

How to Access Education Handouts

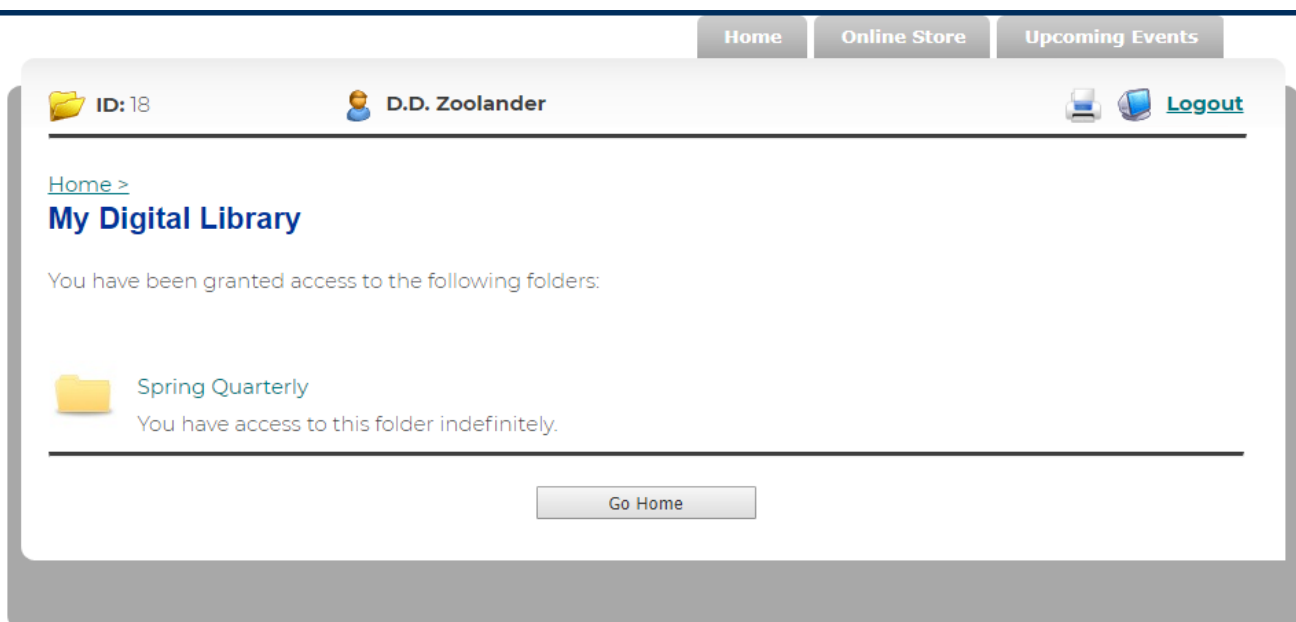
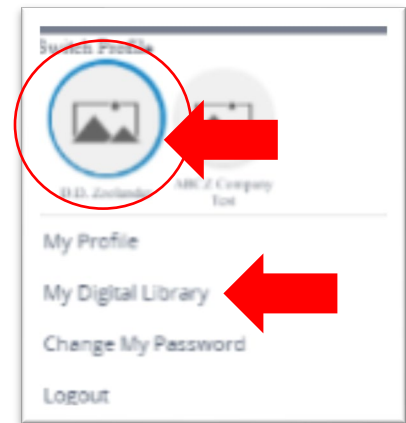
This training identifies how to access handouts from IHCA education events that you registered for and attended.

Note: Handouts will not be available until three days prior to the event.

1. Access the Member Portal link from the IHCA website.
 - Select the **Member Portal logo** at the bottom left of the home page.
 - Select the **Access IHCA Member Portal** link.

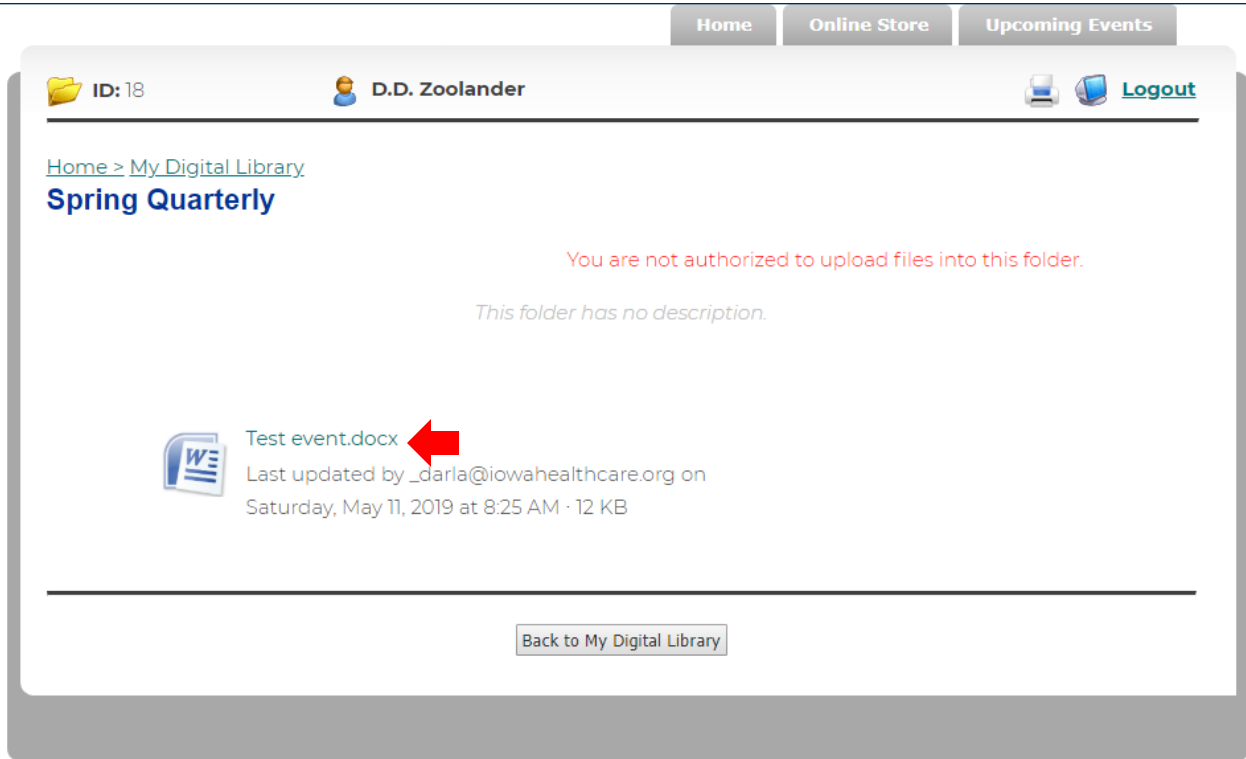
2. Select the **Profile (person) icon** in the upper right of the window and log into the portal. Then select **My Digital Library**.
 - a. *Note: If you are the Primary Executive Admin for your organization, you will see two profiles: One with your Organization Name and another with your Own Name. **Select the one with your Own Name.***
 - b. *If you are NOT the Primary Executive Admin for your organization, you will only see My Profile.*

3. **From the My Digital Library Link**, you will be taken to a new window.

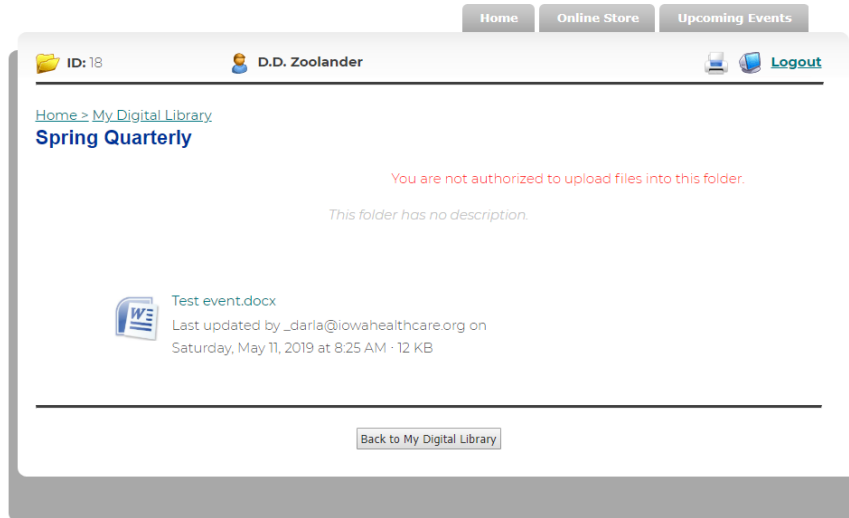


4. Click on the name of the event for which you would like to access handouts.

5. Click on the name of the file you would like to access.



6. Click on the document shown in the lower left of your screen to open the file.



Core Version: 4.71.2.287

