Instructions for Accessing ACHE Virtual Face-to-Face Programs

If you have additional questions, please contact Stephanie Del Toro at sdeltoro@ache.org for assistance

1. Login to your My ACHE page by clicking on the orange ‘Login’ button on ache.org

2. From your personalized My ACHE page, select ‘My Online Learning’ under the ‘Helpful Links’ menu on the right side of the screen.

3. The Online Programs that you are registered for will appear. Click the yellow ‘Access Your Courses’ button to open the ACHE Learning Management System (LMS).
4. If it is your first time logging into the LMS, the system might take a few minutes to set up your account. Once in the LMS, select your name in the upper right corner of the screen.

5. The ‘Purchased Content’ tab within the ‘My Activity’ menu will display your course and each of the associated live events. Select the title of your program to access the main course page.
6. The main course page contains a session overview including the dates and times of the required live sessions, information about the Discussion Board and next steps. Scroll to the bottom of this overview page.

7. At the bottom of the overview page are the required components for the course. The course is sequential and each component is only unlocked once the earlier component is completed. The Pre-Survey must be completed in order to access Module 1. Select 'Pre-Survey' to continue.
8. The pre-survey consists of 6 questions. Please answer each question. At the end of the survey, select ‘Submit Answers’ in order to advance in the course. If you do not select ‘Submit Answers’ you will not be able to access Module 1.

9. After selecting ‘Submit Answers’, you will receive a popup indicating the item has been finished and you are able to continue. ‘Go back to course’ will bring you back to the main course page to see the overview of the course and all the modules to come. ‘Go to next item’ will bring you into Module 1. Most modules contain a pre-session assignment that must be completed in order to log into the live sessions, so after completing the pre-survey it is recommended to immediately go to the next item.
10. The next item will be module 1. Similar to the main course page, you will see an overview of the module including specific instructions on the requirements of the module for it to be marked as completed. Only one item will be available at the bottom of the screen – the Pre-Session Assignment (if there is one), or the first live session. If there is a Pre-Session Assignment, you must complete it to unlock and participate in the live session.
11. Once the Pre-Session Assignment has been completed (if applicable), the Live Event item below it will be unlocked. This Live Event item will provide an overview of the live session and the ability to add the offering to your calendar. You may also download the session handouts in advance by selecting the ‘Resources’ tab.

12. To access the live session, return to the Live Event item on the appropriate date/time and a link will be displayed, granting you access to the live session. The link will display and the session can be joined up to 30 minutes before it is scheduled to begin.
13. After a live session is complete, you may need to complete a post-session assignment in order to advance to the next Module. For example, the post-session assignment may require you to post a message on the group discussion board. The discussion boards are located at the bottom of a specific module overview page.
14. You can monitor your progress through the check boxes next to each session component. If you have successfully completed a component the green check box will appear and you will be able to access the following Module or component.

A Note about Live Sessions
If you are unable to attend a live session, the system will not allow you to advance to the next component because of the sequential nature of the program. If you fail to attend a live session, please contact ACHE to be able to proceed. Please remember to do this as quickly as possible and before the next Pre-Session Assignment and Live Event are scheduled, otherwise you will be unable to participate in those as well.

If you are interested in watching a session again, the session recordings are available to view at the bottom of the components.

A Note about Credits

ACHE Face-to-Face CEUs are only earned by participating in the Live Events. Those ACHE Face-to-Face credits will automatically post to your My ACHE account within 2 weeks after the program ends.

If you do not log into a live session, you cannot receive ACHE Face-to-Face credits. If you watch a session recording, you may self-report this participation on your My ACHE page as ACHE Qualified Education CEUs only. You are unable to earn ACHE Face-to-Face CEUs by watching a recording.