



Go to your Login Page: www.SHCMUniversity.com

Log In: Your Student ID: SHC + Last Name + Last 4 of your SSN
Your Password: Your home zip code

Choose your Course

- If you've been assigned a course it will have a Star next to the title and display in your My Courses List
- Click on the Course Title or Start Course/Continue to begin.
- Click on "Lesson" to start
- Click "Exam" when you've completed the lesson, passing score is 80%.
- Each course requires a completed "Evaluation" before you receive a Certificate of Completion
- **Be sure that all pop-up blockers are turned off**

Select courses from the Course Catalog

- Click "Select Courses" Icon
- Click "Profession & State", "Professional Organization" or "Inservices"
- You can search by Keyword, or narrow your search by entering a Profession, State, Category or Accrediting Body
- Choose CE courses by entering Profession and State or Professional Organization for credit for your license.
- Click on "Enroll" – only 1 step!
- You may select additional courses with or without a new search.
- You can click on the green My Courses Button on right side of page to go back to the My Courses page to start your course
- Inservices do not satisfy any Continuing Education Credit and have item numbers that begin with P

Add your Professional License

- Click the "My Licenses" Icon
- Select Profession and State or Professional Organization
- Choose your license by highlighting under step 3, then click the "Add" button
- Enter your license information: License Number, Expiration Date, Reminder Date and click "Save" button
- You may enter multiple licenses

To see your Certificate:

- Click the "My Certificates" Icon
- Certificate will be available after passing the Exam and completing the Evaluation
- Select Non License Specific or your license from the drop down box
- For CE certificates, your license information must be in My Licenses
- You can view and print your certificates by clicking the icon in "Download Certificate" column

To see how many Credit Hours you need

- Select the "My Licenses" Icon or License Requirements tab
- For your license, click "View" in the "License Requirements" column
- The number of hours needed for license, maximum on-line education hours and contact information for your licensing board are located here

NEED HELP? Contact the Help Desk by phone at 1-866-242-8451 or email (9:00 a.m. to 11:00 p.m. EST Daily)