



Featuring A More Streamlined Experience with a personalized account & dashboard

- Access your benefits with single log-in
- Easily view & update your registrations
- Download all your CEs
- Update your profile information
- View upcoming learning programs
- Chart your learning pathways progress
- Keep track of your payment history
- Receive relevant information based on your role

LOG INTO YOUR ALLIANCE COMMUNITY PORTAL ACCOUNT

1. Visit our website
www.organdonationalliance.org
2. Click on the **LOGIN** button located in the upper right corner of the screen.
3. Enter your Username (which is your Organization Email Address) and Password.
4. If you do not know your password, select the Lost Your Password? to receive a Password reset email.

CHOOSE FROM A WIDE VARIETY OF THE ALLIANCE LEARNING PROGRAMS

1. After logging into the website, you will notice a yellow button labeled **MY DASHBOARD**. The **LOGIN** button will change to a **LOGOUT** button.
2. Hover over Learning Programs & Collaborative Events in the main menu to see the options.
3. Scroll down and choose your desired program from the dropdown menu.

REGISTERING FOR AN UPCOMING LIVE PROGRAM

As a Gold Circle Professional Partner up to 20 individuals can register for a live Advancement Series webinar at no cost. If your organization has exceeded the number of complimentary registrations, additional registrations may be purchased using a credit card. All Conversation Series webinars are free.

1. On the webinar index page, find the webinar you wish to attend and click on the **DETAILS & REGISTRATION INFO** link.
2. Fill in any blanks on the registration form and click the button labeled **I'M ATTENDING** to reserve your spot.
3. There are two ways to confirm your reservation
 - A. Check your email for a confirmation notice.
 - B. Click on **MY DASHBOARD** button (upper right corner of your screen) then click on **MY RESERVATIONS** in the portal sidebar. All the webinars you have registered for will be listed there.

VIEWING ON-DEMAND PROGRAMS

All On-Demand webinars are free.

1. Click the **LOGIN** button to sign in
2. Under Learning Programs & Collaborative Events in the main navigation bar, scroll to select either the On-Demand Advancement Series Programs or the On-Demand Conversation Programs
3. From the program index page, find the on-demand webinar you would like to view and click on the program title to open its detail page. This page includes the video and an evaluation form. In order to receive your certificate, you must fill out this form.
4. To play the recording, click on the image or the play button (▶). To pause the recording, click on the image or hit the pause button (⏸).
5. When finished, click on the **FILL OUT YOUR EVALUATION** button or scroll down the page to find the form. Fill it out and click **SUBMIT**.

RECEIVING YOUR CERTIFICATE

1. After completing the evaluation and clicking **SUBMIT**:
 - A. A PDF of your certificate will be emailed to you
 - B. You can also click on **MY DASHBOARD > MY CERTIFICATES** to download your certificates in PDF format



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