



IHCA/INCAL

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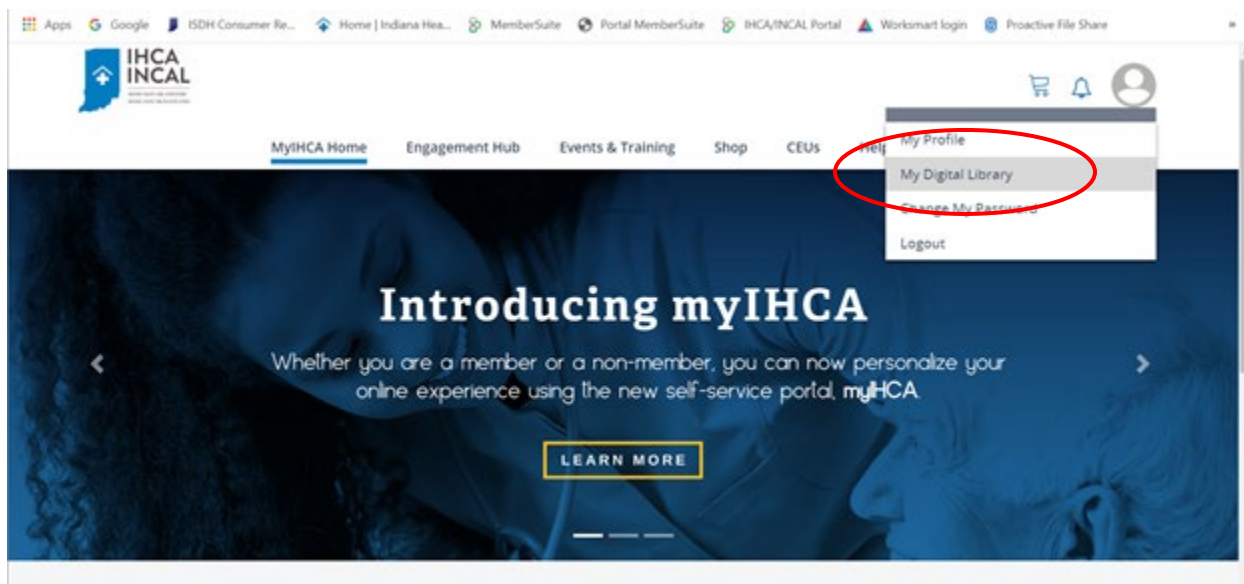
HOW TO ACCESS YOUR DOCUMENT FILES

myIHCA TRAINING MODULE

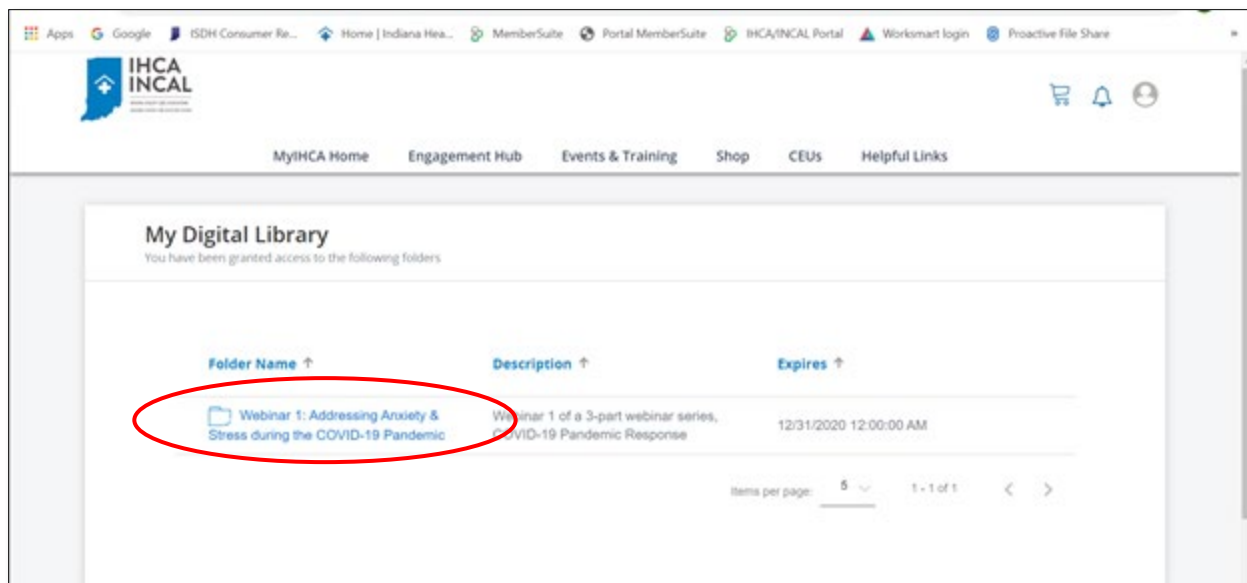
HOW TO ACCESS YOUR DOCUMENT FILES

This training guide shows how to access your document files. Document files can contain Committee Meeting information, On-Demand Education information, member documents and files, etc. If you have questions about accessing your Document Files, please contact Katie Niehoff at kniehoff@ihca.org or Emily Berger at eberger@ihca.org.

1. Log into your myIHCA Portal and click on My Digital Library



2. Find the Folder Name containing the documents/files you are seeking and click on the title of the Folder Name



- Once you click on the Folder Name, you will find the documents/files. Click on each document name for the information.

