ahcancalED
Delivering Solutions

Learning, Inspiring, Sharing

How to Create an Account & Register

ahcancalED will no longer support Internet Explorer. We strongly recommend that you promptly upgrade to one of the supported browsers listed below to take advantage of the latest improvements and security updates.

- Microsoft Edge

- Mozilla Firefox 66 and higher

- Google Chrome 73 and higher

- Apple Safari 12 and higher

If you are unable to upgrade your browser, you should check with your company's Information Technology/LAN team or third party IT support group for assistance, as the issue could be occurring due to your company's security policies.

Step 1

Click LOG IN

Use your user name and password that you would use for LTC Trend Tracker or the AHCA NCAL website.

The username will be your email address. Please use the one you used when you signed up for past AHCA/NCAL events, online materials.
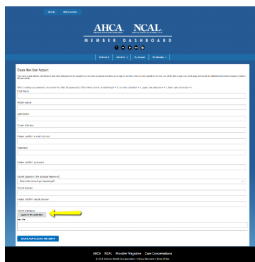
If you are new, click CREATE ACCOUNT

If you are not sure you have an account or may have forgotten your password, please click here (https://members.ahcancal.org/Dashboard/Sign-In-Help)

Please follow the prompts to retrieving your password.

After clicking, create account- you will be redirected to this page (https://members.ahcancal.org/Dashboard/Create-New-User-Account)

Step 2

Please fill in all information on the page. Your name, e-mail address, and choice of user name and password are enough for us to create an account and allow you to sign in next time. Once you have signed into the site, you will be able to open your profile page and provide the additional information necessary to build a full user profile.

AHCA/ NCAL Members - you <u>must add your facility/company name to your login to recieve member access/ pricing on materials.</u>

Step 3

When you reach *identify my company* field, locate your company by name or zip code.

Once you find your company you will click on it and hit save. *Below is an example only. Please make sure to enter your facility.*

Non-members if you do not see your company listed, please email educate@ahca.org or update@ahca.org for help.

Step 4

Save this company to your profile. Then you will be able to establish a new password and voila!

You now have an established AHCA/NCAL account.

Step 5

For this demonstration, let's go to Webinars- Upcoming Live.

On the "upcoming webinars" page go to a product in which you are interested.
Click REGISTER.

Or click the title of the webinar and you will be redirected to the page where you can view the overview, handouts or resources associated with that product. You can also click REGISTER in the upper right hand corner. The content will be available in your dashboard.

Step 6

Almost there!

If the resource you are trying to access is a paid-for product, fill out the registration details and voila! The products are yours to use and can be found in your dashboard.

Need further assistance? Email educate@ahca.org (mailto:educate@ahca.org)

We'll walk you through it.

↩ **RETURN TO HOME** (/)