

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

Login / Account ▼

**Step 2:** If you are providing NHA materials to your candidates, locate **Prep Materials** on the left-hand side and select **View Inventory**

PREP MATERIALS  
Courses  
View Inventory

**Step 3:** Confirm adequate inventory is listed in the appropriate resource for your candidate(s)

- There should be one item listed per candidate

CCMA		
Medical Assistant (CCMA) Online Practice Test 2.0	Practice Assessment	2
Medical Assistant (CCMA) Online Study Guide 2.0	Online Tutorial	2

*\*If more materials are required please contact your NHA representative prior to enrolling any candidates.*

**Step 4:** Select **Courses** from the left-hand side from the **Prep Materials** section

PREP MATERIALS  
Courses  
View Inventory

**Step 5:** Choose the **+New Course** button on the right-hand side

+ New Course

**Step 6:** Fill in the appropriate information based on your course and needs

**Notes:**

- End date** will not end candidate access to the materials

Name\*

Start Date

End Date

- Selecting multiple resources will provide that content to all enrolled in the course
- Not all materials work in the same way. Reference your material **Implementation Guide** for further information regarding Best Practices

Fields of Study*	Specialty Certificate Programs
<input type="checkbox"/> CCMA	<input type="checkbox"/> TBC
<input type="checkbox"/> CPT	<input type="checkbox"/> HC
<input type="checkbox"/> CMAA	<input type="checkbox"/> PA
<input type="checkbox"/> CBCS	<input type="checkbox"/> MT
<input type="checkbox"/> CEHRS	<input type="checkbox"/> PA-PT
<input type="checkbox"/> CET	<input type="checkbox"/> A&P
<input type="checkbox"/> CPCT-A	

**Step 7:** When the course is completed select **Create Course**



Create Course

- You will see your course listed on the Courses main page

*\*Other How-To resources are available for inviting/enrolling candidates, course management, and reporting tools.*

## After the course – follow these 3 steps

**Step 1:** When the course is ended and you no longer need to monitor candidates, open the **Course Details**

 Course Details	 Roster
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**Step 2:** Select **Archive Course** at the top of the screen to move your course out of activity

 Archive Course

*\*Note: Archiving does **not** revoke candidate access from the materials or end reporting. It de-activates the roster feature so no new candidate can be added to that course*

**Step 3:** Archived courses and their reporting and rosters are visible to you through your **View Archived Courses** tab within the **Courses** section

Courses

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View Active Courses **View Archived Courses**

You are currently viewing archived courses