

Step 1: Log into your administrative account at [NHANOW.com](https://www.nhanow.com)

Step 2: If you are providing NHA materials to your candidates, locate **Prep Materials** on the left-hand side and select **View Inventory**

Step 3: Confirm adequate inventory is listed in the appropriate resource for your candidate(s)

- There should be one item listed per candidate

CCMA		
Medical Assistant (CCMA) Online Practice Test 2.0	Practice Assessment	2
Medical Assistant (CCMA) Online Study Guide 2.0	Online Tutorial	2

**If more materials are required please contact your NHA representative prior to enrolling any candidates*

Step 4: Select **Courses** from the left-hand side from the **Prep Materials** section

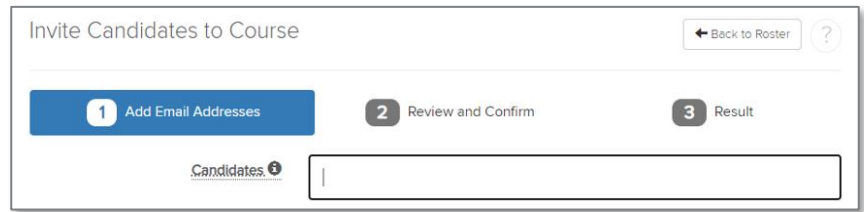
Step 5: Choose the **Roster** next to the correct course

Actions

Step 6: Select the **Invite Candidates** button on the right-hand side of the page

Step 7: Type in the candidate email addresses for their logins

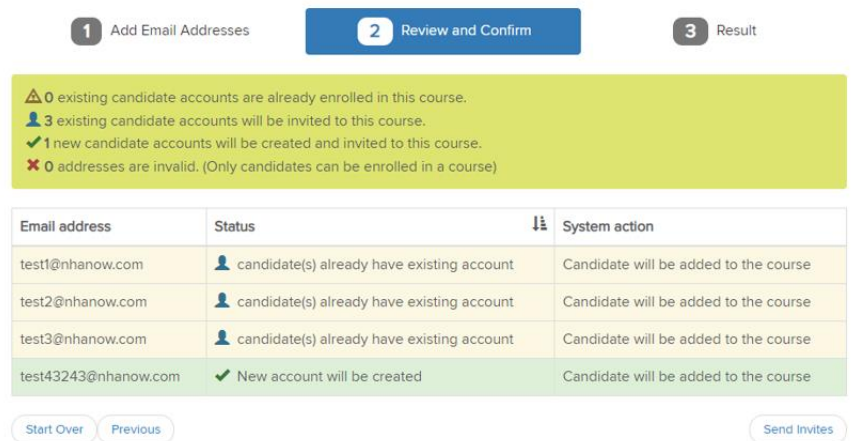
- **Best Practice** is to use personal (long-term) emails
- You can drag and drop a list from an excel spreadsheet or copy/paste
- Emails need to be separated by a comma



**Inviting existing candidates will not change any pre-selected candidate institution association*

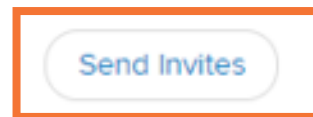
Step 8: Select **Check Addresses** to audit the existing NHA candidate database. Note the icons listed next to each email and in the key

- **New candidate** accounts will be invited to set up their logins
- **Existing candidate** accounts will be added to the course roster



Step 9: Select **Send Invites** to send the invitations

- Candidates will receive an email and must use their unique link to create a profile
- Use **Back to Roster** at the top to return to your roster view



**Inviting candidates without adequate inventory will not provide the learning resources built in the course to all individuals*

Step 10: New candidates who have not yet created their accounts will be listed in the **Invited by Organization** tab until they select their unique link

- Re-sending an invitation to the same email address will override the first invitation link

