NAHU Course
User Guide
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How to Create an Account
In the Online Learning Institute

Here are step-by-step instructions to create an account in the Online Learning Institute (OLI):

1. Visit the OLI at https://nahu.inreachce.com/. You can also access the OLI on the NAHU website by selecting “Online Learning Institute” in the Professional Development navigation drop down menu.

2. On the OLI homepage, in the upper right corner, it will say “Hello, Guest.” Place your cursor on the text for the Sign In drop down menu to appear. Click on “New Customer? Start Here.”

3. Select the “Create Your Account” link under the Forgot Password button on the login page.
4. On the next page, enter all required fields in the form, then click on the Save button in the lower right corner.

5. You will be redirected to OLI homepage.
6. Once you are redirected to the OLI homepage, in the upper right corner, it will say “Hello, [First Name].” You can browse NAHU educational offerings on the homepage. You can also put your cursor over “Hello, [First Name]” to view your account drop down menu.

ACCOUNT TIPS:

- Courses that are purchased will be available on the My Products page.
- REBC, RHU and ChHC designation holders are required to self-report 24 continuing professional credits every two years in their OLI account to maintain their designation(s). These credits are self-reported on the My Credit Tracking page of their OLI account. To learn more about obtaining the REBC designation or maintaining current designations, visit the NAHU website.
- Account holders can view their progress or designation status on the My Designation page in their OLI account.

If you require assistance with your OLI account, please email professionaldevelopment@nahu.org or call the NAHU Student Services Helpdesk at 844-257-0990.
How to Purchase a NAHU Course
In the Online Learning Institute

Here are step-by-step instructions to purchase a NAHU course in the Online Learning Institute (OLI):

1. Visit the OLI at https://nahu.inreachce.com/. You can also access the OLI on the NAHU website by selecting “Online Learning Institute” in the Professional Development navigation drop down menu.

2. On the OLI homepage, you can browse offerings by subject and select a course you would like to purchase.

3. On the product’s page, on the right side in the Purchase Options section, select the “Add to Cart” button.

4. Once you click “Add to Cart,” you will be redirected to view your cart. (If you are a NAHU member, you receive a discount on all NAHU courses. Your discount will automatically be applied once you login to your account.)
You can return to the NAHU catalog and continue to shop by clicking the Home link or continue with your purchase by selecting the Checkout button.

5. After selecting the Checkout button, if you are not already logged in, you will be prompted to enter in your username and password. If you require assistance with your login credentials, please email professionaldevelopment@nahu.org or call the NAHU Student Services Helpdesk at 844-257-0990.

6. Once you are logged in, you will view your Registration & Shipping information. In the bottom right side, select the Checkout button to continue.
7. On the Payment page you will see your cart summary at the top.

8. If you have a NAHU discount code, please enter it in the Coupon Code field and click “Apply.” You must click “Apply” before you enter your payment information.

9. Once you have completed filling out your payment information, select the “Complete Purchase” button in the lower right corner.

10. You will be redirected to your My Products page, where your professional development course is located.
11. Click the green “Play” button of the first module to start your course. A pop-up window with the recording will appear. You may start the recording and pick back up where you left off at a later time. After each module is a short quiz to keep you on track for the final exam.

*The last module of your course will be the final exam (indicated in the above example as module #6). When you click on the “Play” button, a pop-up window will appear. It will ask if you are taking the course for continuing education credits. Select the appropriate option. If yes, it will ask you for your professional information so that we can file your CE credits with your state Department of Insurance on your behalf.

The final exam cannot be paused for completion at a later time. It must be finished in one sitting. If you do not pass, you can retake the final exam at no additional charge. There is no limit on the number of times you can attempt the final exam during its availability. The final exam will no longer be available after the expiration of the course.
How to Access Your Professional Development Course in the Online Learning Institute

Here are step-by-step instructions to access your professional development course in the Online Learning Institute (OLI):

1. Visit the OLI at https://nahu.inreachce.com/. You can also access the OLI on the NAHU website by selecting “Online Learning Institute” in the Professional Development navigation drop down menu.

2. On the OLI homepage, in the upper right hand corner, it will say “Hello, Guest.” Place your cursor on the text for the Sign In drop down menu to appear. Click on the “Sign In” button.

3. On the Sign In page, enter your login credentials. If you are a NAHU member, enter your membership username and password. If you require assistance with your login credentials, please email professionaldevelopment@nahu.org or call the NAHU Student Services Helpdesk at 844-257-0990.

4. Once you login, you will be directed to your My Products page.

5. On your My Products page, you will see your professional development course. (Example below of the NAHU Principle in Ethics course.)
6. Click the green "Play" button of the first module to start your course. A pop-up window with the recording will appear. You may start the recording and pick back up where you left off at a later time. After each module is a short quiz to keep you on track for the final exam.

*The last module of your course will be the final exam (indicated in the above example as module #5). When you click on the "Play" button, a pop-up window will appear. It will ask if you are taking the course for continuing education credits. Select the appropriate option. If yes, it will ask you for your professional information so that we can file your CE credits with your state Department of Insurance on your behalf.

The final exam cannot be paused for completion at a later time. It must be finished in one sitting. If you do not pass, you can retake the final exam at no additional charge. There is no limit on the number of times you can attempt the final exam during its availability. The final exam will no longer be available after the expiration of the course.