

## How to Register Online for NMEDA training

1. Here's how to register for NMEDA training 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 events" and "register for another event" tabs.
5. Where you'll come to our event registration page. Here you'll see our complete online training inventory listed in the drop down menu.
6. Select the courses you wish to take and press "register".
7. Then select "new attendee" or "existing attendee" and applicable payment options. the course is for an employee who is already listed in your member account training record area, you can select him, payment options and "continue".
8. If the course is for an employee who is already listed in your member account training record area, you can select him, payment options and "continue."
9. Or, if there is no training record, enter the new information for your employee taking the training and select "save" and "continue"
10. When you are ready to check out, select "complete registration."
11. At checkout you can enter payment information if applicable. After you pay, your course request will be processed and the trainee should receive an invitation and login credentials to access the course from [Brainshark.com](http://Brainshark.com). Please make sure you whitelist [Brainshark.com](http://Brainshark.com) and [NMEDA.com](http://NMEDA.com) so that your training invitation is not blocked by your email client or firewall.
12. For more information, please call 800-833-0427.