

Creating a CourseMill Account: Instructions for Providers

Before You Begin

Providers applying for or renewing their Board authorization must use the **same individual email address** that was used when signing up to access the New York State Workers' Compensation Board's Medical Portal. Make sure you have this email address available before creating a CourseMill account.

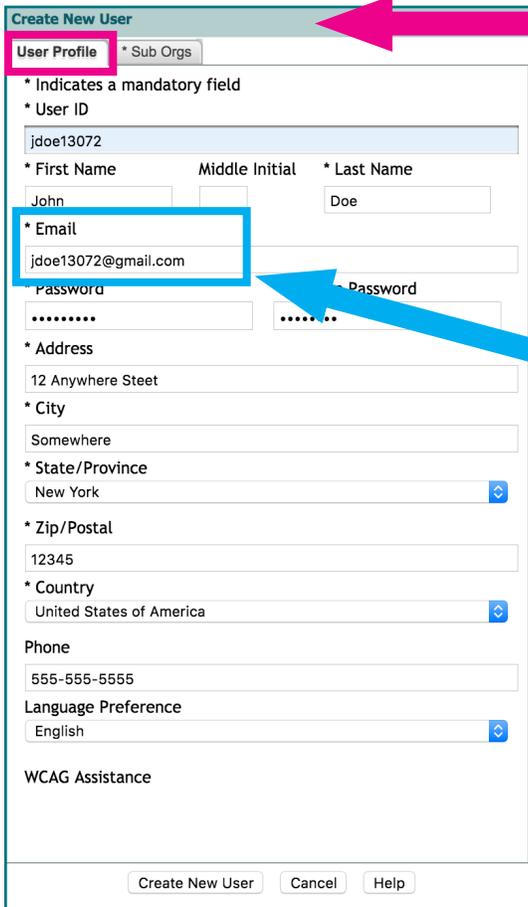
Creating an Account

First time users will need to create a CourseMill account to access training provided by the NYS Workers' Compensation Board. After the initial creation, providers logging into the Medical Portal will bypass the CourseMill login; just clicking on a CourseMill link will take providers directly into the application.

Navigate to the CourseMill application by typing or copying this address into your browser's address bar or by clicking on this link: <https://nyswcb.coursemill.com>



1. Select **Create New User**.



The **User Profile** tab will be displayed.

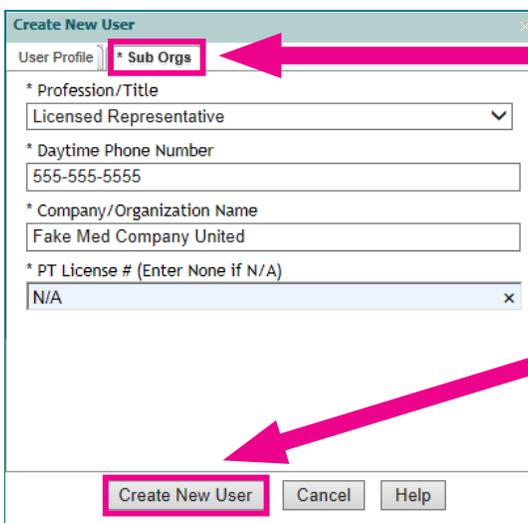
2. Fill in all fields.

Note: Required fields are marked with an asterisk.

Enter a **User ID**.

Passwords must be a minimum of eight characters, using a combination of upper and lowercase letters, numbers, and at least one of the following special characters: ! @ # \$ % ^ & *

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3. Click the **Sub Orgs** tab and fill in all fields displayed.

Click **Create New User** at the bottom of the window.

4. Read the **Terms of Use and click **Accept** to access CourseMill.**

You have now created an account in CourseMill.

To locate courses, see the **Enrolling in a Course** instructional resource. If you forget the User ID or Password you created, see the **Forgot Username or Password** instructions. Both resources are available within the Training Requirements for Provider Authorization web page.

