

## 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.

The screenshot displays the 'Invoices' tab of the hosted training portal. At the top, there are three tabs: 'Invoices', 'New Purchase', and 'Ship Books'. The 'Invoices' tab is active, showing a 'Purchase History' section with a dropdown menu for the year '2023'. Below this, a list of years from 2023 down to 2014 is shown, with the 2023 entry expanded to show an order: 'FCCS7 2023 ( #232483)'. To the right of the purchase history is a 'Welcome' box for the SCCM Fundamentals Program, located at 500 Midway Dr Mount Prospect, IL 60056-5811, with a 'Log out' link.

Below the purchase history is the 'Order Information' section, which includes the following details:

- Institution: SCCM Fundamentals Program
- Address: 500 Midway Dr, Mount Prospect, IL 60056-5811
- Order Details: FCCS7 Subscription, Order Date: 07/24/2023, Course Contact: Ariana Hobby, Invoice Balance: \$110.00

A 'View / Print Invoice' button is located below the order information. Below this is the 'Submit Payment' section, which contains several input fields with red asterisks indicating required information:

- Name on Card (input field)
- Zip Code (input field)
- Card Number (input field)
- Exp. Date (input field)
- CW2 (input field)

A 'Submit Payment' button is located at the bottom of the payment section.

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

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Product Line:

Quantity of Learners: [What's this?](#)

Coupon:

Course Contact/Representative: [What's this?](#)

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Hosted Training Order Form

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

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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](mailto:hostedtraining@sccm.org) if you have any questions.

I agree

**Hosted Training Order Form**

**Bill to:**

SCCM Fundamentals Program  
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

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.

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: