

# How to Access the IHCA On-Demand Learning Platform – My Team

This training identifies how to navigate individuals to access your team's on-demand learning profile, see what courses are completed, assigned and print certificates.

\*If you have not logged into the new member portal after Jan. 6, 2022, you will need to follow the training "How to reset your password."

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

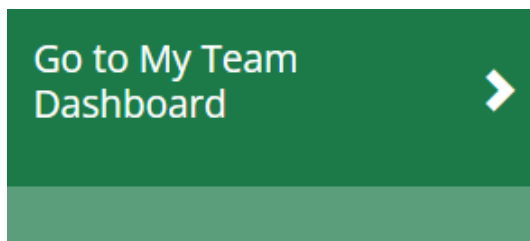
**Step 2:** Once you are logged in, please put your cursor on the word "**Education**" that is on the top toolbar of the website. A drop-down box will appear for you to select "**On-Demand Learning**".



**Step 3:** You will now be directed to the on-demand learning platform. In the upper right corner or center of the screen you will need to click on “**Sign In**” if you are not already signed in.



**Step 4:** Once signed in, your home screen will appear with a “**Go to My Team Dashboard**” box if you oversee the on-demand learning for your staff. This feature is for administrators and/or human resources. If you need access to this feature, please have your administrator email [info@iowahealthcare.org](mailto:info@iowahealthcare.org) requesting this.



**Step 5:** When you click on “Go to My Team Dashboard”, a list of employees connected to your organization will appear.

The screenshot shows a web interface titled "My Team". Below the title is a search bar labeled "Search Team Members" with a magnifying glass icon. To the right of the search bar is a filter icon consisting of three horizontal lines. Below the search bar, it says "3 Team Members". To the right of this text is a sort icon consisting of two vertical arrows pointing in opposite directions. Below these elements is a list of three team members, each with a circular profile picture, a name, an email icon, a location, and a "Current Learning" button.

Profile	Name	Email	Location	Action
MS	Megan B Stouilil22	( 5833 )	Disney Nursing Home	<input checked="" type="checkbox"/> Current Learning
GS	Gavin Stouilil	( 12058 )	Disney Nursing Home	<input checked="" type="checkbox"/> Current Learning
EB	Elery Berkley	( 16788 )	Disney Nursing Home	<input checked="" type="checkbox"/> Current Learning

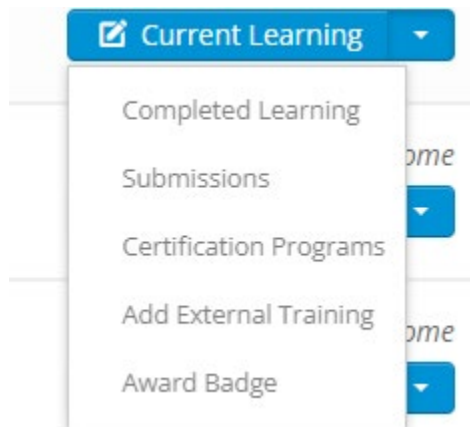
- You can sort your team member list by clicking on the *double arrows* in the top right of the team member window.



- You may also search for a specific individual by filtering on the *three lines* at the top middle of the team window.



- Under the blue “**Current Learning**” drop down you will see options to review what events your team member has completed, submitted and their certifications. CEUs will be found in the member portal.



If you do not see an individual listed under your group, then the individual either does not have a member profile or is not connected to the organization. Please contact IHCA at [info@iowahealthcare.org](mailto:info@iowahealthcare.org) to review the account.

***If you have any questions about the new on-demand learning platform, please email [info@iowahealthcare.org](mailto:info@iowahealthcare.org).***

