

# JOB AID Signing Up for NRP Instructor Renewal - Page 1 of 2

1. Sign up for NRP005 - NRP 8th Edition Instructor Renewal Course in [Saba](#). This course requires approval. You will receive a notification via email when the course is approved.
2. After the course is approved, return to Saba to launch the course. This will take you to the NRP Learning Platform.
3. Do you have an existing NRP Global account?

If **No**, refer to [this job aid](#) for instructions on setting up your account.

If **Yes**, select **Yes** and click **Next**.

Activate Profile  
Do you have an existing NRP Global account?  
 Yes  
 No  
Next

4. Enter your **NRP Global ID** and click **Verify Your NRP Global ID**.

NRP Global ID \*  
BIN-0345  
Don't Remember NRP Global ID? [Recover NRP Global ID](#)  
Verify Your NRP Global ID  
Still have a doubt? [View FAQ](#)

5. Enter the **Validation Code** sent to your email (you have 1 minute to enter the code). Click **Submit**.

Validation Code \*  
123456 ✓  
Submit  
Still have a doubt? [View FAQ](#)

6. **First Name** and **Last Name** will populate.  
Edit, if needed.

First Name \*  
Toni  
Middle Name  
Last Name \*  
Truman  
Email Address \*  
trt3cd@umsystem.edu  
Verify Your Email Address

7. **Email Address**

Use your

**Pawprint@umsystem.edu**

8. Click **Verify Your Email Address**.

9. **Validation Code**: Enter code sent to your email address. You have 1 minute to enter in the code.

Validation Code \*  
123456 ✓

10. **Organization Unit:** Click **Select Unit**.

Organization Unit \* Read Only **Select Unit**

11. Click **Select** next to University of Missouri Health Care.

Select Unit  
Organization  
University of Missouri Health Care **Select**

12. Click **Confirm**.

INSTR MM DEV  
MANAGER, INSTRUCTIONAL TECH  
**Unknown**

13. **Job Title:** Choose **Unknown**.

14. Click **Next**.

15. After logging in, you will be taken to your Learning page.

16. Click **Start Activity** under Part 1 to begin the online course.

Activity Name	Status	Results	Action
eLearning: Online Learning Assessment	Not Started	N/A	<b>Start Activity</b>

**DO NOT** complete Part 2: Add Event. These events will be added by the NRP Coordinator.

### Part 2

Activity Name	Status	Action
Instructor Led Event 1	Not Started	<del>Add Event</del>
Instructor Led Event 2	Not Started	<del>Add Event</del>