

# How to register for the NATCEP course

## Registration

New to the Learning Portal? Create your account below.

First Name*	Last Name*
Username (Email or Employee ID)*	Email Address*
Cell Phone	Nursing Facility
Select Affiliation...	

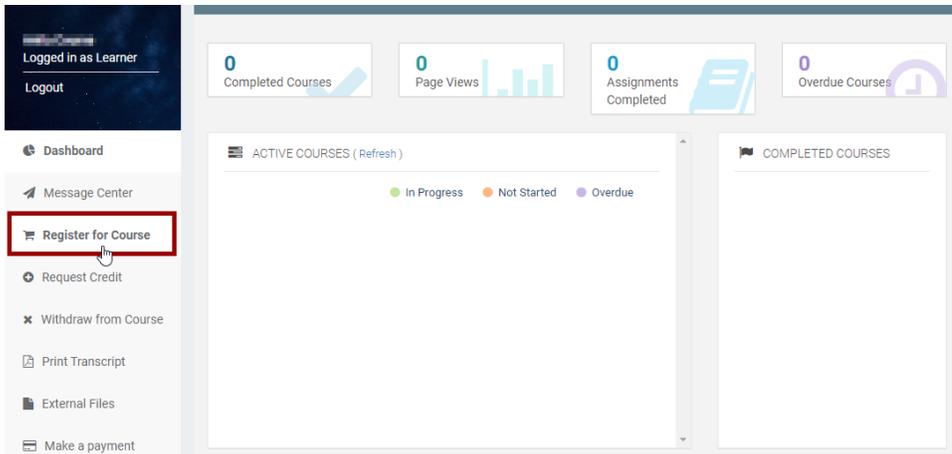
By clicking on register, you agree with our [Usage Terms](#).

Register

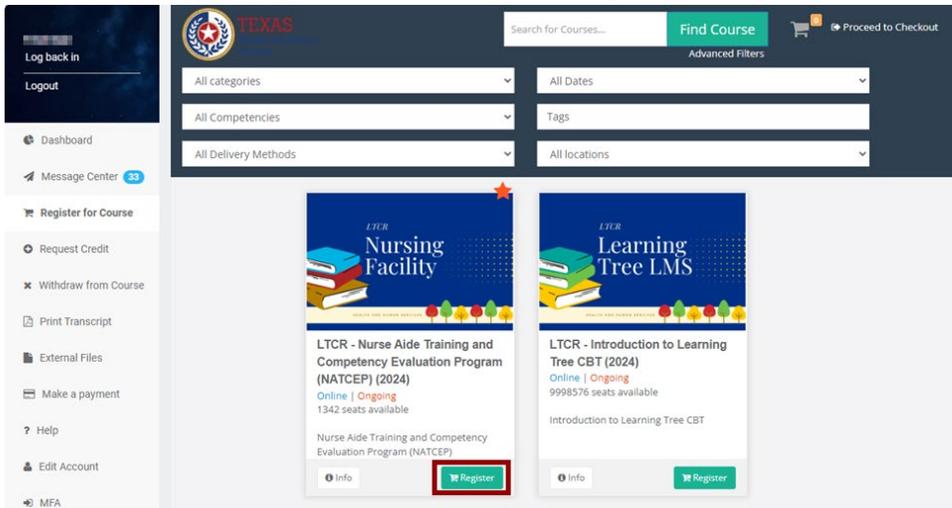
1. Fill in the form with:
  - a. **First Name** (as you would like for it to appear on the certificate.)
  - b. **Last Name**
  - c. **Username:** enter an email address
  - d. **Email:** enter the same email address to receive notifications
  - e. (Optional) **Cell Phone**
  - f. **Select Affiliation** will only allow the selection of **Nursing Facility**
  - g. **Secondary Affiliation:** Select the group that best matches the user's preference.

Nursing Facility	Select Affiliation...
By clicking on register, you agree with our <a href="#">Usage Terms</a> .	Select Affiliation...
Register	Administrator
Already Have an Account?	RN/LVN
	Social Worker
	Nutritionist
	Other
	Medication Aide
	Nurse Aide

2. Select the blue **Register** button to create an account.
3. Click on **Register for Course**.



4. Locate the NATCEP course and select **Register**.



5. Click **Register**.



6. Click on **Proceed to Checkout**.



7. Select **Confirm**.

The screenshot shows the 'Welcome to the Course Catalog' page. At the top left is the Texas Health and Human Services logo. The main heading is 'Welcome to the Course Catalog'. Below it, a message says: 'To confirm your enrollment please click the Confirm button below. Make sure you check the date, time, and location, of the selected class(es)'. On the right, there is a 'Hello, [user name]' greeting. The main content area is divided into two sections: 'Items in your cart' and 'Cart Summary'. The 'Items in your cart' section shows one item: 'LTCR - Nurse Aide Training and Competency Evaluation Program (NATCEP)' with a price of '\$0.00'. The item description includes a list of modules (1-8) and teacher information. A 'Remove Item' button is visible. Below the cart items is a 'Change courses' button. The 'Cart Summary' section shows 'Subtotal \$0.00', 'Discount \$0.00', and 'Total \$0.00'. At the bottom of the page, a green 'Confirm' button is highlighted with a red rectangular box.

8. Click **Go to Dashboard**.

The screenshot shows the 'Learner Registration' confirmation page. At the top left is the Texas Health and Human Services logo. The main heading is 'Welcome to the Course Catalog'. Below it, the text reads: 'Learner Registration', 'Thank you, your registration was received!', and 'You will receive an email with instructions.'. At the bottom right of the page, a green 'Go to Dashboard' button is highlighted with a red rectangular box.

9. Click on the Course Title under Active Courses to open the course content to begin.

The screenshot shows the 'ACTIVE COURSES' section. At the top, there is a header 'ACTIVE COURSES (Refresh)'. Below it, there is a course card for 'LTCR - Nurse Aide Training and Competency Evaluation Program (NATCEP) (2024)'. The card shows a progress indicator of '0%' and the dates 'May 21, 2024 - May 20, 2025'. A mouse cursor is pointing at the course title. Below the course card, there is a legend with three colored circles: a green circle for 'In Progress', an orange circle for 'Not Started', and a purple circle for 'Overdue'.