

IHCA/INCAL

myIHCA 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 <u>kniehoff@ihca.org</u> or Emily Berger at <u>eberger@ihca.org</u>.

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

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My Di	gital Library			
	een granted access to the following folders			
	Folder Name 🕈	Description 1	Expires 🕈	
$\left(\right)$	Webinar 1: Addressing Arwiety & Stress during the COVID-19 Pandemic	Webinar 1 of a 3-part webinar series, COVID-19 Pandemic Response	12/31/2020 12:00:00 AM	
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3. Once you click on the Folder Name, you will find the documents/files. Click on each document name for the information.

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Webinar 1 of a 3-part w	ame to download		Last Updated ↑ 3/25/2020 10:10:06 PM	Last Updated By ↑ kniehoff@ihca.org		