

### New NIH Platform

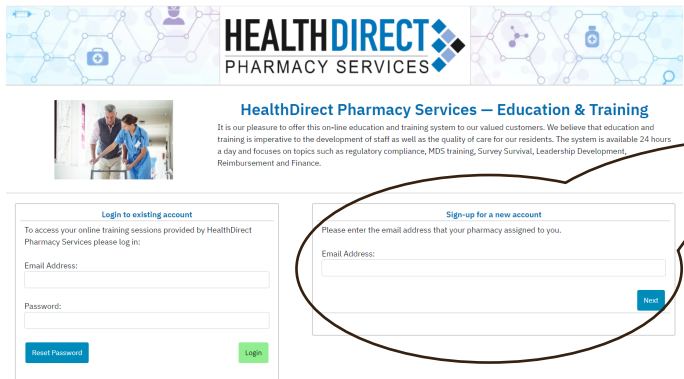
Our training partner, **The National Institute of Health (NIH) and Education** has developed a vastly improved webinar/training platform for your use. The new platform provides individual profiles, that maintains the progress, completion and CEs earned for credited and non-credited sessions.

**This new platform does require all users to setup an individual account the first time before you can use the system (previous system credentials can no longer be used). You will need your email address, applicable license number, and optional mobile phone number (to receive login verification codes only). Please follow the below steps to create your individual account login.**

If you are a new NIH Education and Training platform user, there will be a temporary delay related to obtaining approval for use. You will need to provide Sandy Schneider (sschneider@thenih.org) your name and email address to have it loaded in advance of your new account setup.

#### Step 1:

Using the **"Sign-up for new account"** box on the right side of the page, **ENTER** your current EMAIL ADDRESS and hit the NEXT button.



#### Step 2:

The **"Sign-up for a new account"** box will change to acknowledge the system has found your account record. Review to confirm accuracy and hit NEXT.

The screenshot shows the 'Sign-up for a new account' form at a confirmation step. The text reads: 'Great, we found your record! Please confirm that your name and facility are correct. If they are not correct please contact the webinar administrator.' Below this text are two input fields: 'Name:' and 'Facility:'. A 'Next' button is located at the bottom right of the form.

#### Step 3:

The **"Sign-up for a new account"** box will change to provide a place for you to enter your desired password; as well as a second entry box to enter your password a second time (to confirm) and hit NEXT.

The screenshot shows the 'Sign-up for a new account' form at a password confirmation step. The text reads: 'Please set a password. Passwords must contain an uppercase character, lowercase character, a digit, and a non-alphanumeric character. Passwords must be at least six characters long.' Below this text are two input fields: 'Password:' and 'Confirm Password:'. A 'Next' button is located at the bottom right of the form.

#### Step 4:

The **"Sign-up for a new account"** box will change to provide a place for you to input any applicable licenses information. Enter as needed; (NOTE: If you do not have any license, it is OK to leave blank) once finished hit NEXT.

The screenshot shows the 'Sign-up for a new account' form at a license information step. The text reads: 'Please enter any licenses that you hold. License number(s) are required if you are requesting CEs.' Below this text are three input fields: 'Administrator NAB Number (R#####)', 'Nursing License #', and 'Assisted Living License #'. A 'Next' button is located at the bottom right of the form.

# NIH Website Update

## New Account Setup Walkthrough

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### Step 5:

The **“Sign-up for a new account”** box will change to provide a place for you to optionally enter your mobile phone number and select the check box to opt-in to receive MFA code notifications. Hit NEXT to complete the account set-up process. ONE TIME PROCESS / SYSTEM SAVES YOUR INFO.

**Sign-up for a new account**

Understanding Multi-Factor Authentication  
Multi Factor Authentication (MFA) for websites adds an extra layer of security by requiring you to enter a one-time use verification code each time you sign in.

This code is delivered each time you enter your credentials. You will always be able to receive this code via email. You may optionally receive codes by SMS / Text Message.

**Optional:** Yes, allow me to send verification codes to my phone number via SMS / Text Message.

Optional: Phone Number:

Next

### Step 6:

The **“Sign-up for a new account”** box will change to confirm that you agree to the Privacy Policy and Terms and Conditions; check both check-boxes and click NEXT.

**Sign-up for a new account**

Please confirm that you agree to the [Privacy Policy](#) and [Terms and Conditions](#) of accessing this system.

**Required:** Yes, I agree to the [Privacy Policy](#) of this system.

**Required:** Yes, I agree to the [Terms and Conditions](#) of this system.

Next

### Step 7:

The **“Sign-up for a new account”** box will change to a **“Complete Registration”** message and notification you’ll receive a **“Welcome Email”** that will in a one-time verification code that will be entered on the next screen, once you click the FINISH button.

**Sign-up for a new account**

Complete Registration.  
After you click Finish you will receive a Welcome Email indicating that the registration is complete. Please allow up to five minutes to receive this email.

In this email there will be a one-time use verification code that you will need to enter on the next screen in order to log in for the first time. This code expires after 30 minutes; however you will have the option to send a new code later.

Finish

### Step 8:

The **“Login to existing account”** box will be presented on the left side of the screen. Here you will enter the 6-digit verification, from your welcome email. Click the VERIFY CODE button.

**Login to existing account**

Please enter the security code sent to your Email.  
**Please allow up-to five minutes to receive your code.**  
This one-time code will be active for thirty minutes.

Security Code:

Resend Code

Verify Code

### Step 9:

This will direct you to your account/profile dashboard.

**HEALTHDIRECT**  
PHARMACY SERVICES

Dashboard | Programs | State Requirements | My Account | Contact | Logout

Dashboard

HealthDirect Pharmacy Services

It is our pleasure to offer this on-line education and training system to our valued customers. We believe training is imperative to the development of staff as well as the quality of care for our residents. The system is available 24 hours a day and focuses on topics such as regulatory compliance, MDS training, Survey Survival, Leadership Development, Reimbursement and Finance.

You have not enrolled in or completed any programs. [Click here](#) to view the list of available programs.

0 In Progress

0 Completed

0 Awarded

0 Credits Earned

0 Denied