

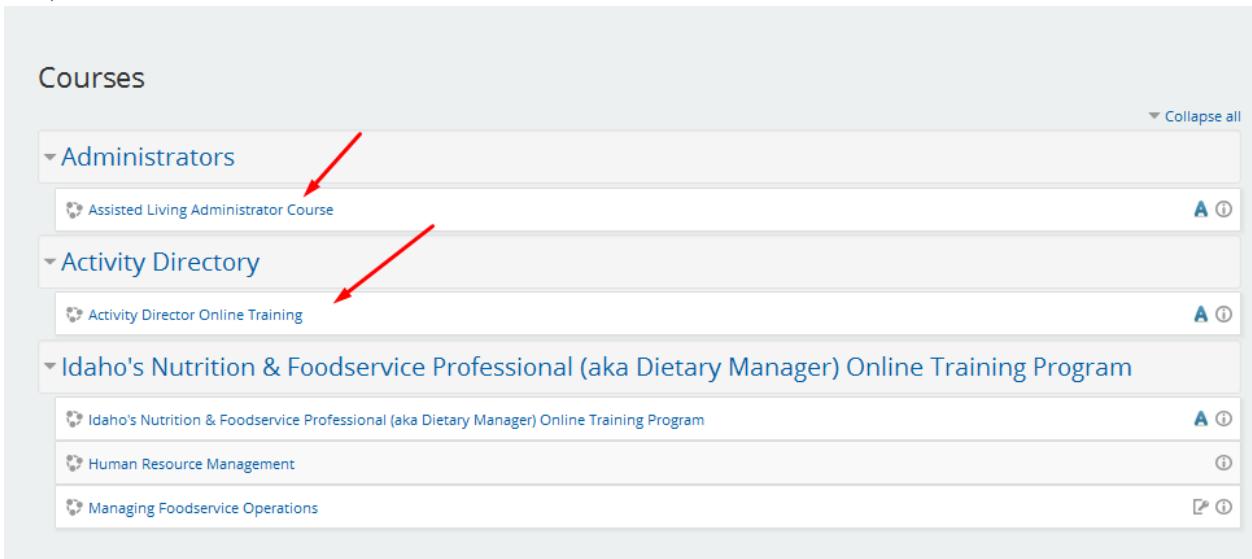
December 29, 2016

IHCA Online Courses

If you need immediate help, please email admin@idhca.org.

How to Register

1. Go to <https://online.idhca.org>.
2. Click on the “Assisted Living Administrator Course” or “Activity Director Online Training” link, as shown below:



Courses

▼ **Administrators**

- [!\[\]\(30f8020d63f320624cd43edd85a36c84_img.jpg\) Assisted Living Administrator Course](#) A ⓘ

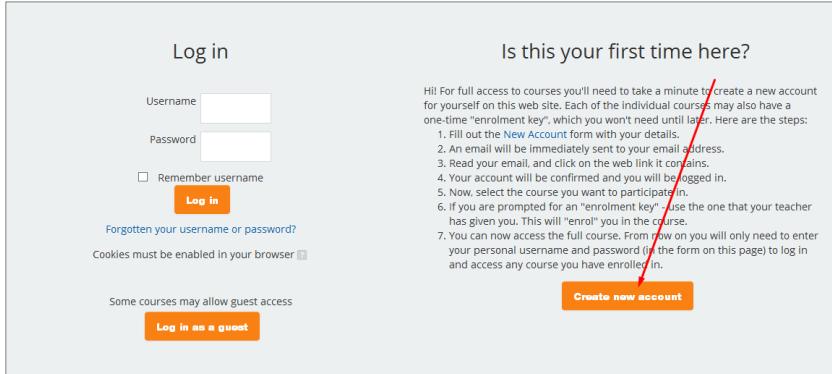
▼ **Activity Director**

- [!\[\]\(6070b5d552d0652e703d8967dec1d5e5_img.jpg\) Activity Director Online Training](#) A ⓘ

▼ **Idaho's Nutrition & Foodservice Professional (aka Dietary Manager) Online Training Program**

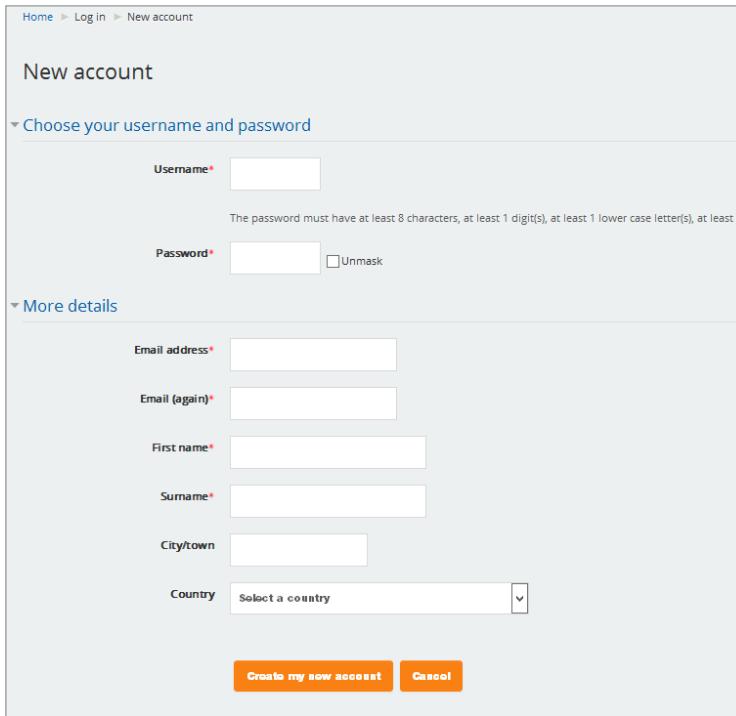
- [!\[\]\(2d3695536f9a3d4ee340d802f8669c38_img.jpg\) Idaho's Nutrition & Foodservice Professional \(aka Dietary Manager\) Online Training Program](#) A ⓘ
- [!\[\]\(df12702e6cab60a98ad62a132c9ca044_img.jpg\) Human Resource Management](#) ⓘ
- [!\[\]\(504652847d7d258d346f59275d8d86b9_img.jpg\) Managing Foodservice Operations](#) ⓘ

3. Click on the “Create new account” button, as shown below with the red arrow:



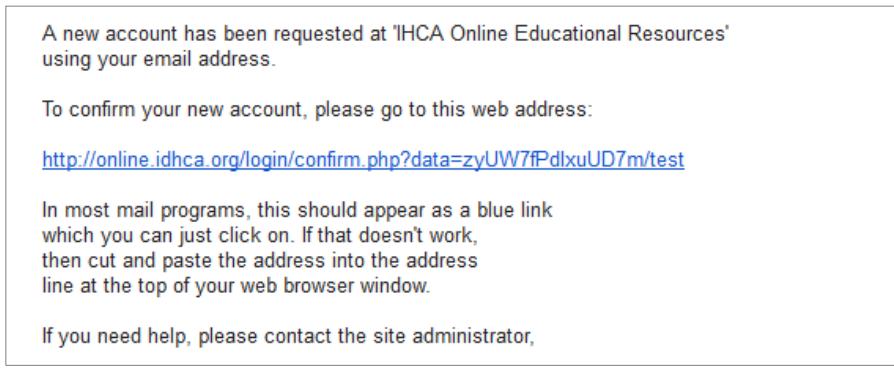
The screenshot shows the 'Log in' page. On the right, there is a sidebar with the heading 'Is this your first time here?'. It contains a list of steps for creating a new account. At the bottom of this sidebar is a prominent orange button labeled 'Create new account', which is the target of a red arrow. The main content area on the left has fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'Log in' button.

4. Fill out the form, click on the “Create my account” button:



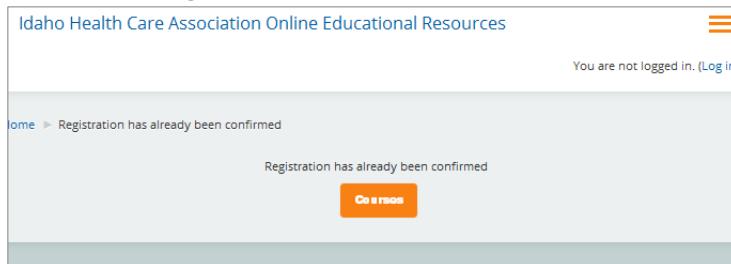
The screenshot shows the 'New account' creation form. It has two main sections: 'Choose your username and password' and 'More details'. In the 'Choose your username and password' section, there are fields for 'Username*' and 'Password*', with a note below stating: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)'. In the 'More details' section, there are fields for 'Email address*', 'Email (again)*', 'First name*', 'Surname*', 'City/town', and 'Country'. At the bottom of the form are two buttons: 'Create my new account' (orange) and 'Cancel' (orange).

5. A confirmation email will be sent to the email you provided. When you receive the email, click on the link to confirm your account. Below is a screenshot of the email sent:



The screenshot shows an email message. The subject line is 'A new account has been requested at 'IHCA Online Educational Resources'' and the message body starts with 'using your email address.' It then instructs the user to 'To confirm your new account, please go to this web address:' followed by a link: <http://online.idhca.org/login/confirm.php?data=zyUW7fPdlxuUD7m/test>. The message continues with 'In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.' At the bottom, it says 'If you need help, please contact the site administrator,'.

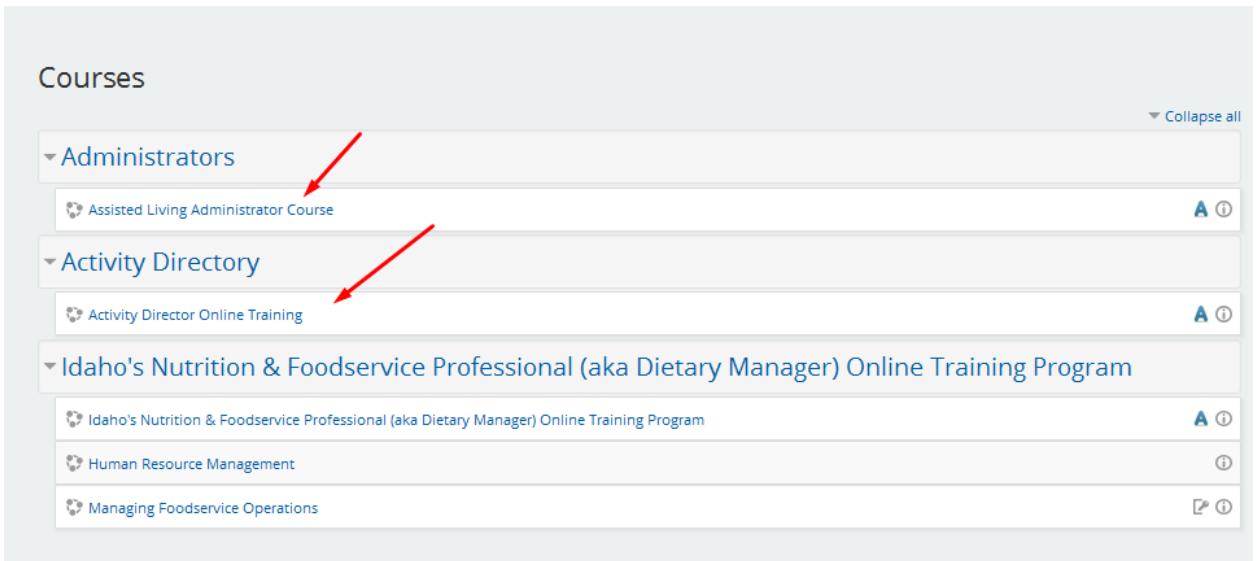
6. Click the orange “Courses” button:



The screenshot shows a web page with a header that reads "Idaho Health Care Association Online Educational Resources" and "You are not logged in. (Log in)". Below the header, a breadcrumb trail says "Home > Registration has already been confirmed". A large orange button labeled "Courses" is centered on the page.

7. Once you click this button, you will be back to the home page.

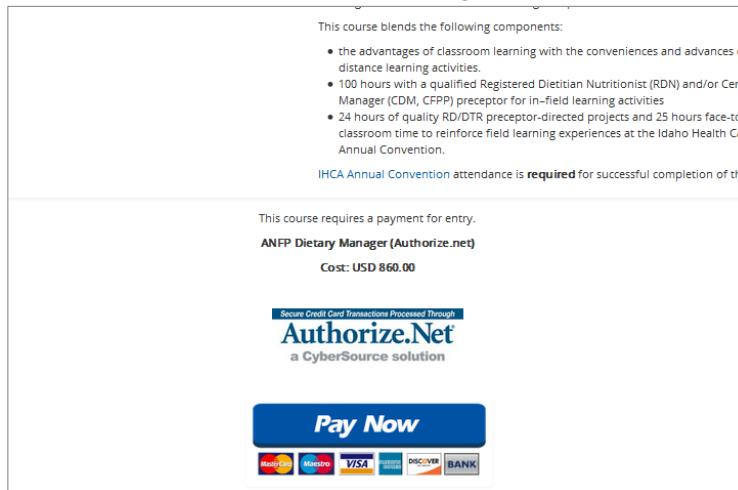
8. Click on the course of your choice.



The screenshot shows a "Courses" page with a list of training programs. The "Administrators" section contains the "Assisted Living Administrator Course". The "Activity Directory" section contains the "Activity Director Online Training". Both items have red arrows pointing to them from the previous step's description.

- Administrators
 - Assisted Living Administrator Course
- Activity Directory
 - Activity Director Online Training
- Idaho's Nutrition & Foodservice Professional (aka Dietary Manager) Online Training Program
 - Idaho's Nutrition & Foodservice Professional (aka Dietary Manager) Online Training Program
 - Human Resource Management
 - Managing Foodservice Operations

9. Scroll down to the bottom of the page and click on the “Pay Now” link.



The screenshot shows a detailed view of a course. It includes a description of the course components, a note about IHCA Annual Convention attendance being required, and a payment section. The payment section features an "Authorize.Net" logo and a "Pay Now" button with payment method icons.

This course blends the following components:

- the advantages of classroom learning with the conveniences and advances of distance learning activities.
- 100 hours with a qualified Registered Dietitian Nutritionist (RDN) and/or Certified Manager (CDM, CFP) preceptor for in-field learning activities
- 24 hours of quality RD/DTR preceptor-directed projects and 25 hours face-to-face classroom time to reinforce field learning experiences at the Idaho Health Care Annual Convention.

IHCA Annual Convention attendance is **required** for successful completion of the

This course requires a payment for entry.

ANFP Dietary Manager (Authorize.net)

Cost: USD 860.00

Secure Credit Card Transactions Processed Through
Authorize.Net
a CyberSource solution

Pay Now

MasterCard, Maestro, VISA, American Express, DISCOVER, BANK

10. Fill in the credit card information and make payment:

Payment Information

Pay by **Credit / Debit Card** **Bank Account**
(USA Only)



Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

Billing Information

Customer ID: 7-10-23-469

First Name: Last Name:

Company:

Address:

City:

State/Province: Zip/Postal Code:

Country:

Email:

Phone:

Fax:

Shipping Information

Copy Billing Information to Shipping Information

First Name: Last Name:

Company:

Address:

City:

State/Province: Zip/Postal Code:

Country:

Pay Now

11. Once the payment is completed, you can start your course.

12. Please white list emails from “@idhca.org” and “@ihca-ical.org” to ensure you receive emails from the Idaho Health Care Association.

If you have any questions, please contact admin@idhca.org.