## Instructions for Accessing NVCC

Introduction: Congratulations on joining the National Association of Health Care Assistants, NAHCA. One benefit of your membership is the opportunity for on-going education through the NAHCA Virtual Campus of Care. This document is intended to help you access the course content that is available to you. Please follow the instructions below:

1. On the NAHCA website, click on the NVCC Login.
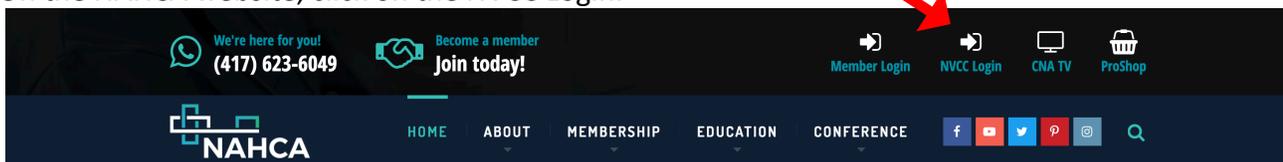
2. This will take you to the login page for NVCC. For your first visit, please click on the blue navigation button that says, "Start Browsing". It is located under the Shopping Cart.
3. The catalog screen will come up. You will notice a grayish bar that says, "E-Commerce". Click on the gold file folder to its immediate right.
4. An expanded catalog list will open. On the right-hand portion of the screen, you will see a blue shopping cart icon followed by a dollar value. Move your cursor over the cart beside Individual Membership Education and then click. This will create a gray button that says, "Added to Cart". Below you will now see a blue button that says, "Proceed to Your Cart". Click on it.
5. This action will take you to your shopping cart. Right below the progress bar you will see a box that says, "Coupon Code". In this box, you will type: **AccessEducation**. Next to where you entered the code you will see a blue button that says, "Apply". Please click.

6. After clicking apply, you will notice that the total purchase is $0.00. Click on the blue button that says, Proceed to Checkout". This will take you to the information page where you will enter your information, (Items that have an asterisk * are required fields). Complete all fields and click the blue button that says, "Proceed to Checkout".
7. On the checkout page you will see a statement that says, "I Authorize". Directly to its left you will see a small box. Hover over the box and click. It should create a checkmark in the box. Please click the blue box that says, "Proceed".
8. You are now on the page that is entitled, "Review Your Order". On the right-hand side about halfway down is a blue button that says, "Confirm Purchase". Click to move forward.

9. This will take you to the screen that says, "Order Complete". NOTE: You will receive an e-mail notifying you that the process is complete. In the upper half of the screen you will see a blue button that says, "Start Browsing". Click this button to move to the courses.

10. The above action will take you to, "My Courses". Click on the gold button with the file folder to start your NVCC experience.

NOTE: One great benefit of the NVCC is that you can start and stop at your convenience. When you are ready to stop for a bit, Simply logout. The next time you return to the NVCC login page, you will enter the user name and password that you created on your initial login. Please follow the steps below:

1. Go to the NVCC login page, https://nahca.absorbtraining.com/#/login. Enter your user name and password in the login box on the left portion of screen.

2. Enter your user name and password and then click the blue, Login" button. You are now ready to resume your course work. We hope you enjoy the NVCC experience. NOTE: If you have any difficulty with using NVCC, please contact us and we will do our best to assist you or resolve your concerns.