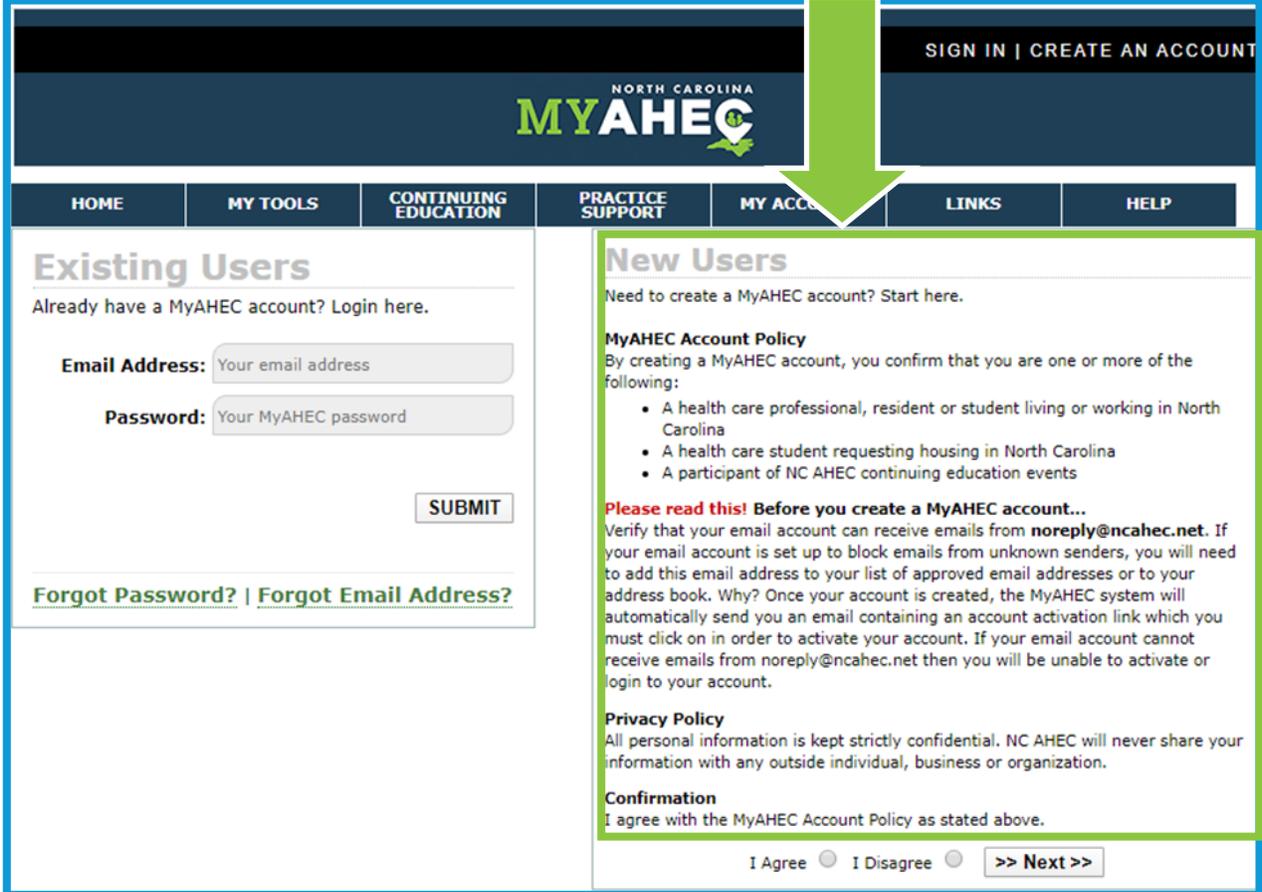


Go to my.ncahec.net/login.php

Read the information provided on the right-side of the page under **New Users**.



The screenshot shows the MyAHEC website interface. At the top right, there is a link for "SIGN IN | CREATE AN ACCOUNT". The main navigation menu includes "HOME", "MY TOOLS", "CONTINUING EDUCATION", "PRACTICE SUPPORT", "MY ACCOUNT", "LINKS", and "HELP". The page is divided into two main sections: "Existing Users" and "New Users". The "New Users" section is highlighted with a green border and a green arrow pointing to it from the text above. It contains the following text:

New Users
Need to create a MyAHEC account? Start here.

MyAHEC Account Policy
By creating a MyAHEC account, you confirm that you are one or more of the following:

- A health care professional, resident or student living or working in North Carolina
- A health care student requesting housing in North Carolina
- A participant of NC AHEC continuing education events

Please read this! Before you create a MyAHEC account...
Verify that your email account can receive emails from noreply@ncahec.net. If your email account is set up to block emails from unknown senders, you will need to add this email address to your list of approved email addresses or to your address book. Why? Once your account is created, the MyAHEC system will automatically send you an email containing an account activation link which you must click on in order to activate your account. If your email account cannot receive emails from noreply@ncahec.net then you will be unable to activate or login to your account.

Privacy Policy
All personal information is kept strictly confidential. NC AHEC will never share your information with any outside individual, business or organization.

Confirmation
I agree with the MyAHEC Account Policy as stated above.

I Agree I Disagree **>> Next >>**

- Read the information provided on the right side of the page, under New Users.
- **Click the I Agree or I Disagree radio button.**
- **Click Next.** *Be aware that if you click I Disagree, you will not be able to create an account.*
- **Click Next.**

Privacy Policy

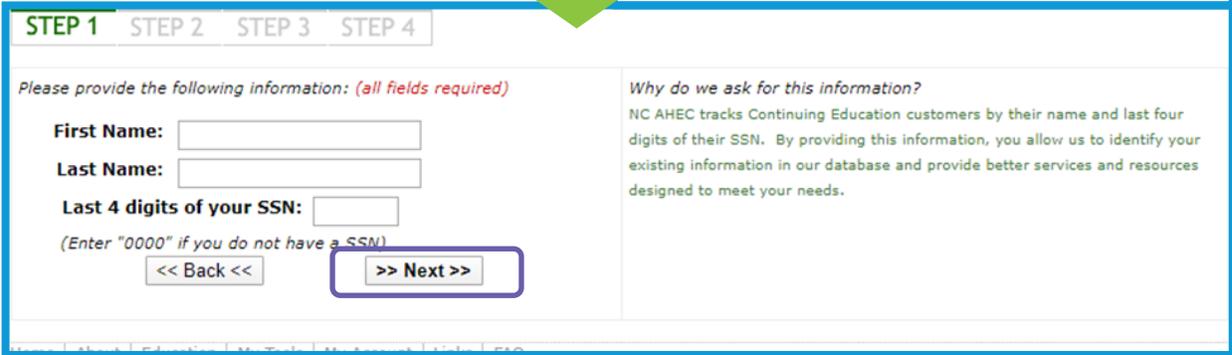
All personal information is kept strictly confidential. NC AHEC will never share your information with any outside individual, business or organization.

Confirmation

I agree with the MyAHEC Account Policy as stated above.

I Agree I Disagree **>> Next >>**

- Complete the screen shown below.
- **Click Next.**



STEP 1 STEP 2 STEP 3 STEP 4

Please provide the following information: *(all fields required)*

First Name:

Last Name:

Last 4 digits of your SSN:
(Enter "0000" if you do not have a SSN)

Why do we ask for this information?
NC AHEC tracks Continuing Education customers by their name and last four digits of their SSN. By providing this information, you allow us to identify your existing information in our database and provide better services and resources designed to meet your needs.

- If you do not already have a MyAHEC account you will see the screen below.
- **Click Next.**

SIGN IN | CREATE AN ACCOUNT

NORTH CAROLINA
MYAHEC

HOME MY TOOLS CONTINUING EDUCATION PRACTICE SUPPORT MY ACCOUNT LINKS HELP

STEP 1 **STEP 2** STEP 3 STEP 4

No CE Database Record Found

We did not find a record for you in the NC AHEC Continuing Education database. Click "Next" to continue creating your new MyAHEC account. If you think you might have entered incorrect information, click "Back" to start this process again.

If the information you entered was correct and you think we should have found your record in our Continuing Education database, continue with the account creation process. Once you have created your account, visit the Help Center by clicking on the Help tab above and send us a message with your information. We will work to resolve the issue and associate your information in our Continuing Education database with your MyAHEC account.

On the next screen, you will be asked to create your Account Profile.
The fields that are highlighted with an * are required.

After inputting your information, click **Create Account**

SIGN IN | CREATE AN ACCOUNT

MYAHEC
NORTH CAROLINA

HOME MY TOOLS CONTINUING EDUCATION PRACTICE SUPPORT MY ACCOUNT LINKS HELP

STEP 1 STEP 2 **STEP 3** STEP 4

Account Profile

Please enter your Email Address, select an account Password, and provide your account profile information. When finished, click the Create Account button to have an account activation email sent to your Email Address.

** Required Fields*

* Your Email Address: ?

* New Password: ?

Salutation: Dr. ▼

* First Name:

You will be asked to **confirm your email address and password**

Please confirm your email address and password

Email Address:

Password:

- Enter your information and **click confirm**.
- You will see the following screen:

The screenshot shows the MyAHEC website interface. At the top right, there are links for "SIGN IN | CREATE AN ACCOUNT". The MyAHEC logo is centered, with "NORTH CAROLINA" above it. Below the logo is a navigation menu with tabs: HOME, MY TOOLS, CONTINUING EDUCATION, PRACTICE SUPPORT, MY ACCOUNT, LINKS, and HELP. A progress bar below the menu shows four steps: STEP 1, STEP 2, STEP 3, and STEP 4 (highlighted in green). The main heading is "Please Check Your Email". The text below states: "An account activation email has been sent to [redacted]@gmail.com and should arrive momentarily. Please click on the activation link in this email within 24 hours to activate your new MyAHEC account." A red heading "Please Read This!" is followed by instructions: "To receive your activation email, please ensure your email client will accept emails from noreply@ncahec.net. If your email client does not block emails and you do not see this email within a few minutes, check your junk mail or spam folder. If, after a few hours, you have still not received this email, visit the Help Center by clicking on the Help tab above and send us a message with your information. We will contact you to resolve the situation."

Look for the email from noreply@ncahec.net and follow the steps to activate your account.