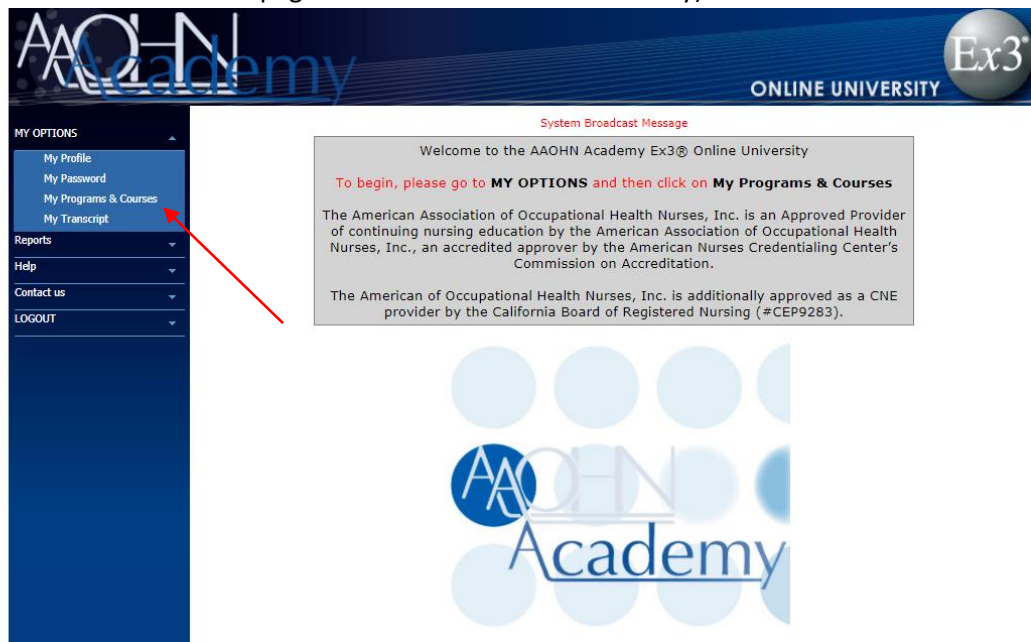


Instructions for Accessing the AAOHN Online Academy

1. Log into aaohn.org by clicking **Login** in the top right hand corner
*If you need assistance logging in, request a password on the login page by clicking **Username and/or Password Help** or email info@aaohn.org.*
2. Once logged in, hover over **Education** in the top navigation bar and select **AAOHN Online Academy**
3. Click **AAOHN User Login**
*If you are a Guest User on aaohn.org, you still must select **AAOHN User Login** and NOT Guest User Login*



4. On the left hand side, click **My Options** and then select **My Programs and Courses** (instructions are also listed on the home page of the AAOHN Online Academy)



5. The Programs Tab lists all available courses. To search for courses, scroll until you find the desired course. Click on the course so that it highlights in light blue.

Hint: the programs are listed in alphabetical order with a few exceptions. You can also use the "Program Type" column to differentiate between On Demand Webinars and Journal CNE Modules.

6. To enroll in the course, click **Enroll in Program**.

AOHN Academy ONLINE UNIVERSITY Ex3

MY OPTIONS

- My Profile
- My Password
- My Programs & Courses
- My Transcript

Reports

Help

Contact us

LOGOUT

My Programs My Courses My Certifications

My Programs

Member Name : ENGLEBRECHT, Kaye Member # : ***33

Gender : Date of Birth :

Select Year : 2017

Once you select your program, and add the course(s), go to the My Courses tab.
 In order to receive your course certificate, please complete the course evaluation listed under the Exam Content of My Courses.
 To print your certificate, go to My Options > My Programs & Courses > My Certifications tab.

List of Programs : [91]

Program Name	Program Type	# Of Courses Offered	Status
2017 On Demand Webinars: Health Literacy Clear Communication Workshop: Our Ethical Responsibility	On Demand Webinar	1	
2017 On Demand Webinars: Immunization for Adults: What's New and What's on the Horizon	On Demand Webinar	1	
2017 On Demand Webinars: Pain and the Opioid Epidemic	On Demand Webinar	1	
2017 On Demand Webinars: Risk Communication in Occupational Health and Safety	On Demand Webinar	1	
A Review of Worksite Lactation Accommodations	Journal CNE Module	1	

Program Description : The opioid epidemic is a big problem that has consequences for all Americans. The epidemic continues to grow and health care providers are at the forefront of the issues. This presentation will focus on pain and its treatment with special emphasis on opioids; it will further delve into the growing opioid epidemic and its implications on practice and society.

Enroll in Program Remove
View Requirements View Report

7. A pop-up will appear with more information about the course. To add the course to your Courses section, click the **check box** in the green column on the left hand side and then click **Add to My Courses**.

Program Requirements [X]

CLICK THE CHECKBOX NEXT TO THE COURSE TO SELECT THAT COURSE

Select Course	Course Name	Course Code	Course Description	Status	Course Price	Course Credit
<input checked="" type="checkbox"/>	2017 On Demand Webinars: Pain and the Opioid Epidemic		The opioid epidemic is a big problem that has consequences for all Americans. The epidemic continues to grow and health care providers are at the forefront of the issues. This presentation will focus on pain and its treatment with special emphasis on opioids; it will further delve into the growing opioid epidemic and its implications on practice and society.		\$ 0.00	1.00 Credit

Add to My Courses Close

8. A second pop-up will appear asking if you would like to go to your My Courses area. Click **OK**

- You will automatically be taken to the My Courses tab. Click on the desired course in your Courses area so that it is highlighted in light blue. If the course is free, the course content and exam content will appear beneath. If the course is paid, you will click **Make Payment** before continuing on to the next steps

Select Year : 2017

Enrolled Courses

List of enrolled Courses : [2]

Course Name	Course Code	Course Type	Programs	Once in a Life Time	Course paid	Status	Course Price
2017 On Demand Webinars: "Ah, My Aching Head!" Assessing and Managing Workplace Head Injuries		On Demand Webinar	2017 On Demand Webinars: "Ah, My Aching Head!" Assessing and Managing Workplace Head Injuries	No	Yes	Completed - Pass	0.00
2017 On Demand Webinars: Pain and the Opioid Epidemic		On Demand Webinar	2017 On Demand Webinars: Pain and the Opioid Epidemic	No	Yes	Open	0.00

Total Course Price : 0.00 Amount paid : Amount to be paid : 0.00

Admin Required : No Admin Approved : No [Make Payment](#)

Course Content

List of available course content : [2]

Description	Attachment Type
Handouts	Handout
Pain and Opioid Epidemic video	Webinar

[View File](#)

Exam Content

List of available exam content : [1]

Exam Name	Status	Expiration Date	Completed On	Outcome	Score
2017 On Demand Webinars: Pain and the Opioid Epidemic	Open	11/19/2019		-	

[Select](#)

PLEASE NOTE: If a course above is marked with an asterisk (*), there will be a late fee charge. Courses Expire at 01:00 AM Arizona Time on the date of expiration.

Powered By **Ex3** Technologies
©1995-2017 - Efficient Enterprise Engineering, Inc.
Legal Stuff

- To view the course content, click on the handout or the webinar video row under the Course Content section so that it is highlighted in light blue. Then click, **View File** to download.
This may take a few minutes depending on your browser and internet connection.
- Once you have viewed and completed the course, the evaluation for completion will be listed under the Exam Content Section. Click on the evaluation so that it is highlighted in light blue and click **Select** to open.
 - Please note that certain courses will have two tabs on their evaluation page. You may need to click over to the second tab to view the evaluation questions.
 - Please note that certain courses will have an examination and an evaluation to complete.
- Once you have completed all of the questions on the evaluation, scroll to the bottom and click **Submit**.
- A pop-up will appear confirming if you would like to submit your questions. Click **OK**. A second pop-up will appear confirming that your answers were saved. Click **OK** and exit out of the evaluation.

14. To retrieve your certification of completion, click on the **My Certifications** tab.

*Make sure the year is correct under **Select Year**: (2015, 2016, or 2017). This is based off when the course was completed.*

AAOHN Academy ONLINE UNIVERSITY Ex3

MY OPTIONS

- My Profile
- My Password
- My Programs & Courses
- My Transcript

Reports

Help

Contact us

LOGOUT

My Programs My Courses **My Certifications**

My Certifications

Member Name : ENGLEBRECHT, Kaye Member # : ***33
Gender : Date of Birth :

Select Year : 2017

List of Issue Program/Course Certificates : [2]

Program/Course Name	Certification Name	Issue Date
2017 On Demand Webinars: "AH, My Aching Head!" Assessing and Managing Workplace Head Injuries	AAOHN Certificate	09/21/2017
2017 On Demand Webinars: Pain and the Opioid Epidemic	AAOHN Certificate	11/09/2017

View Certificate

Powered By Ex3 Technologies

15. Click on the certificate you wish to download so that it highlights in light blue, and click **View Certificate**.

If you have any questions about the AAOHN Online Academy, you can call the AAOHN National Office at 312-321-5173 or email info@aaohn.org.