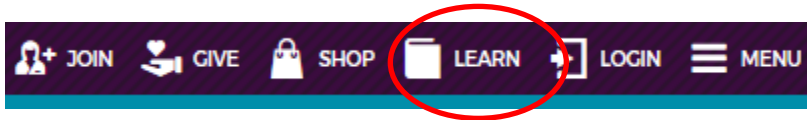
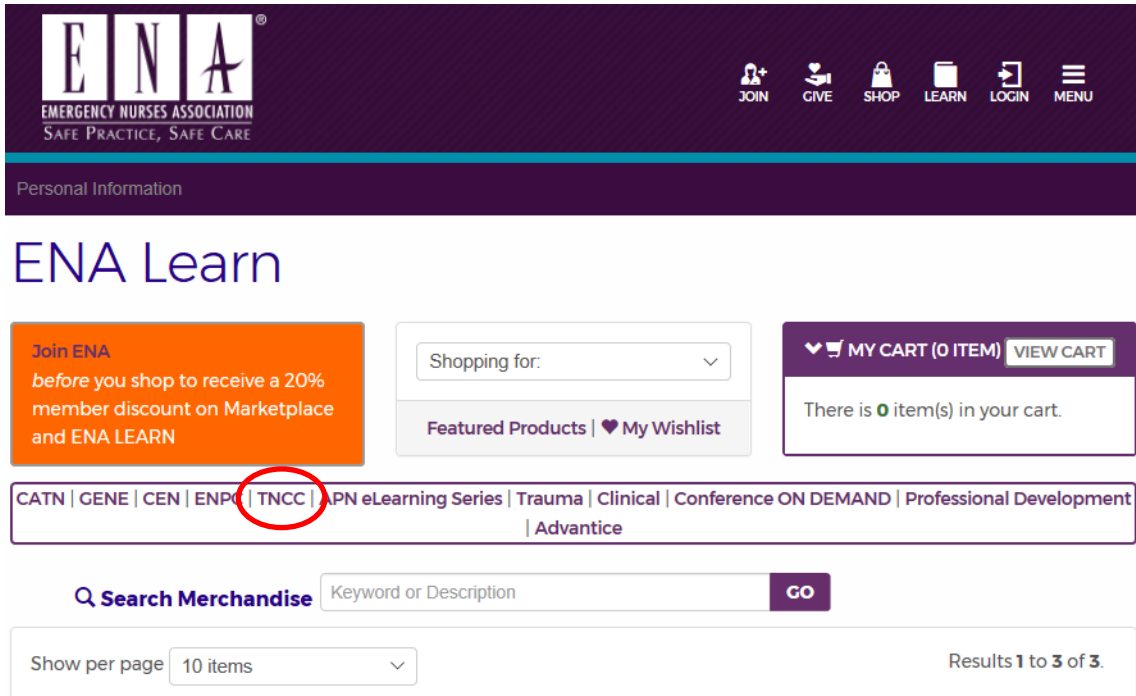


## Accessing the TNCC Pre-course Modules on the ENA Website

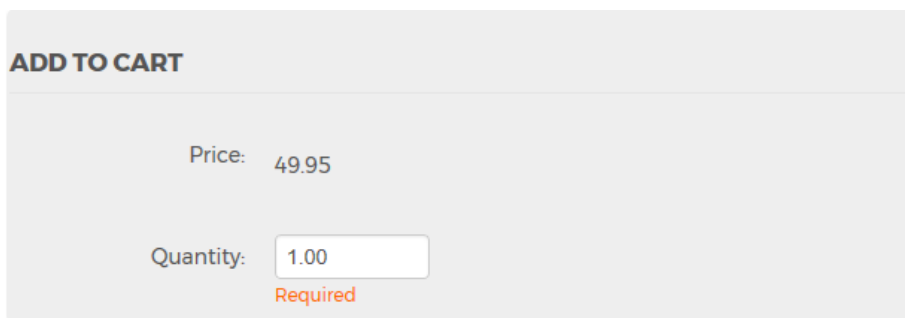
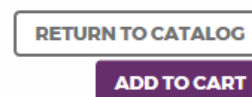
1. Go to [www.ena.org](http://www.ena.org) and select **LEARN** at the top of the screen.



2. Select **TNCC** from the category menu. Scroll down and select **TNCC PROVIDER COURSE ONLINE MODULES**.

A screenshot of the ENA Learn page. At the top is the ENA logo (EMERGENCY NURSES ASSOCIATION) and the tagline 'SAFE PRACTICE, SAFE CARE'. Below the logo is a navigation bar with icons for JOIN, GIVE, SHOP, LEARN, LOGIN, and MENU. The main heading is 'ENA Learn'. Below this are several promotional boxes: 'Join ENA' (orange), 'Shopping for:' (white), 'MY CART (0 ITEM)' (purple), and 'Featured Products | My Wishlist' (grey). A category menu is shown below these boxes, with 'TNCC' circled in red. Below the menu is a search bar with the text 'Search Merchandise' and a 'GO' button. At the bottom, there are options for 'Show per page' (set to 10 items) and 'Results 1 to 3 of 3'.

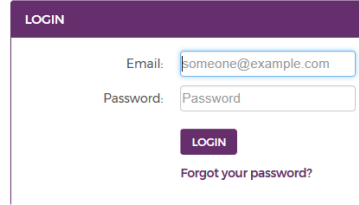
3. Select **ADD TO CART**.

A screenshot of the 'ADD TO CART' form. The form is light grey and contains the following information: 'Price: 49.95', 'Quantity: 1.00' (with a text input field), and the word 'Required' in red text below the quantity field.

4. Log in to the ENA website or create an account. To create an account, you must first search for your email address.

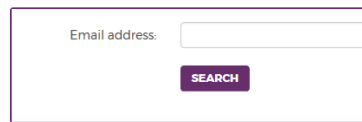
*\*\*If you have taken ENPC or TNCC in the past, follow the search prompts to locate your account. Please do not create duplicate accounts.*

### Existing Account Sign In

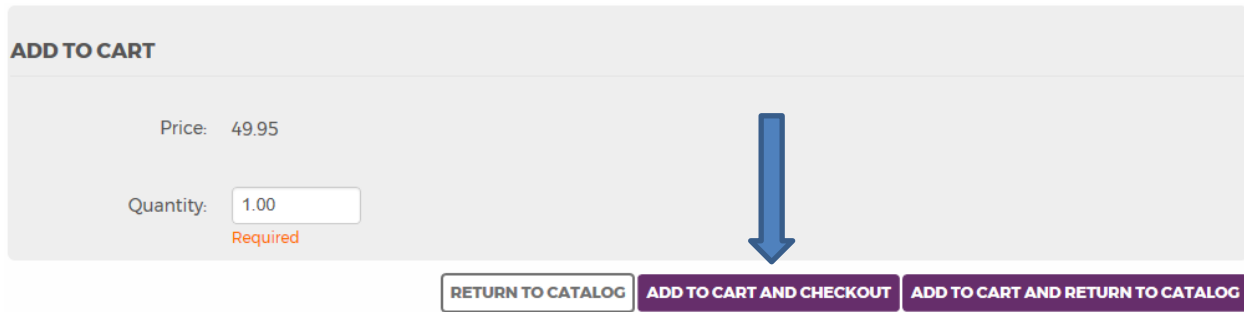


### Lookup Your Email or Create an Account

Have an account but forgot which email you registered with? Use our registered email search to confirm if your email address is in our database. If it is not available, you will be prompted to create an account.



5. Once your username and password have been created you will be redirected back to the TNCC Provider Course Online Module page. Select **ADD TO CART AND CHECKOUT**.

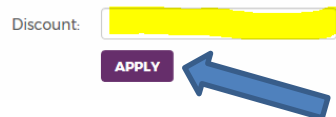


6. Confirm your Billing information (please note you are not going to be billed) and select **CONTINUE**.



7. Enter **TNCCENA7** and hit **APPLY**. This will take the balance down to zero.

#### DISCOUNTS



8. Select the **CHECK OUT** button to proceed with your order.



9. Select the **SUBMIT ORDER** button to complete your order.

**PAYMENT INFORMATION**

Payment amount: **0.00**

Payment method: 00.Free

Invoice total: **0.00**

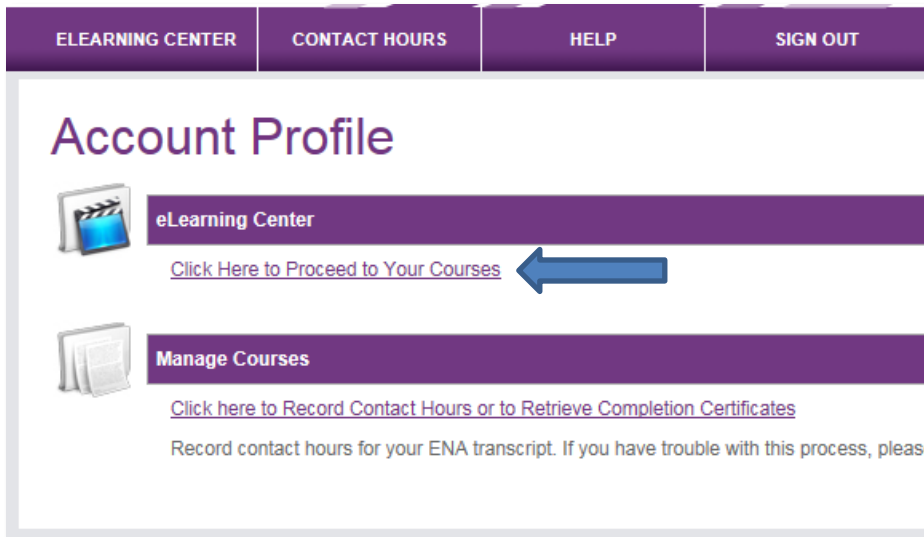
Note: The browser back button is disabled during your purchase.



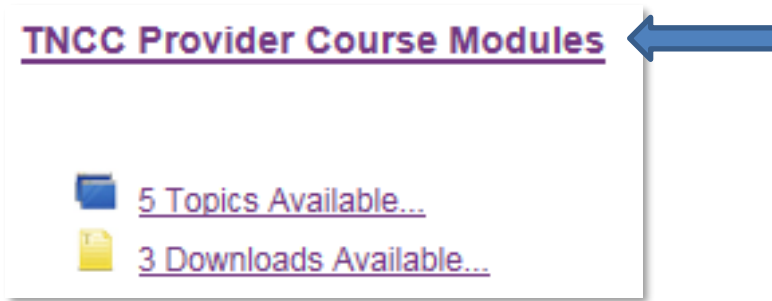
10. You will then receive a confirmation page. To access the course, select the **GO TO YOUR ONLINE COURSES** button at the bottom of the confirmation page, and you will be redirected to your profile within the eLearning Center.



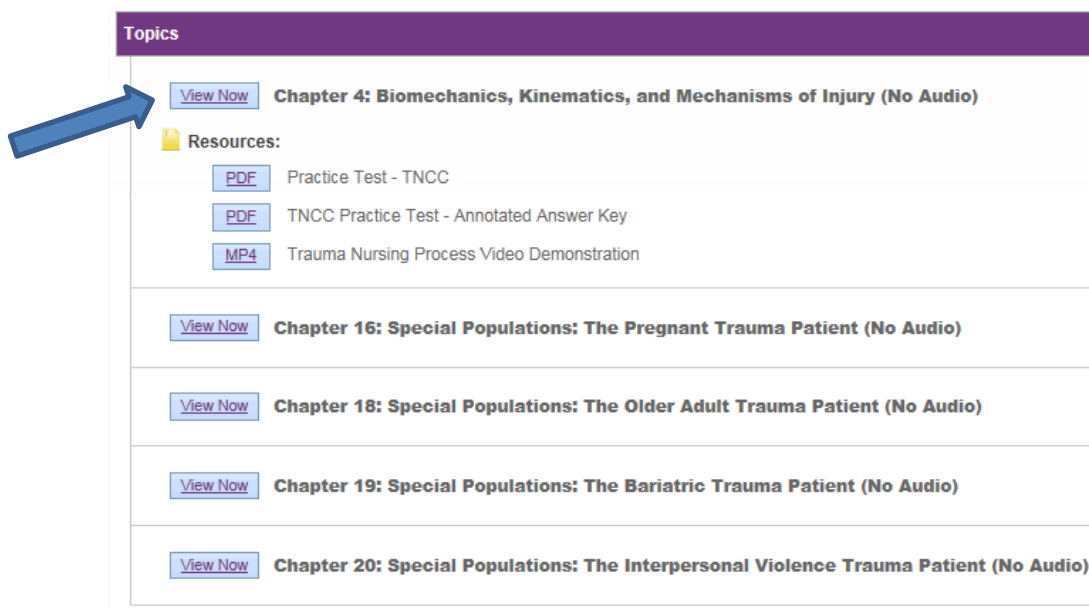
11. Click on the link to proceed to your courses.



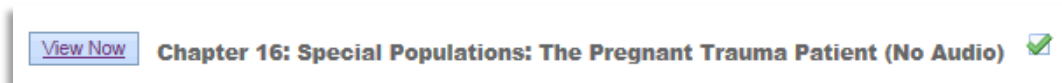
12. Under Online Courses, select TNCC Provider Course Modules



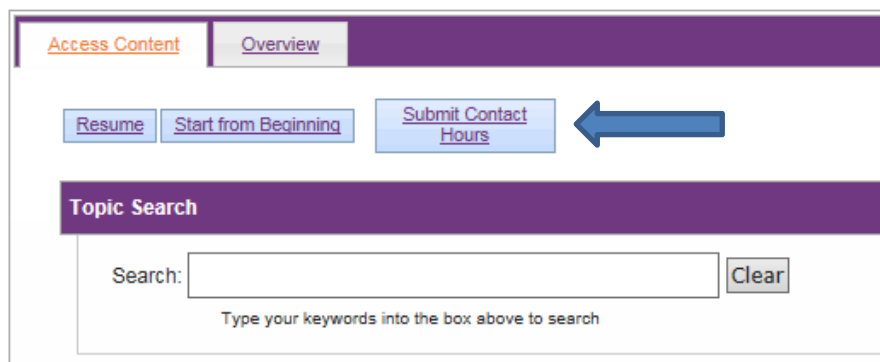
13. To start the course, click on **VIEW NOW** or **START**. (If returning to an incomplete course, select RESUME or START FROM THE BEGINNING located above the 'Topic Search' bar). The course will pop up in a new window.



14. When the course is completed a check mark will appear alongside the course name.



15. To record completion, make sure you click on **SUBMIT CONTACT HOURS** after you have viewed all the modules. You will complete a short course evaluation at this time. Though it is not required, you may print your certificate after the course evaluation has been completed. Please note that contact hours will be awarded at the in-person course, for the full amount of the live course and online modules.



16. Example of the course evaluation:

The course content was relevant to the learner outcome(s).

1 2 3 4 5

Strongly Disagree      Strongly Agree

I will be able to achieve the Learner outcomes(s).

1 2 3 4 5

Strongly Disagree      Strongly Agree

The presenter was knowledgeable and an effective speaker.

1 2 3 4 5

Strongly Disagree      Strongly Agree

This eLearning teaching method is an effective way of presenting content for continuing education.

1 2 3 4 5

Strongly Disagree      Strongly Agree

17. To return to the pre-course modules from the ENA home page, after you have added them to your eLearning Center, click on the **EDUCATION** menu and then select **ACCESS YOUR ONLINE COURSES.**

*\*\*\*Questions? Please contact our Education department at 847-460-4123, or, email [elarning@ena.org](mailto:elarning@ena.org).*