

AL Administrator Course Registration

1. Go to: <https://training.idhca.org/>

2. Click on “Register Now”



3. Click on “Not a member yet? Register now.”

My Profile

Username or email address *

Password *

Remember me

Lost your password?

Not a member yet? Register now.

A screenshot of a registration form titled 'My Profile'. The form includes fields for 'Username or email address' and 'Password', both marked with a red asterisk. There is a checkbox for 'Remember me'. Below the form are links for 'Lost your password?' and 'Not a member yet? Register now.'. A large blue arrow points from the 'Not a member yet? Register now.' link towards the 'Register now' button on the previous page.

4. Complete the information **in the name of the Student.**

Username *

User Email *

User Password *

Confirm Password *

First Name *

Last Name *

Company Name *

5. Click “Submit”

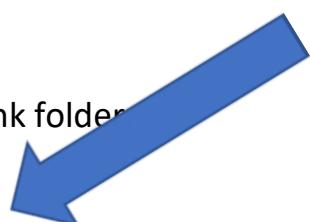
6. You will receive an e-mail confirmation...please check your spam/junk folder

7. Log in with the username/password you just created.

8. Click on “Training”

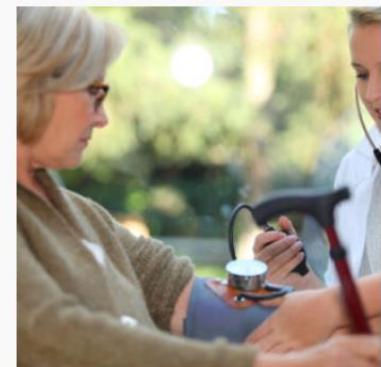
[Idaho Health Care Association](#)

[Home](#) [Training](#)



My Profile

9. Click on “Assisted Living Administrator Course”

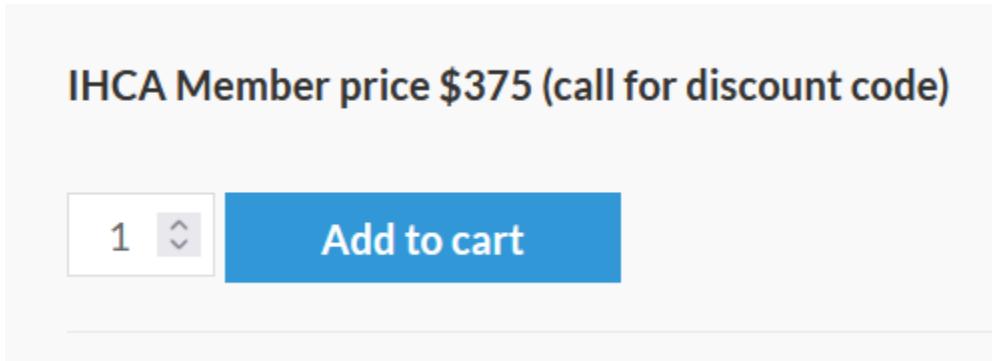


[Assisted Living Administrator Course](#)

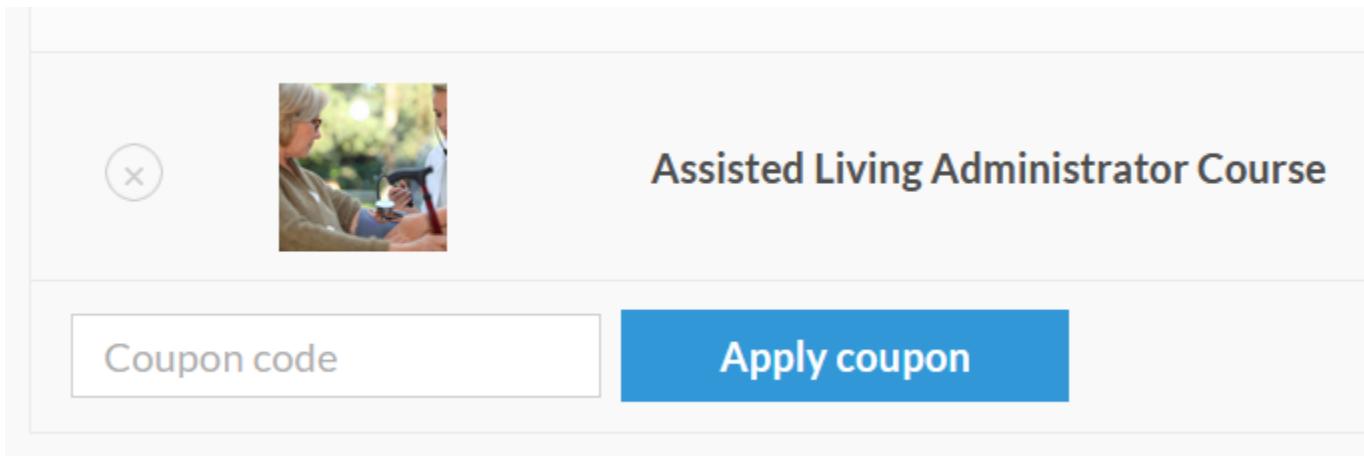
Uncategorized

\$675.00

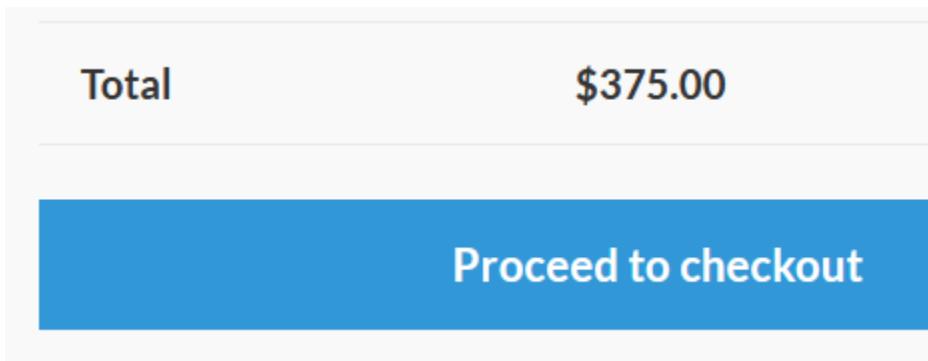
10. Click on “Add to Cart” (IF a member of IHCA, call 208.343.9735 for discount code.)



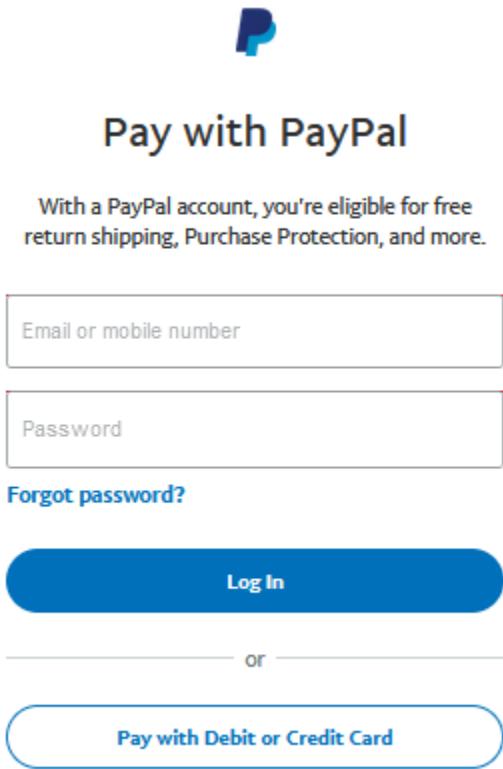
11. Enter discount code (it is case sensitive)



12. IF you have used discount code you will see the discounted price appear. Click “Proceed to checkout”



13. Fill in the Billing details. This information should match the credit card information. Review “Your Order” and place a check mark in the box and click “PayPal Checkout”. This will open a window to log in to your PayPal account **OR** “Pay with Debit or Credit Card” as a guest.



The image shows the PayPal login interface. At the top is the PayPal logo. Below it is the heading "Pay with PayPal". A subtext states: "With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more." There are two input fields: one for "Email or mobile number" and one for "Password". Below the password field is a "Forgot password?" link. A large blue "Log In" button is centered. Below the log in area is a horizontal line with the word "or" in the center. Underneath is a blue button with the text "Pay with Debit or Credit Card".

14. **IMPORTANT:** The e-mail address you enter during the PayPal billing process should be the student's e-mail regardless of who is paying the bill.

15. Once payment processes you may start the course immediately.

Please note the course is NOT transferrable or refundable.