

# NEW USERS

1. Go to <http://hthu.net/shca-online-training-center/>
2. First time Users: Click on blue REGISTER FOR FREE button at top right.

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3. First Time Users: Create a Username/Password and personal user account. Be sure to choose SHCA Physician Hospital Organization from the organization/facility dropdown.

Register - HomeTown Health University

Username:\*   
Username must be at least 4 characters long. Use only letters and numbers without any spaces.

Email:\*

Password:\*

Retype Password:\*

First Name:\*

Last Name:\*

Your organization:\*    
If your organization is not listed, choose "Other Facility"

Employment Org Name:   
If your organization isn't listed above, please enter here.

4. Complete the New User Orientation.
5. Click on Course Catalog tab at top of page.



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6. Scroll down to bottom and click the SHCA Online Training Center link.

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7. Click on the title of the webinar/course you wish to take

Click the links below to access training materials. When asked to create a username/password, be sure to choose SHCA as your facility/group so that you can access these materials. If you miss this step, please contact [hhtech@hometownhealthonline.com](mailto:hhtech@hometownhealthonline.com) for further assistance.

[2014 SHCA Health Insurance Exchange Webinar](#)

[SHCA Medicare "Incident To" Coding and Billing Update Webinar](#)

[HIPAA Privacy](#)

[HIPAA Security](#)

[2015 SHCA Health Insurance Exchange Webinar](#)

8. On the right side, click the green ENROLL button

Max Subscription Days: 90 Days  
Free

# FOR RETURNING USERS

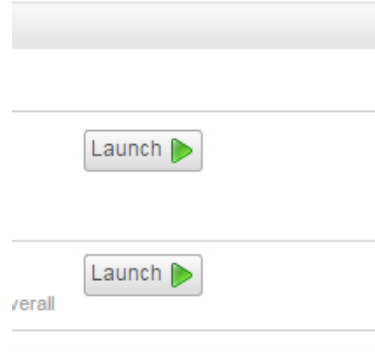
1. Go to <http://hthu.net/shca-online-training-center/>
2. Click on blue LOGIN button on top right. Enter your username and password.

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3. From your dashboard, click the LAUNCH button next to your unfinished course to complete.



4. To Enroll in a New Course: Click on Course Catalog tab at top of page.



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