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