Hosted Training Portal Instructions

The hosted training purchase portal is used for purchases, online payments, and invoice history. The site is accessed by customers sponsoring any of SCCM's hosted training, such as Fundamentals, ICU Liberation, and ultrasound courses.

Navigate to https://hostedtraining.sccm.org/ and log in with the institution's Customer ID and password. Then, navigate to one of three tabs.

1. Invoices tab. All hosted training invoices for the site are listed by year. You can print or view invoices and pay any balances due. Click on the order listed under each year to access the order information. The Order Information tab has a button to view/print the invoice or submit a credit card payment.

2.  New Purchase tab. Here is where you can purchase learners for any hosted training. Three drop-down menus allow customers to choose the course type (Product Line), quantity of learners, and course contact/representative. The course contact/representative will have access to all the course materials in MySCCM. After filling in the order form, click Next to go to the Terms and Conditions page. Click Agree, then click Next to go to the Order Review/Submission page. Once the order is submitted, you will receive a thank-you message. The order request will be sent to the Hosted Training Team for approval. Once the order is approved, you will receive an email with further information and an invoice.

**Hosted Training Order Form**

**Bill to:**
SCCM Fundamentals Program
500 Midway Dr
Mount Prospect, IL 60056-5811

Product Line: FCCS7

Quantity of Learners: **What's this?**     1

Coupon:

Course Contact/Representative: **What's this?**     Ariana Hobby

Next

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SCCM Fundamentals Program
500 Midway Dr
Mount Prospect, IL 60056-5811

**Society of Critical Care Medicine**
**Hosted Training**
**Terms and Conditions**
Updated as of December 2022

By selecting the "I agree" button and by using the Hosted Training Portal or MySCCM (collectively the "Portal") offered by the Society of Critical Care Medicine (referred to as "SCCM," "we," "us," or "our" herein), you are subject to the following **Terms and Conditions**. Please read these carefully and contact SCCM at **hostedtraining@sccm.org** if you have any questions.

☑ I agree

Next

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500 Midway Dr
Mount Prospect, IL 60056-5811

**IF YOU HAVE ANY QUESTIONS PLEASE ENTER THEM BELOW:**

Ariana Hobby
hobbya@gmail.com

| Order | Detail | Quantity |
|-------|--------|----------|
| FCCS7LRN3 | FCCS 7th Per Learner Tier 3 | 1 |

Clear/start over    Make Changes    Submit Order

Thank you for submitting your application. Your order will be processed within three business days. Payment in full is required before release of any course materials.

Contact us    Done

3. Ship Books tab. You can request print copies of the books for learners as an add-on. Customers are charged only for shipping the books, not for the books themselves. The request is sent to the Hosted Training Team for processing.

| Invoices | New Purchase | Ship Books |
| --- | --- | --- |

**Ship Books**
Request for Hard-Copy Books

**Welcome**
SCCM Fundamentals Program
500 Midway Dr Mount
Prospect, IL 60056-5811
**Log out**

## Hard-Copy Books Request                                                          ✖

Name: _____ *

Email: _____ *

Phone: _____ *

Login ID: _____ *

Comment:
[                    ]

[ Submit ]