



Welcome to AHF's new Online Learning Center, where our members have access to webinar recordings to watch on their schedule, anywhere, anytime.

How to Watch an On-Demand Webinar Recording

Step 1 – Access the Online Learning Center

Navigate to the Online Learning Center through AHF's website under the Learning & Education tab or [click here](#).

Step 2 – Sign in for Member-Only Access

In the top right corner, click the Sign In button and log in using the email address and password associated with your AHF membership.

Because the ability to watch webinar recordings is a member benefit, you must be signed in to watch any webinar.

Step 3 – Select a Webinar Recording

Browse our On-Demand webinars to see what's available. Visit the course page for:

- Webinar description & learning objectives
- Speaker bios
- CEU accreditation information

Step 4 – Watch Webinar

Simply click the Enroll button on the on-demand course catalog or the Watch Webinar button on the course page to begin watching the webinar.

The course player will automatically open in a new tab in your browser.

Tip: Don't have time to watch the whole webinar in one sitting? No problem, return to the course player anytime and pick up right where you left off.

Plus, as a new feature, our recordings now include captions.

Step 5 – Download Certificate

After you have watched at least 80% of the webinar, the certificate of completion will be unlocked, and you will be able to download it.

Click on "Download Certificate" in the left toolbar of the course player, enter your first and last name then "Claim Certificate" to generate the certificate pdf.

Step 5 – Take Post-Webinar Survey

Help the Education Committee and AHF Staff provide future quality and relevant webinars by completing the post-webinar survey, which can be found in the left toolbar of the course player.



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NEW ONLINE LEARNING CENTER - USER GUIDE

Step 6 – Visit Your Profile

Exit the course player and navigate to the “My Profile” tab in the top toolbar. Here you can keep track of all the courses you’ve completed and download any certificates of completion you’ve earned.

Tip: You’ll need to have claimed the certificate of completion in the course player in order to have access to it in your profile. If you forget to claim the certificate, simply return to the webinar’s course player and download it.

Additionally, in order for the course to be marked as “completed” in your profile, you must claim the certificate.