

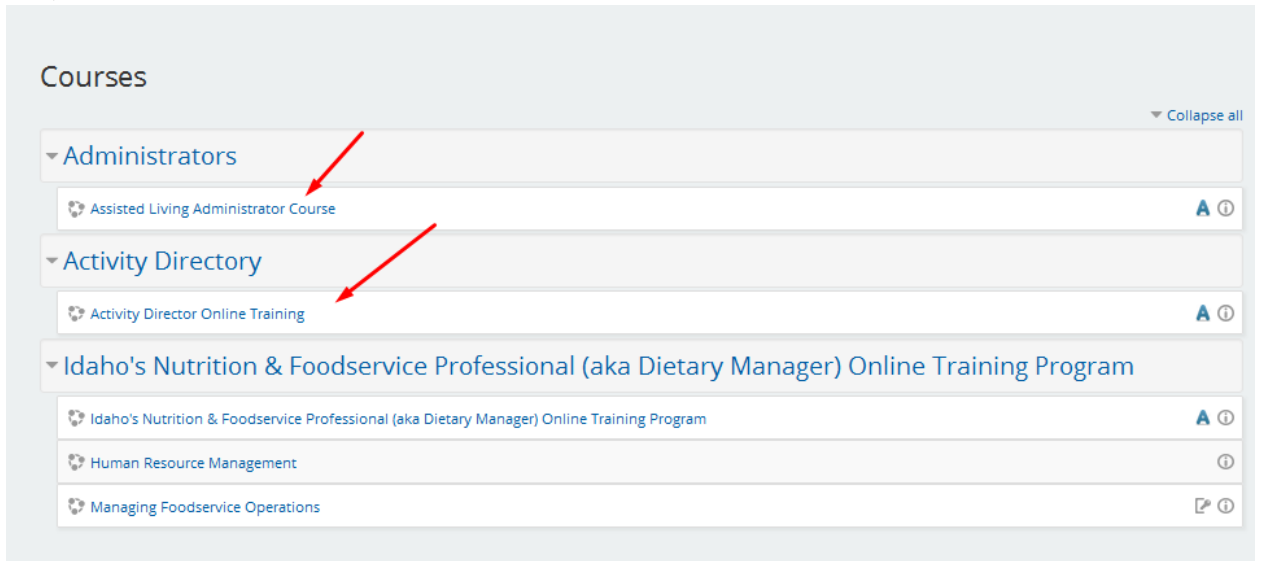
December 29, 2016

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:



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

The screenshot shows a login page with two main sections. On the left, under the heading "Log in", there are input fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. Below these are links for "Forgotten your username or password?" and "Cookies must be enabled in your browser". At the bottom left, there is a "Log in as a guest" button. On the right, under the heading "Is this your first time here?", there is a paragraph of text explaining the account creation process, followed by a numbered list of seven steps. A red arrow points from the text "create a new account" in the first step to the "Create new account" button at the bottom right of the page.

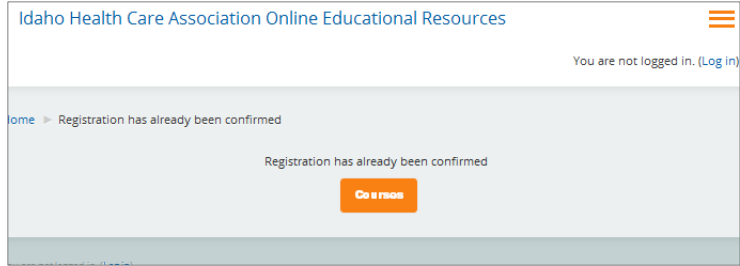
4. Fill out the form, click on the “Create my account” button:

The screenshot shows the "New account" registration form. At the top, there is a breadcrumb trail: "Home > Log in > New account". The form is titled "New account" and has a section "Choose your username and password" with "Username*" and "Password*" fields. A note below the password field states: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 uppercase letter(s)". There is an "Unmask" checkbox next to the password field. Below this is a "More details" section with fields for "Email address*", "Email (again)*", "First name*", "Surname*", "City/Town", and "Country" (a dropdown menu with "Select a country" selected). At the bottom of the form are two buttons: "Create my new account" and "Cancel".

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:

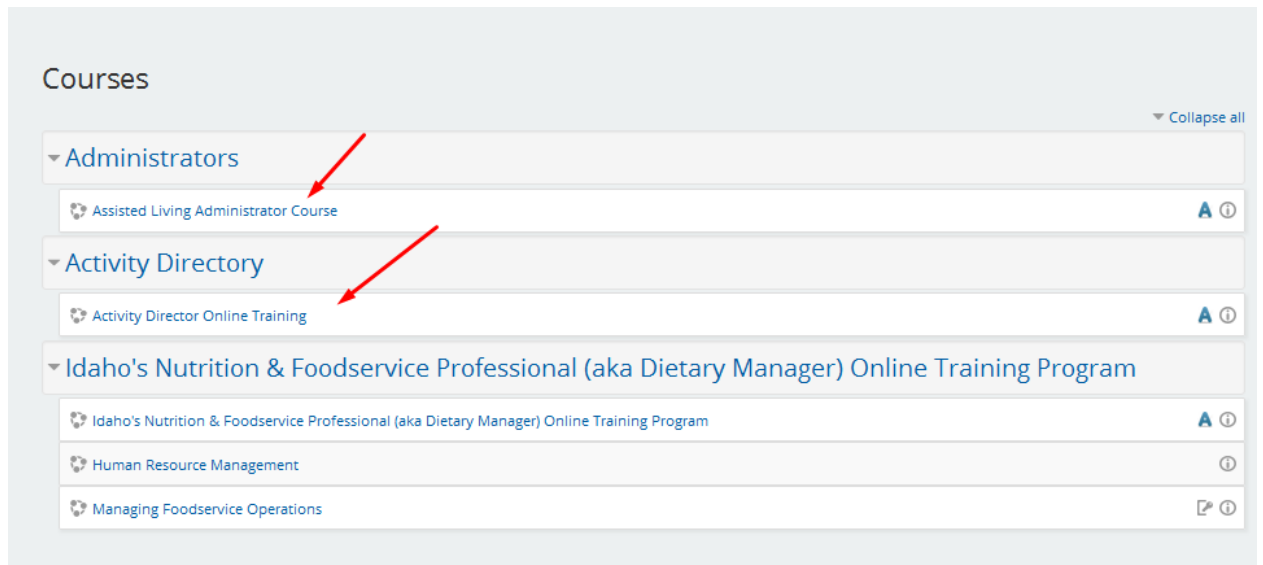
The screenshot shows an email body with the following text: "A new account has been requested at 'IHCA Online Educational Resources' using your email address." followed by "To confirm your new account, please go to this web address:" and a blue hyperlink: <http://online.idhca.org/login/confirm.php?data=zyUW7fPdlxuUD7m/test>. Below the link, it says: "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." and finally "If you need help, please contact the site administrator,".

6. Click the orange “Courses” button:

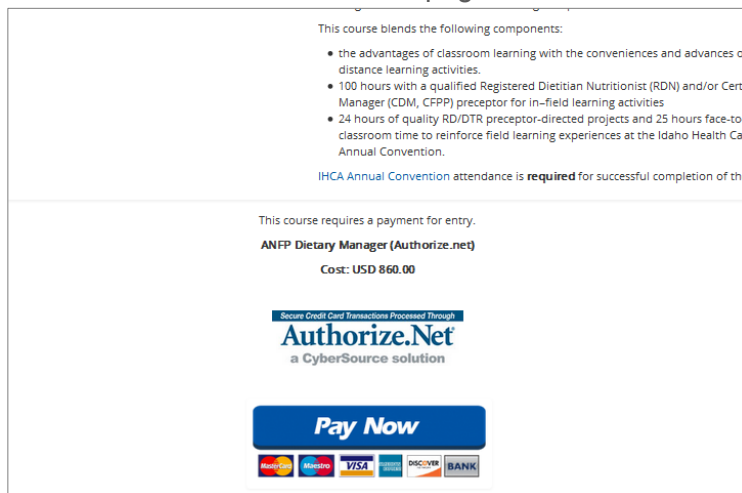


7. Once you click this button, you will be back to the home page.

8. Click on the course of your choice.




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



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:

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.