per deployment?

Systems:0Data:0

CancelUpdate

Step 4. Registration Details


- Any information that falls outside of the requested data should be recorded in the **Other Activities** section. Affiliates are required to notify IHTSDO prior to engaging in any activities that do not fall within the existing categories at which time the IHTSDO will determine the appropriate Fee Structure for the activity in question

Step 5. Final Registration Details

- The final section asks for you to confirm that you have read and accept the terms of the SNOMED CT affiliate license (<http://www.ihtsdo.org/resource/resource/117>) before clicking the register button where you will be asked to confirm the information on your application before the final submission.

Step 6. Dashboard

- At this point, you will now be redirected to your dashboard, where you will be able to see the status of your application and the standing of your account.



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 IHTSDO

Dashboard
 Usage Reports
 Release Packages
 Edla Larson

Welcome Edla Larson

Usage Reports
 View All
 + New Report

Report Date	Hospitals	Practices
2015-01 – 2015-12	1	2

Applications

Type	Date	Status	View
Primary	2015-01-05	Submitted	View


Account Information

Affiliate No: 1796

Account Standing: Applying

Step 7. Account Status

- Once your application has been reviewed and approved your Account Information Status will change to Pending Invoice as shown below.



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 IHTSDO

Dashboard
 Usage Reports
 Release Packages
 Edla Larson

Account Pending Invoice
 Your account has a pending invoice. Release package downloads have been suspended. Please contact mids@ihtsdo.org to resolve the issue.

Welcome Edla Larson

Usage Reports
 View All
 + New Report

Report Date	Hospitals	Practices
2015-01 – 2015-12	1	2

Applications

Type	Date	Status	View
Primary	2015-01-05	Approved	View

Account Information

Affiliate No: 1796

Type: Academic

Subtype: Educational

Agreement Type: Affiliate- Normal

Account Standing: Pending Invoice

Step 8. Full Access

- Once your invoice is paid, your Account Information Status will change to **In Good Standing** and you will be able to access the SNOMED CT Releases as well as any other extensions or other files that are available.