Registering for Online Courses

1. In <mark>Chrome, Firefox or Safari</mark>, go to: https:// **edu.**idhca.org/   and click on the desired course.

Welcome to
Idaho Health Care Association
Online Educational Resources

**BEFORE you "Create a new Account" - you must whitelist (add to safe sen
process.**

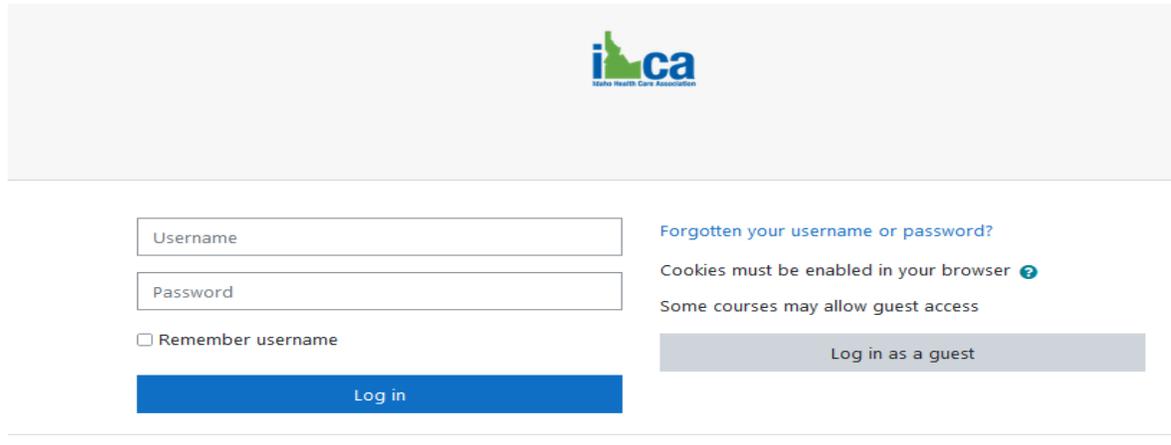If you are registering to the year long 'Dietary Manager' program, you will be assig

Course categories

▷ Activity Director (1)
▷ Preceptor Training (2)
▷ Skilled Nursing Facility (1)
▷ Feeding Assistant Trainer (1)
▷ Resident Service Director (1)
▷ Idaho's Nutrition & Foodservice Professional (aka

2. Click on: "Take this class now"

Take this class now

3. Follow the instructions:

4. <mark>YOU CREATE AN ACCOUNT IN THE NAME OF THE STUDENT!!</mark> If your first time taking an IHCA Online course, fill in the information requested. Click: "Create my new account"

- Idaho Nutrition & Foodservice Professional Course - The "**date of birth**" field **is required**.
- Paid Feeding Assistant Facilitation Guide Course - The "**Profession**" & "**Idaho License Number**" **are required**.

5. Go to the e-mail you entered on your account and locate the "confirmation" e-mail. It will NOT take long to receive this e-mail so please be sure to <u>check in your "spam" and/or "junk" folder</u>. <mark>Please "white list" emails from: @idhca.org</mark>

6. Once you click on the link in the confirmation e-mail it will take you back to the online course registration site and ask you to process payment.

- **All courses are non-transferrable and non-refundable**.

Form Field Guides:

1. Name of the facility. You may not be credited for your class if you belong to a facility but didn't list it.

2. Check this box if you are not affiliated with a facility or company.

3. There are no coupon codes EXCEPT for the AL Administrator Course.

This course requires a payment for entry.

PayPal

Cost: USD 675.00

PayPal

Use the button below to pay and be enrolled within minutes!

Facility Name

Enter the name of the facility that you are associated with. If you are not associated with a facility, then please check the box below.

⓵

☐ I am not related to a facility.

⓶ Send payment via PayPal

NOTE: To "auto enroll", you will need to click the "back to the website" button from PayPal after you pay. Otherwise, you will need to wait to be enrolled.

Do you have a coupon?

If you have a coupon, please enter it in the space below. You will see your adjustment when you are asked to pay in the next step.

Coupon Code

⓷

7. On clicking "Send Payment Via PayPal", you will be directed to the PayPal website. Choose "Pay by Credit Card" as a guest, whether you have an account or not.

8. Once in the Billing Page, if the system accepted the discount code (AL Administrator Course ONLY), you WILL see the correct, discounted fee in the top-right portion of the page. If there is a problem make sure you are not in Internet Explorer, then please call us BEFORE processing payment.

9. Under the "Billing Information" section, if the person paying for the registration is NOT the student, be sure to enter the **billing individual's information and e-mail address** so you, as the person paying, will receive a receipt for this payment. NOTE:

> a. The address entered needs to be the billing street address associated with the credit card.

> b. All training courses (except the *Nutrition & Foodservice Professional* Course) may be started immediately.

> c. If registering for the *Nutrition & Foodservice Professional* Course you will receive further information within 48 hours.

10. ==**Once you have paid, please click "Return to Website". This will auto-enroll you into your course.**== If you miss this step, you will need to contact IHCA during office hours to be enroll.
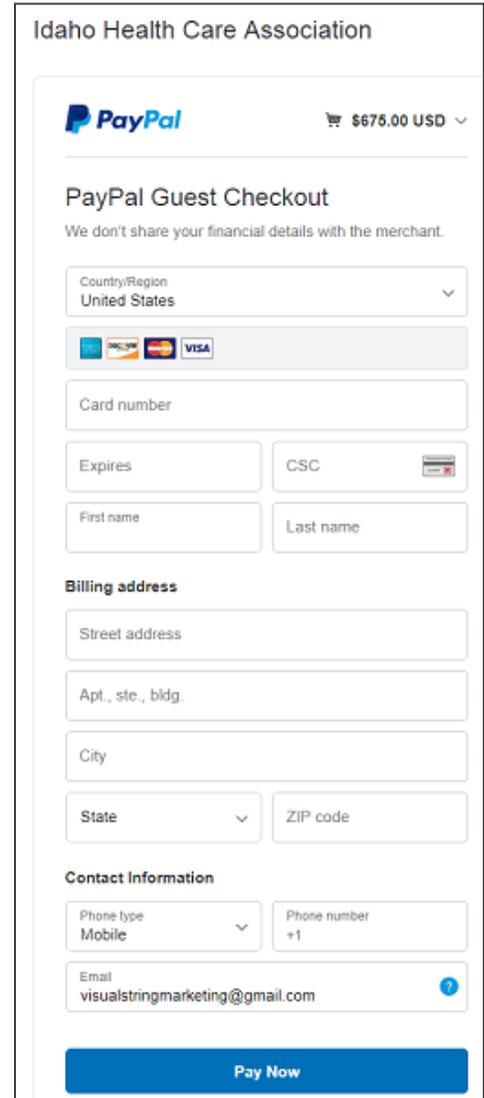
11. Any problems, please call our office @ 208-343-9735 or e-mail monica@idhca.org