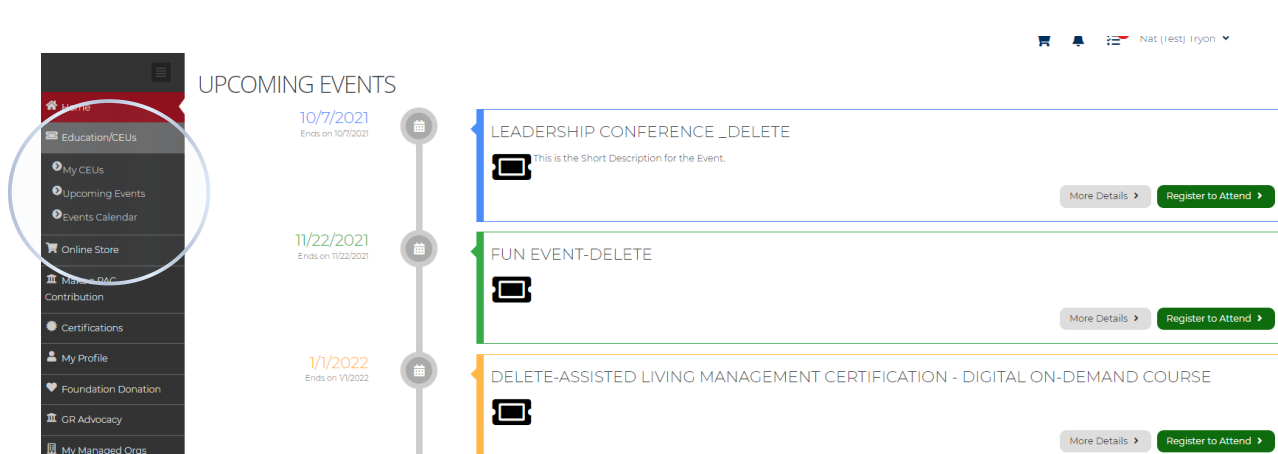


# How to Access Educational Handouts

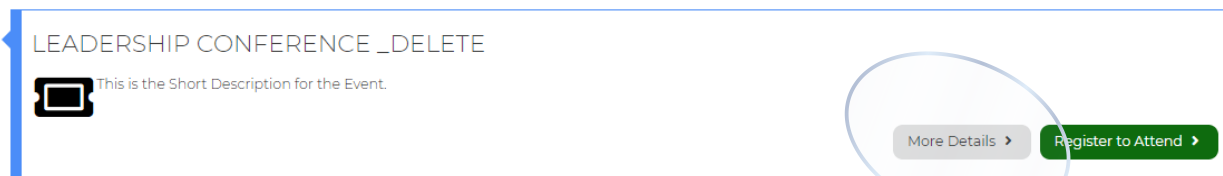
This training identifies how to access educational handouts on the IHCA member portal.

**Step 1: Visit** <https://members.iowahealthcare.org/>

(You may also visit this web location on the member portal by clicking the education/CEUs tab and selecting the upcoming events option. Three days prior to the education, handouts will be available for registrants).



**Step 2:** Select the “More Details” button on the education event you are interested in.



Iowa Health Care Association  
Iowa Center for Assisted Living  
Iowa Center for Home Care

**Step 3:** Scroll through the webpage until you see the “Documents” heading. Here, you will find documents and handouts for your course.

The screenshot shows a member portal interface. At the top, there is a calendar icon and the text "TUESDAY, NOVEMBER 2, 2021". Below this is a grey bar representing a calendar event: "Tuesday, November 2, 2021, 10:00 AM - Wednesday, November 3, 2021, 11:00 AM (EST)" with the title "Women Who Lead". Below the event bar is a section titled "Documents" (circled in blue). Underneath, there is a table with two columns: "EVENT" and "DOCUMENTS". The table contains one row with the following data:

EVENT	DOCUMENTS
Leadership Conference _delete	Leadership Event Agenda Leadership Event Agenda (.docx)

On the right side of the table, there is a "View" button (circled in blue) and a "1" in a box, indicating one record.



*If you have questions about the new Member Portal, please email [info@iowahealthcare.org](mailto:info@iowahealthcare.org).*

