



New User Log in Instructions:

Welcome to NCTI. These are step by step instructions to help you create a user profile and sign up for classes online.

- 1) Please go to www.ncti-online.com Click on the city you are interested in taking classes in.
- 2) Look for the pale yellow boxes on the right side of your screen. If you can't see them you may need to scroll your screen to the right.
- 3) Click on the "click here" next to: "If you are not a registered user" ~ if you have already created a user name and password ~ go ahead and log in and skip to #13.
- 4) Create your profile by filling in your registration information.
- 5) Create your User name ~ pick something you will easily remember and don't forget to add a number. (first initial, and last name and the day of your birthday or your favorite number.)
- 6) Create your password ~ again, choose something easy to remember (Your Mother's name or the name of your dog or cat.)
- 7) Re-enter your password to confirm
- 8) Click the drop down arrow to "choose a secret question" ~ this will be used to help you if you cannot log in.
- 9) Fill in the answer to your secret question and click the "Create My Profile" bar.
- 10) If you get an "error" message ~ please look back at your registration carefully and fill in any missed spaces, be sure the "secret question you answered is showing and click the bar again. (If you get the error "warning your e-mail is already in the system" you will need to input another e-mail address. You can easily create a free e-mail account at www.yahoo.com
- 11) Simply go the Yahoo and click on "Free mail: Sign up"
- 12) If you create a new e-mail account, you will need to go back to your previous NCTI website window or return to step #1.

Once you have a user name and password created: Input your user name and password (you will automatically go to the log in page once your registration information is accepted.)

These are the step by step instruction to help you sign up for a course once you have logged in. Once you log in ~ You will be taken to your "Student Home Page" From the Student Home Page:

- 13) Click on register for a new course.
- 14) Choose the course you are interested in. (Example: “ACLS Provider San Antonio”) Note: You may need to scroll down to view all the courses.
- 15) Scroll to the bottom of the page for the class you chose and choose the date and time that suits your needs.
- 16) Once you have read through the page and agree to the terms and conditions for the class, click the box : “I have read and agree to the terms and conditions on this page”
- 17) Click on the “click here to sign up for the selected course” bar.
- 18) You will be directed to the “Please enter your credit card details” form. Choose your payment method. Note: ONLY contracted employer’s employees may choose the “Training Voucher” option. When using the voucher option ~ you MUST fill in the county of employment and the approving supervisor’s name.
- 19) Once you have filled in the required data, click on the “Register Now” bar.
- 20) You will receive registration confirmation.
- 21) If you have additional questions, please return to www.NCTI-online.com and click on the city you wish to attend classes in ~ and then go to “Contact NCTI” on the left navigation bar. This will provide you with the Administrative offices for your region. Please leave a message if you do not get a hold of a person and we will get back to you as soon as we are free. If you need additional assistance in the West, please contact Heidi Coons (916) 960-6284 ext 110, for all other locations, please contact Karin Gasch (916) 960-6284 ext 103.