

## How to Find Your NMEDA Training Records Online

1. Here's how to find your NMEDA training records online through your member account portal.
2. First, go to [my.nmeda.com](http://my.nmeda.com) and select "member login"
3. Your NMEDA member ID user name is an assigned 6-digit number. By default, your password is the same number. When you login for the first time you'll be prompted to retain or change your password. If you have forgotten your password, you can reset it with a message sent to the primary contact we have on file. You can call NMEDA at 800-833-0427 to get your 6- digit member ID as well.
4. Once you're logged in, open the "my account" and "training records" tabs.
5. Where you'll come to a listing of your store's NMEDA online trainings by employee.
6. To view individual records, select "view" and "records" tabs.
7. You can retrieve a copy of certificates by selecting "view" and check expiration dates.
8. If your employee has lost his/her training login credentials, you can select the "resend email" button and the credentials will be sent to the trainee's email provided at registration.
9. Alternatively, you can right click the employee's login link url to arrive directly to their active trainings dashboard.
10. If your company has assigned / authorized one person to supervise NMEDA training accounts, we can set up a master login to allow that person company wide access to NMEDA online training records at all locations. This access makes it possible to register, transfer and archive multiple site training records with one login. A live teleconference of approximately one hour is required for setting up Training Record Master Login access.
11. For more information, please call 800-833-0427.