

If your institution is providing this content to your candidates, please confirm you have sufficient **Inventory through the button on the left-hand side of the page before approving a candidate.*

Step 1: Log into your administrative account at [NHANOW.com](https://nhanow.com)

Login / Account

Step 2: Select **Courses** from the left-hand side of the screen

PREP MATERIALS

Courses

Inventory

Step 3: Locate the course in your **Active Courses** List

- Notice the orange notification icon next to the **Course Roster** button

View Active Courses

View Archived Courses

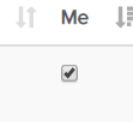
You are currently viewing active courses

CCMA Exam Study Materials 0

Course Details

Roster

Alert Me



Selecting the **Alert Me box will activate an email tool notifying you of any new candidate enrollment requests*

Step 4: Select the course **Roster** button next to Course Details

Course Details

Roster

Step 5: In the **Requested by Candidate** tab, Approve or Reject candidates as needed

Currently Enrolled (0)

Requested by Candidate (1)

Invited by Organization

Name

Username

Student, Matt

nhastudentmatt@nhanha.com

✓ Approve

✗ Reject

Step 6: Confirm candidate's name has moved to the **Currently Enrolled** tab

Currently Enrolled (2)