How to log into ASHRM Learning Center

Go to the ASHRM.org website at https://www.ashrm.org/ashrm-online-learning-library

Click Access My Learning Activities to view your currently registered courses in our Learning Management System (LMS)
Enter username and password used when registering for this education offering
How to reset your password

Go to the ASHRM.org website at https://www.ashrm.org/education/online-learning-library

Click Access My Learning Activities

Click Forgot Password
You will receive an email from ahahelp@aha.org. If you do not see one after a few minutes, check your spam folder.

Follow the email instructions and click the link. You will be re-directed to the Rest Password page.

Enter and re-enter your new password and click Submit.

Go back to page 1, and follow the log in instructions using your email address and NEW password.
How to activate your account

If you have NOT created an account with ASHRM or you have NOT set up a username and password please go to ASHRM.org website [https://www.ashrm.org/education/online-learning-library](https://www.ashrm.org/education/online-learning-library).

[Image of ASHRM Online Learning Library]

Click Access My Learning Activities

[Image of American Hospital Association login page]

Click Create an Account
New Account Registration

Please enter your email address to create a user account. If you are affiliated with an AHA member organization, please use your hospital or business email address.

Email Address: [blank]
Submit

Enter your **email address** and click **Submit**

Account Search Result

Email Match

A match with your email address has been found in AHA's records. Login with your email and registered password or click Reset Password and the AHA will email a link to you to reset your password.

Nick Bouchard
nbouchard@aha.org
Login Now
Reset Password

If your email is found, please log in or follow the **Forgot password** steps.

If you think you entered your email address incorrectly, **re-enter it here**.

Account Search Result

SEARCHED ORGANIZATIONS

Please select: Link my user account to this org if you are affiliated or employed by any of the organization's listed.

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No matching organizations were found based on the email address you entered. Search for your organization by zip code or create an account without an organization affiliation.

Search for your organization by zip code
Continue with no .org affiliation

If you think you entered your email address incorrectly, **re-enter it here**.

If your email is not found, click the **Continue with no .org affiliation** to set up a new account.
Create Account

Please complete the fields below to create your user profile and password. Your password must be:

- at least eight characters
- contain at least one number
- contain one upper-case letter
- contain no symbols

Personal Information

Prefix: [Please select]
First name: [Required]
Middle name: [Required]
Last name: [Required]
Suffix: [Please select]
Organization: [Required]
Title: [Required]

Address Information

Mailing address: [Required]
Address line 1: [Required]
City: [Required]
Country: [UNITED STATES] [Required]
State: [Please select]
ZIP code: [Required]
International province: [Required]

Web Login Information

Email: [newaccount@gmail.com]
New password: [Required]
Confirm password: [Required]

Fill in all the required fields and click Create Account
Navigating through an e-Learning offering
(Optimized for Google Chrome, Internet Explorer and Mozilla Firefox will cause issues)

1. Find the program you want to work on
2. Selecting the program

- Search for your program using key words, or scroll through the icons to look for its domain.

- Start a course from the beginning or pick-up where you left off.

- Choose from the part of the course you want to work on from the course outline.
3. Disabling Popups on Chrome

You must allow popups from TopClass in order to view the course sections.

To do this, click the announcement icon to the right of the URL/weblink and click allow pop-ups and redirects.
4. Exiting a Course in Progress

To close the course pop-up and save your current progress in the course, click the EXIT COURSE button at the top right of the page. Please note only one course can be open at a time.

5. Progressing through a course

See your course progress here.

Click to view the course outline.

Progress through the course or go back a section.
6. The course outline

ASHRM On-Demand Webinar: Evaluating Your TPA - Metrics and Value

Completed

Date Enrolled
08/20/2020 13:41

Open From 08/20/2020 until 08/20/2021

Description
Level of Learning:
Foundational

Domain:
Risk Finance

Introduction:
View

Course Home

Contents

Learning > ASHRM On-Demand Webinar: Evaluating Your TPA - Metrics... > Contents

Contents

Evaluating your TPA

- Webinar
- Final Exam
- Wrap-Up

Course Evaluation
7. Finishing a course

**Please complete these steps to gain access to your certificate:**

1. Be sure that all required assignments within the course are marked with a green check mark, indicating completion.
2. Complete the course evaluation.
3. Go to your Learning Center, and click on the Completed tab.
4. Then click on View Certificate to print or download.

[Image showing Learning Center with completed and submitted learning items]

Go back to the course outline here to complete the course evaluation.

8. Course Evaluation

[Evaluating your TPA]

- ✅ Webinar
- ✅ Final Exam
- ✅ Wrap-Up
- ✅ Course Evaluation

[Image showing course evaluation completion]

Click to take the evaluation to attain your credits.
9. Finding your course credits and certificates

When in doubt, click the ASHRM icon to come back to the home page.

Go to your Learning Center to view your course credits.
Click the completed tab to view all programs you have completed.

View and print your transcript with all courses completed in TopClass.

View & print your credits here.