# 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.

Step 1: Visit: https://members.iowahealthcare.org/ and login. This can be found on the IHCA website in the top-right corner of the screen (Please see below).
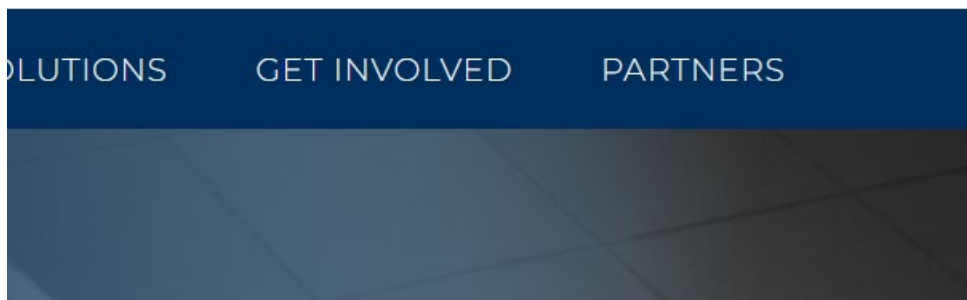
**Step 2:** Once you are logged in, please put your cursor on the word "**Education**" that is on the top toolbar of the website. A drop-down box will appear for you to select "**On-Demand Learning**".
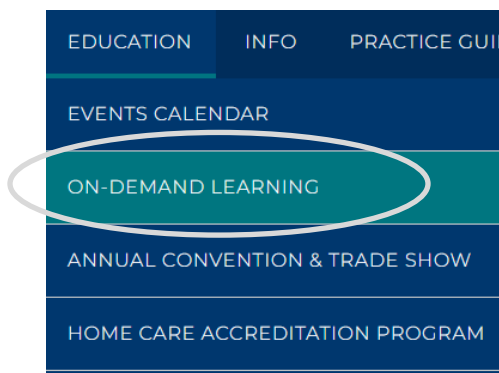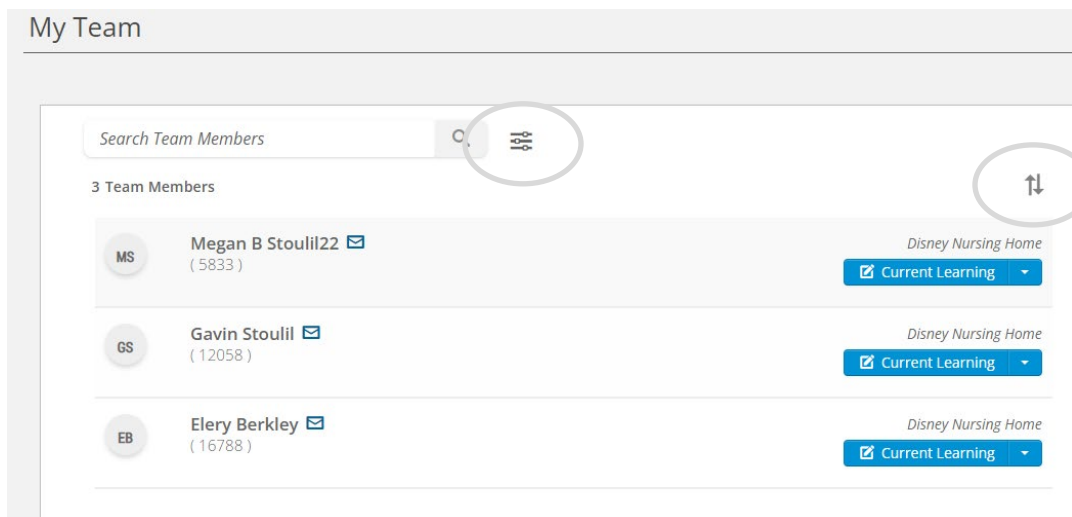

Step 3: You will now be directed to the on-demand learning platform. In the upper right corner or center of the screen you will need to click on "**Sign In**" if you are not already signed in.
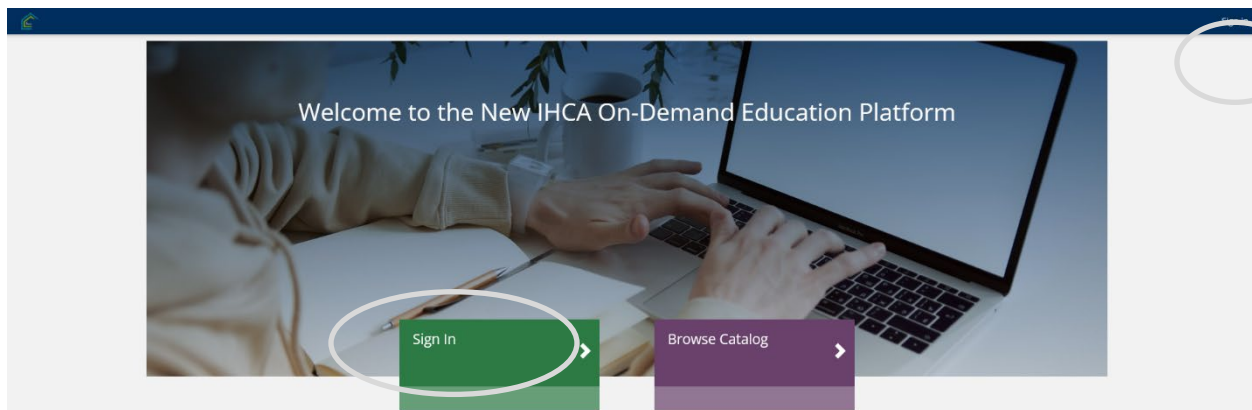
Step 4: Once signed in, your home screen will appear with a "**Go to My Team Dashboard**" box if you oversee the on-demand learning for your staff. This feature is for administrators and/or human resources. If you need access to this feature, please have your administrator email info@iowahealthcare.org requesting this.

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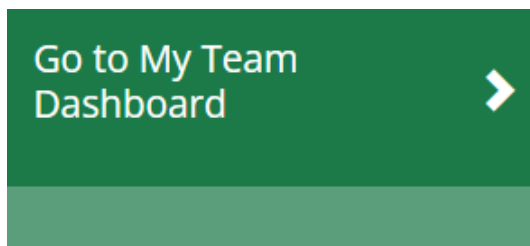
Step 5: When you click on "**Go to My Team Dashboard**", a list of employees connected to your organization will appear.

My Team

Search Team Members		⇅
3 Team Members		
MS Megan B Stoulil22 ✉ (5833)		Disney Nursing Home ☑ Current Learning ▾
GS Gavin Stoulil ✉ (12058)		Disney Nursing Home ☑ Current Learning ▾
EB Elery Berkley ✉ (16788)		Disney Nursing Home ☑ Current Learning ▾

IHCA

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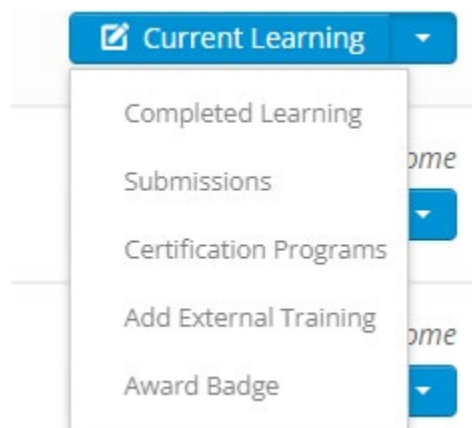Iowa Center for Home Care

- 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.

☑ Current Learning ▾

Completed Learning
Submissions
Certification Programs
Add External Training
Award Badge

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

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 to review the account.

If you have any questions about the on-demand learning platform, please email info@iowahealthcare.org.