



# National Highway Institute

***New My Training Login Feature***

NHI's new "My Training" is a single login feature that simplifies launching your Web-based and Web conference trainings. Now, when you register for a Web-based or Web conference training, you only need to log in to the NHI Web site to access that course. You do not need to log in anywhere else.

## Tutorial Overview

- How to register for and access an NHI Web-based training
  - Locate the course
  - Enroll in the course
  - Log into NHI Web site
  - Add session to cart
  - Checkout
  - Confirm email address
  - View confirmation
  - Go to My Training page

In this tutorial, we will review the simple steps that are involved in registering for and accessing Web-based and Web-conference training on the NHI Website.

## Locate the Course



**Quick Search**

Keyword:

Course Number:

Location (City):

Location (State):

[Advanced Search](#)

**Browse Catalog by Topic**

- [130 STRUCTURES](#)
- [131 PAVEMENTS AND MATERIALS](#)
- [132 GEOTECHNICAL](#)
- [133 DESIGN AND TRAFFIC OPERATIONS](#)
- [134 CONSTRUCTION AND MAINTENANCE](#)

**Quick Search**  
Enter a key course num location in t then click [Search](#) find search.

**Category Search**  
You can also Simply click list of all the category.

**Interested based Training**  
View this list an NHI Web

First, locate your course in the course catalog, just as you would before My Training. You can still search using a keyword or course number. Let's locate 131126B Concrete Pavement Evaluation by typing this number into the Course Number field and selecting Search.

Image description: NHI Web site catalog.

## Enroll in the Course

Search Results: course number = 131126b.

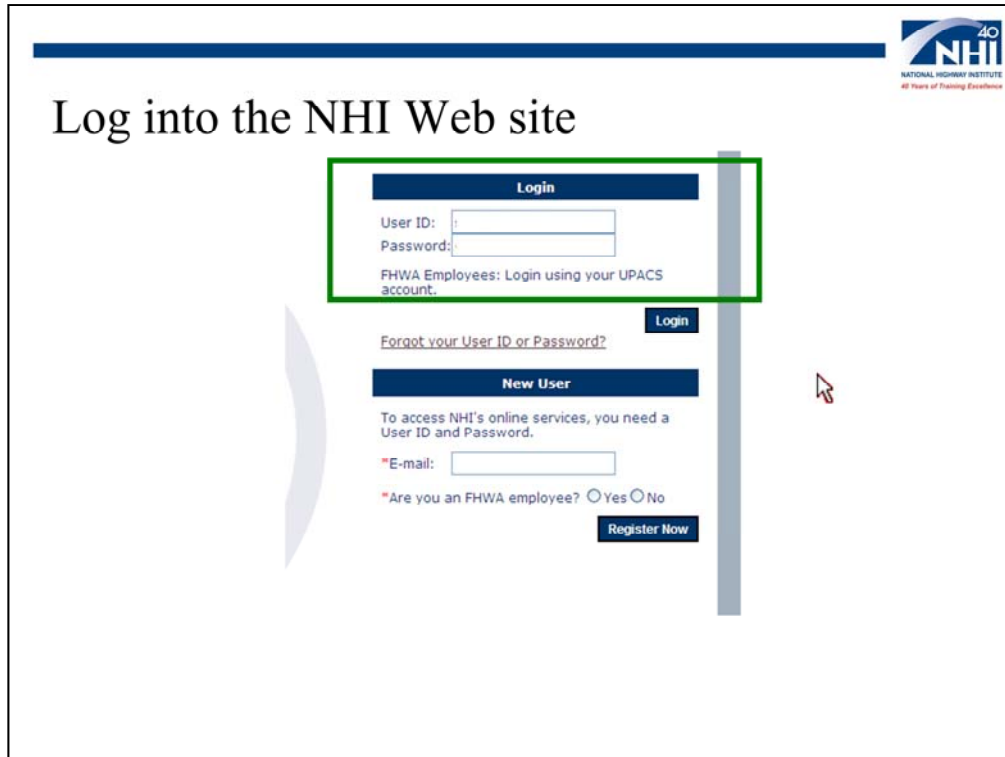
\*You must login to add to your shopping cart.

Course Number	Course Title	Price per Person (2010)	Price per Person (2011)	Host/Enroll
FHWA-NHI-131126B	TCCC Concrete Pavement Evaluation - WEB-BASED	\$0	N/A	

[Revise Search](#) [New Search](#)

The process for enrolling in the course also has not changed. Select the shopping cart icon to enroll in the course. Next, you will be prompted to log into the NHI Web site.

Image description: NHI Web site enroll in a course.



You will now be prompted to log in if you have not done so already. Enter your User ID and Password and select the Login button. This is the only time you will need to log in, as your course will be available from the My Training page on the NHI Web site.

Image description: NHI Web site login.

## Add Session to Cart

Search Results: course number = 131126b.

Session has been **ADDED** to the cart.

Course Number	Course Title	Price per Person (2010)	Price per Person (2011)	Cost/Enrol
<a href="#">FHWA-NHI-131126B</a>	TCCC Concrete Pavement Evaluation - WEB-BASED	\$0	N/A	

Revise Search

New Search

After you log in to the NHI Web site, you can add the session to your cart by selecting the cart. Now it is time to check out.

Image description: NHI Web site enroll in a session.


## Go to Checkout

Training Resources

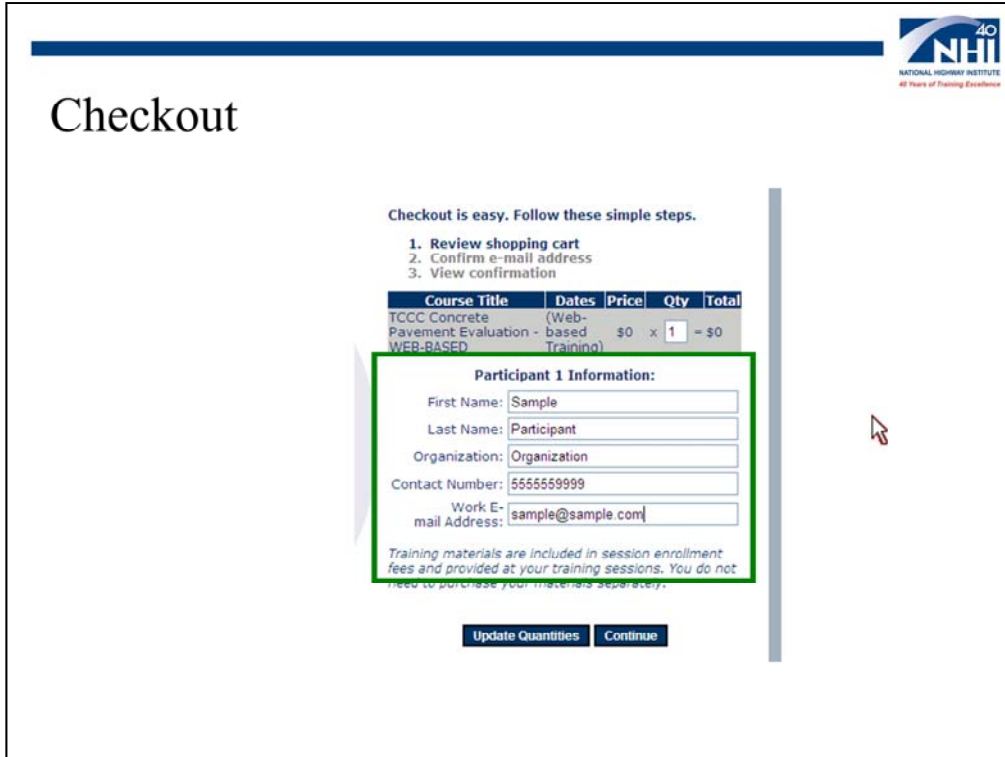
Training Catalog :: NHI Store :: **Checkout ::** Records and Transcripts :: Hos

[Home](#) > [Training](#) > [Training Catalog](#) > [Browse Catalog](#) > [Catalog Listing](#)

Search Results: course number = 131126b.  
Session has been **ADDED** to the cart.

Course Number	Course Title	Price per Person (2010)	Price per Person (2011)	Host/Enroll
<a href="#">FHWA-NHI-131126B</a>	TCCC Concrete Pavement Evaluation - WEB-BASED	\$0	N/A	

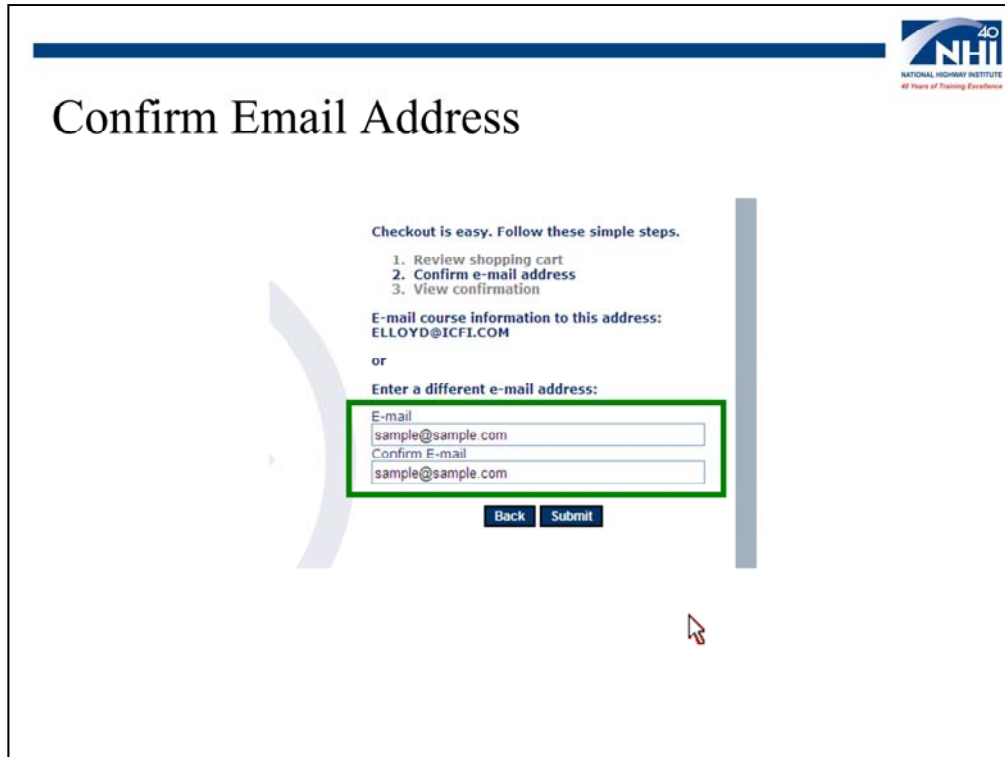
To go to Checkout, select the Checkout button.



To begin checkout, make sure that your information is correct, and select the Continue button.

Image description: NHI Web site review shopping cart.





After verifying your email address, select the Submit button.

Image description: NHI Web site confirm email address.

## View Confirmation

Checkout is easy. Follow these simple steps.

1. Review shopping cart
2. Confirm e-mail address
3. View confirmation

Course Title	Dates	Price	Qty	Total
TCCC Concrete Pavement Evaluation - WEB-BASED	(Web- based Training)	\$0	x 1	= \$0

Total: \$0.00

Your confirmation e-mail will be sent to the following address:

sample@sample.com

[Back](#) [Confirm](#)



Review your confirmation. If everything is correct. Select the Confirm button.

Image description: NHI Web site view confirmation.

## Go to the My Training Page

Thank you. Your order has been processed successfully.

Your order confirmation number: N100300392

Please print this screen for your records.

A receipt containing this information will be sent to the e-mail address you provided. You may also receive additional confirmation emails with further instructions, depending on the items you ordered.

To access the Web-based or Web conference training you enrolled in, please visit the [My Training](#) page.

Details:

Course Title	Dates	Price	Qty	Total
TCCC Concrete Pavement Evaluation - WEB-BASED	(Web-based Training)	\$0	x 1	= \$0

Total: \$0.00  
Date: 3/11/2010

To launch the web-based courses you just enrolled in, select the link to go to the My Training page.

Image description: NHI Web site My Training link.

# Launch the Course

Welcome to My Training

[My Courses](#) | 
 [Unofficial Transcript](#) | 
 [Official Transcript](#) | 
 [My Downloads](#) | 
 [My Training Help](#)

## My Courses

	Course Title	Course Number	Type	Start Date	End Date	Progress	Launch	Certificate
<a href="#">Show More Information</a>	TCCC Concrete Series - WEB-BASED	FHWA-NHI-131127	WBT	3/11/2010	N/A	Not Started	<a href="#">Launch</a>	
<a href="#">Show More Information</a>	Stream Stability Factors and Concepts (Prerequisite) WEB-BASED	FHWA-NHI-135086	WBT	3/11/2010	N/A	Not Started	<a href="#">Launch</a>	
<a href="#">Show More Information</a>	TCCC Strategy Selection - WEB-BASED	FHWA-NHI-1311261	WBT	3/11/2010	N/A	Not Started	<a href="#">Launch</a>	
<a href="#">Show More Information</a>	Real Estate Acquisition Under the Uniform Act: An Overview - WEB-BASED	FHWA-NHI-141045	WBT	3/11/2010	N/A	Not Started	<a href="#">Launch</a>	
<a href="#">Show More Information</a>	Local Public Agency Real Estate Acquisition - WEB-BASED	FHWA-NHI-141047	WBT	3/11/2010	N/A	Not Started	<a href="#">Launch</a>	
<a href="#">Show More Information</a>	Effective Communications in Public Involvement	FHWA-NHI-142059	WCT	5/30/2010	5/30/2011	Not Started	Opens 5/29/2010 1:00 AM EST	
<a href="#">Show More Information</a>	Fundamentals of Life Cycle Cost Analysis - WEB-CONFERENCE	FHWA-NHI-131113	WCT	5/30/2010	5/30/2011	Not Started	Opens 5/29/2010 1:00 AM EST	
<a href="#">Show More Information</a>	Principles and Practices for Enhanced Maintenance Management Systems - WEB-CONFERENCE	FHWA-NHI-131112	WCT	10/13/2010	10/13/2010	Not Started	<a href="#">Launch</a>	
<a href="#">Show More Information</a>	TCCC Basic Construction and Maintenance Documentation - Improving the Daily Diary - WEB-BASED	FHWA-NHI-134071	WBT	3/11/2010	N/A	Completed	<a href="#">Launch</a>	<a href="#">View Download</a>
<a href="#">Show More Information</a>	Funds Management for FHWA Employees - WEB-BASED	FHWA-NHI-231027	WBT	3/11/2010	N/A	Not Started	<a href="#">Launch</a>	

From the My Training page, select the Launch link to launch your training. It's that easy.

Image description: NHI Web site My Training page.

## End of Tutorial

- Thank you for taking this tutorial!
- You have reviewed how to register for and access an NHI Web-based training

For more information on My Training, visit  
the NHI Web site at  
<http://www.nhi.fhwa.dot.gov/Home.aspx>

This completes the tutorial. For more information on the new My Training feature, refer to the NHI Web site.

Hyperlink description: <http://www.nhi.fhwa.dot.gov/Home.aspx>