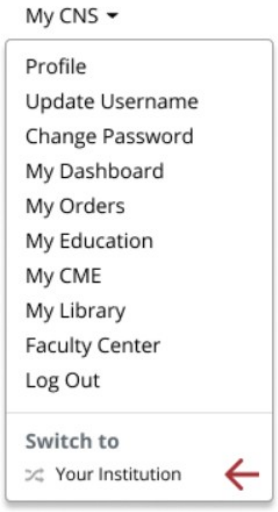
How to Purchase an Institutional Subscription for the Artificial Intelligence Course

This subscription option is intended for registering multiple residents to attend the Data Science Course and can only be purchased by a program coordinator.

1. Program Coordinator should log into their personal CNS account.

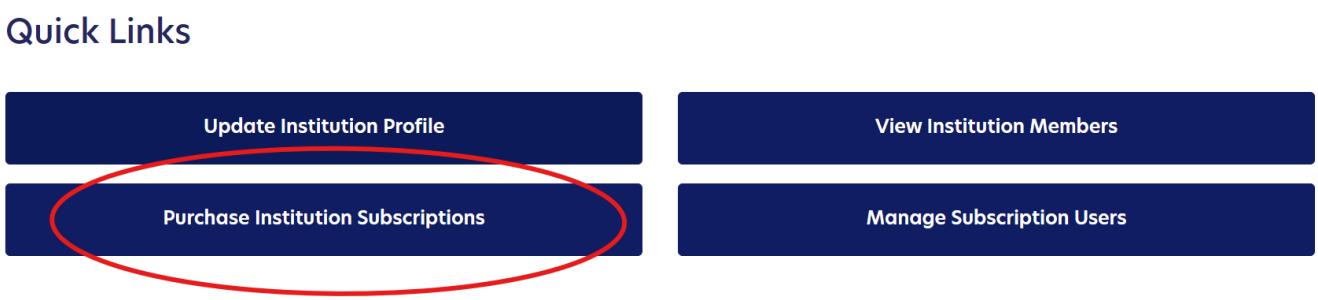
2. Click on My CNS in the upper right corner next to your email. You should see **"Switch to"** at the bottom of the menu options. Click on your institution's name which will switch to your institutional admin account.



3. Click on the Education header at the top of the page

4. Click on SANS for Residency Program Coordinators

5. Scroll down and click on the button to Purchase Institution Subscriptions



6. You should now see all the available SANS modules with descriptions and pricing, and you'll see the **Artificial Intelligence in Neurosurgery: A Practical Course Institutional Subscription**. Click on BuyToday to purchase.

7. Enter the quantity needed then click Proceed.

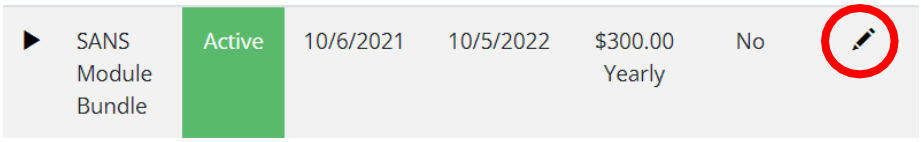
8. Click No Thanks if you do not wish to make a donation.

9. You will be brought to the payment screen where you can submit your credit card payment. (There is no option to create an invoice for a check payment at this time.)

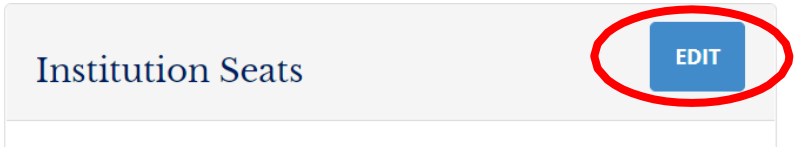
To grant access to your residents:

10. Once you have completed your payment, go back to the Education header, go to SANS for Residency Program Coordinators, and click on the red button for Manage Subscription Users.

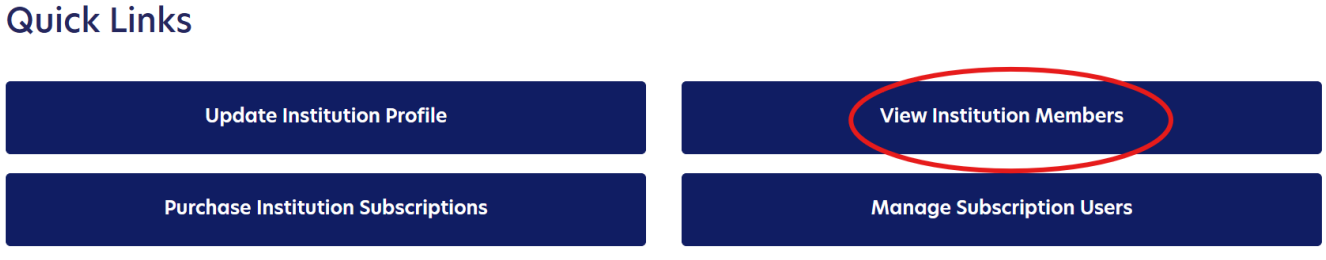
11. Find the subscription you purchased.
Click on the little pencil icon to assign seats (residents).



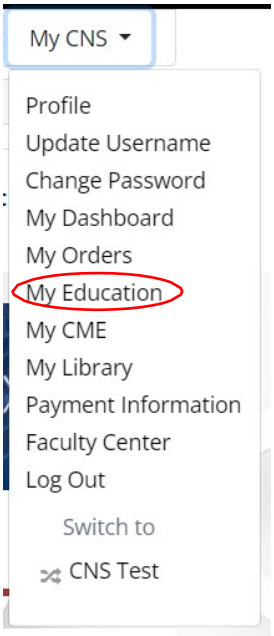
12. Scroll down to Institution Seats and click on Edit. Then click Add Member.



13. Select resident's name from the drop-down menu and Save.
    a. If you do not see your resident's name in the drop-down menu, you will need to add them to your institution first.
    b. Go back to the Education header at the top of the page
    c. Click on SANS for Residency Program Coordinators
    d. Scroll down and click on the red button for "View Institution Members"
    e. Click on the Edit button to add new residents.
    f. When finished adding residents to institution, go back to Manage Subscription Users to assign them to the course.



14. Once you have finished assigning seats, your resident can log into their own CNS account, click on My CNS in the upper right corner next to their email address, then click on My Education to access the course information.



15. **Please remember to notify your residents directly when access is ready and share the steps mentioned above on how to access the course information.**

16. Click on “Switch To” (under My CNS) to return to your personal CNS account.

Please email any questions to education@cns.org.