

Non-AHN/Highmark User FAQ

How do I create an account?

1. Select "Register" at the top of the page
2. Create username, password, and complete all boxes that have an asterisk -- when finished, select "Create New Account"

***The next time that you visit the homepage to log-in, click on "Visitor Login" and enter-in your username and password -- select "Log In"

How do I complete my profile?

My Account > Edit > Profile > complete boxes with asterisk > Save

How do I add my mobile number?

My Account > Edit > Mobile > add mobile number > Confirm number > Enter the confirmation code sent by SMS to your mobile phone > Enter confirmation code > Confirm number

Where do I text the Attendance Code?

Text Attendance Code to (412) 301-9919.

How do I complete the evaluation and claim credit (two ways)?

- 1.) From the confirmation email, click link to session > Login with your AHN credentials > Take Course > Click Evaluation tab > Click Start > Complete Evaluation > Click Submit > Click Credit tab > Click Start > Enter the amount of credits to claim > Click Submit.
- 2.) My Account > My Activities > Pending activities > select session > Take Course > Click Evaluation tab > Click Start > Complete Evaluation > Click Submit > Click Credit tab > Click Start > Enter the amount of credits to claim > Click Submit.

How do I access my transcript?

Formal Courses: My Account > My Activities > Completed activities > Download PDF

RSS Credit: My Account > My Activities > Session credit > Download PDF

*Please note: RSS credit in the new system can be found under Session credit transcript. All other credit will appear in Completed activities transcript (formal courses).