



## Quick Start Guide: Creating Account

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- Step 1: Go to [www.apexinnovations.com](http://www.apexinnovations.com) and select **Create Account**.
- Step 2: Do you have a **License Key**? If you were not given a license key from your organization and need to take the NIHSS or EHAC, select '**No.**' If you have a license key, select '**Yes**' and enter the license key on the next page.
- Step 3: **Page 1 of 4:** Organization – this step is not required. If you do not work for an organization select '**Next.**'
- Step 4: **Page 2 of 4:** Enter all information that has an asterisk. **Note: passwords are case sensitive and must be at least 6 characters.**
- Step 5: **Page 3 of 4:** Enter all information with an asterisk.
- Step 6: **Page 4 or 4:** Select your **department** and **professional role**. **Note: If taking the NIHSS only the only department option is a free eLearning account.**