

New Feature on the NHI Web site to enroll other participants!

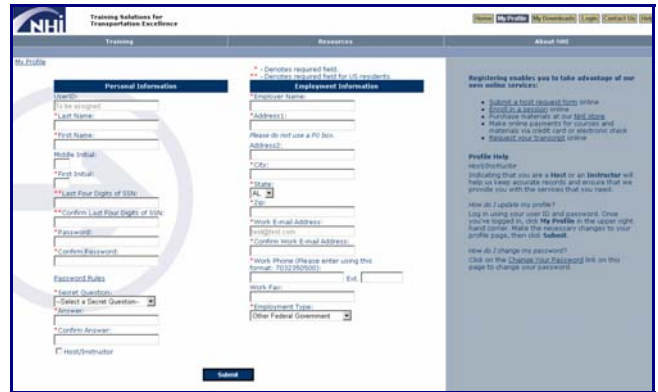
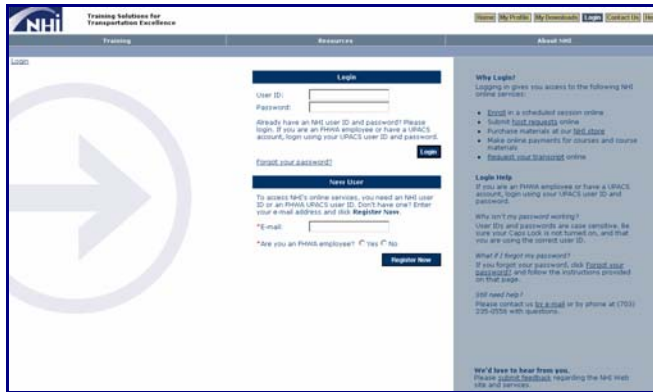
www.nhi.fhwa.dot.gov

NHI recently launched a new feature on the Web site to allow you to enroll other participants in NHI training. Below are step-by-step instructions for using this new feature.

Step 1: Login to the NHI Web site

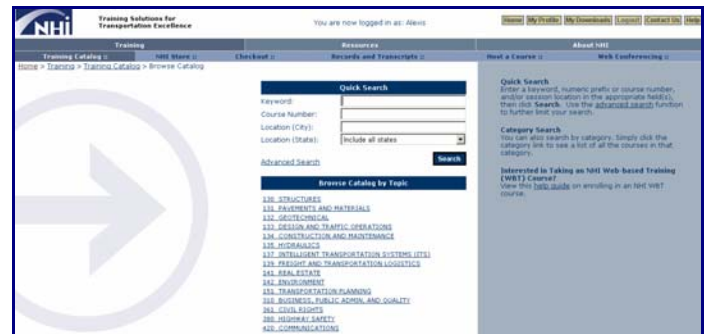
The first time you login, you'll need to register on the NHI Web site. Your User ID will appear after you complete the registration process. Save your User ID and Password for future use. **If you are an FHWA employee, use your UPACS account to login.**

NHI User ID: _____ NHI Password: _____



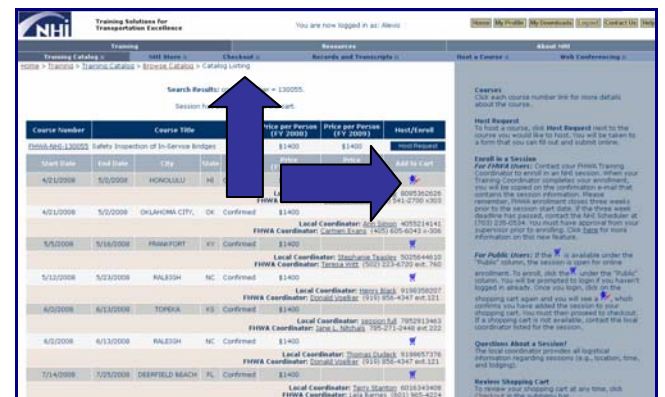
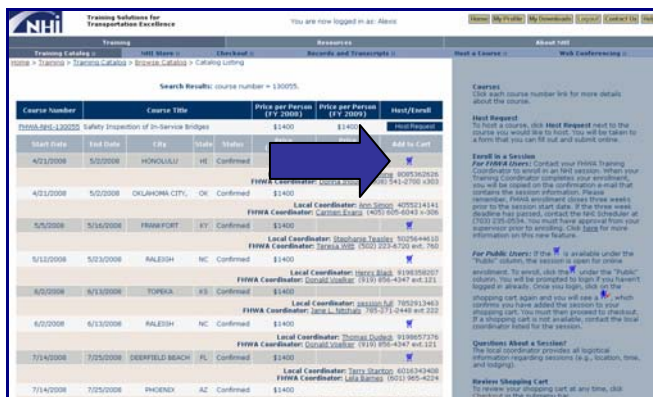
Step 2: Search for Training

To search for training, click on 'Enroll in a Course' on the home page. You will be able to enter different search criteria based on what you are looking for. You can also select Advanced Search if you would like more search options.



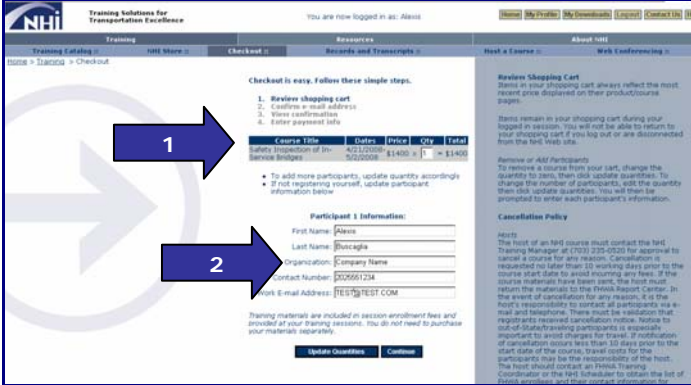
Step 3: Click on the Shopping Cart of the Session

Once you find a session that fits your needs, click on the shopping cart. If a shopping cart is not displayed, contact the Local Coordinator listed under the session information. After you click on the shopping cart, a red check mark will appear. You can then click on 'Checkout' to finish the enrollment process.



Step 4: Enter Participant Information at Checkout

The checkout screen is where you enter the participant information. You can update the quantity according to the number of people you are enrolling (arrow 1). When you first arrive at the screen, your name will pre-populate under 'Participant 1 Information.' You will be able to update this information if you are enrolling someone else and you will also be able to enter any additional participant information if you updated the quantities (arrow 2). Click 'Continue' when you enter all participant information.



Training Solutions for Transportation Excellence

You are now logged in as: Alexis

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Checkout is easy. Follow these simple steps:

1. Review shopping cart
2. Confirm e-mail address
3. View confirmation
4. Enter payment info

Course Title	Date	Price	Qty	Total
SARIS Inspection of In-	02/12/2008	\$1450	1	\$1450
service Brokers	02/22/2008			

To add more participants, update quantity accordingly
 If not registering yourself, update participant information below

Participant 1 Information:

First Name: Alexis
 Last Name: Buxsingla
 Organization: Company Name
 Contact Number: 205661234
 Work E-mail Address: TEST@TEST.COM

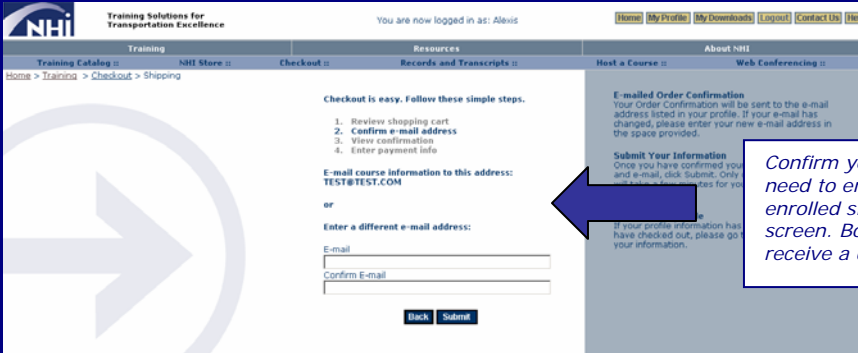
Training materials are included in session enrollment fees and provided at your training sessions. You do not need to purchase your materials separately.

Review Shopping Cart
Items in your shopping cart always reflect the most recent price displayed on their product/course pages.
Items remain in your shopping cart during your logged in session; you will not be able to return to your shopping cart if you log out or are disconnected from the Web site.
Remove or Add Participants
To remove a course from your cart, change the quantity to zero, then click update quantities. To change the number of participants, add the quantity then click update quantities. You will then be prompted to enter each participant's information.

Cancellation Policy
Alexis
The host of an NHI course must contact the NHI Training Manager at (202) 225-8026 for approval to cancel a course for any reason. Cancellation is requested no later than 30 working days prior to the course start date to avoid incurring any fees. If the course materials have been sent, the host must return the materials to the NHI Report Center. In the event of cancellation for any reason, it is the host's responsibility to contact all participants via e-mail and telephone. There must be a cancellation request received cancellation notice. Notice to not-attend/training participants is especially important to avoid charges for travel. If notification of cancellation is less than 10 days prior to the start date of the course, travel costs for the participants may be the responsibility of the host. The host must contact an NHI Training Coordinator or the NHI Webmaster to obtain the list of host's attendees and their contact information for

Step 5: Complete Checkout and Receive Confirmation

You will receive a confirmation e-mail with the session and participant information upon completing all of the steps. If you enrolled someone other than yourself, that participant will receive a copy of the confirmation e-mail. You have completed all of the steps to enroll in NHI Training!



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Home > Training > Checkout > Shipping

Checkout is easy. Follow these simple steps:

1. Review shopping cart
2. Confirm e-mail address
3. View confirmation
4. Enter payment info

E-mail course information to this address:
TEST@TEST.COM

or

Enter a different e-mail address:

E-mail:
 Confirm E-mail:

E-mailed Order Confirmation
Your Order Confirmation will be sent to the e-mail address listed in your profile. If your e-mail has changed, please enter your new e-mail address in the space provided.

Submit Your Information
Once you have confirmed your e-mail address, click Submit. Only if your profile information has been checked out, please go to your information.

Confirm your e-mail address on this screen. You do not need to enter the e-mail address of the participant(s) you enrolled since that information was taken on the previous screen. Both you and the enrolled participant(s) will receive a confirmation e-mail.

Questions?

If you have any questions regarding this new feature, please contact the NHI Webmaster at NHIWebmaster@fhwa.dot.gov. We hope this guide was helpful in using this new feature!