



HOW TO GUIDE: REGISTER FOR AN LHA EVENT

The LHA launched a new website at the end of 2022, and login credentials from the previous website are no longer active.

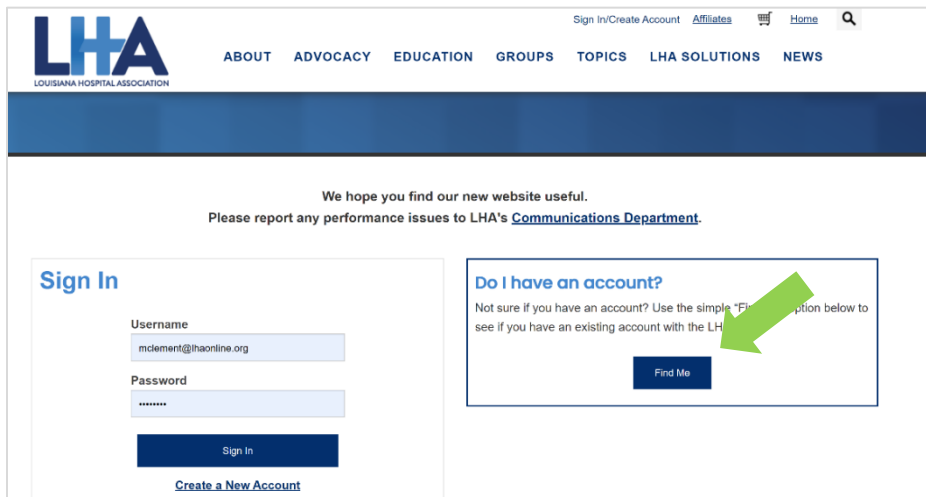
HOW TO ACCESS OR CREATE AN LHA WEBSITE ACCOUNT:

Visit <https://lhaonline.org>, and select “Sign In/Create Account.” (See green arrow below.) Use the three-step process to sign in for the first time.



Login Step 1: Search for Your Login Information

If you have attended an LHA event in the past or if you are part of your hospital’s leadership team, you are most likely in our system. To search for your account, select the “Find Me” button. (See green arrow below.)



Login Step 1 Continued:

You will be taken to a webpage that will allow you to search for your account. (See image below.) Enter your entire last name and the first two letters of your first name. If you have ever registered for an event using a nickname versus your formal name, we recommend trying both.

Step 1: Search for Login Information

Not sure if you have a login? Use the search below.

*First Name

*Last Name

Email Equals

Find

Please enter your search criteria to view results

Login Step 2: Reset Your Password

Once you type in your information, the system will list accounts that match your criteria. If you find your account, the email listed is your username. Click on the “Reset Your Password” button and follow the steps provided. If you do not find an account listed, if the email listed is incorrect, or if the email column has “No email on record,” continue to the “Create an Account” link at the bottom of the webpage to create an account.

Step 2: Retrieve Username or Reset Password

If you recognize your account details above and it has the correct email listed, use the links below to retrieve your username or reset your password. Passwords must be 7 characters alphanumeric.

If you need your username: **Retrieve Your Username**

If you know your username: **Reset Your Password**

Once you reset your password, if you receive a message that your account has expired, email the [Communications Department](#), and we will unlock it immediately.

Login Step 3: Create An Account

The “Create an Account” link will bring you to an online form. After completing and submitting the form, you will receive an email from the LHA (no later than 24 business hours but usually much sooner) with the subject “LHA Web Access Notification.” The email will include your membership type and username. Once you receive this email, you can login and register for the event.

Step 3: Create Account

If none of the above applies or the system shows an incorrect email for you or "no email on record," [create an account](#).

HOW TO FIND AN ONLINE EVENT LISTING:

Find an Event: You can find an event registration page by: 1) selecting the “Search Events” button under the homepage image (see green arrow below); 2) selecting “Upcoming Events Listing” under the “EDUCATION” navigation item (see red arrow below); or 3) following a link from LHA’s newsletters or marketing emails.



Select an Event: Option 1 or 2 above will take you to a webpage that lists all currently-available upcoming events. Select the “Register” button (see green arrow below) next to the event that you would like to attend.

[Home](#) » [Education](#) » Event Listing & Calendar

UPCOMING EVENTS

[Content Html: New ContentHtml_3](#)

PLEASE NOTE: As of October 1, 2022, the Pay Later feature is no longer available on the LHA website. When registering for any LHA offering, you will be required to pay at the time of registration.

For step-by-step instructions on how to register for an event, view the [resource guide](#).

Contact the LHA Education Team: [Merle Francis](#); AVP of Education Services; 225-928-0026; ext. 208 • [Melissa Arthur](#); Education Coordinator; 225-928-0026; ext. 224

[Content Html: New ContentHtml_2](#)

[Edit source query](#)

Date 03/16/2023	Fdn. of Gov: Open, Closed and Public Hearing Procedures (LHA Webinar)	Register
Date 03/22/2023	Workplace Violence: Prevention Practices (LHA Webinar)	Register
Date 03/28/2023	2023 - PLA 200 Physician Leadership Academy (PLA Series)	Register

HOW TO REGISTER FOR AN EVENT:

Registration Step 1: Sign In For Pricing Details

The event webpage lists the event name, a link to the event brochure, and the time and location. You must sign in (see green arrow below) to see the registration fee associated with your membership type (see orange arrow below in second image).

Home » Education » Event Listing & Calendar

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IMPORTANT NOTICE

You must be logged in to register and to view the event price that applies to your LHA record.

Currently, group registration is not available; individuals must register themselves for events.

Sign In

Username
mclement@lhaonline.org

Password

[Sign In](#)

[Forgot username? |](#)
[Forgot password?](#)
[Create a new account](#)

Workplace Violence: Prevention Practices

Registration Step 2: Select Registration

Select the "Register Myself" button to add registration to your cart. (See red arrow below.)

Home » Education » Event Listing & Calendar

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Workplace Violence: Prevention Practices

[Download the brochure](#) for a full description and more details on this program. Please review the LHA cancellation and substitution policy outlined in the brochure.

Note: Advance registration and payment is required and due into the LHA office one week prior to the webinar to ensure delivery of instructional materials and associated handouts. Webinar materials are provided 1-2 business days in advance of the webinar. Webinar materials are intended solely for the registered participant and are not intended to be shared.

Price 125.00

When 3/22/2023 12:00 PM - 1:00 PM
Central Daylight Time

Where Virtual Event
UNITED STATES

[Register Myself](#)

Last day to register is 3/20/2023

Need Assistance?

If you have questions about a program, email Education Coordinator [Melissa Arthur](#) or call 225-928-0026 ext. 224.

Registration Step 3: Proceed To Checkout

You can select the “Add to Calendar” button (see green arrow below) to save the event information to your calendar, and then select “Proceed to Checkout” (see red arrow below).

The screenshot shows the registration page for a webinar. At the top, there is a navigation bar with 'Home > Education > Event Listing & Calendar'. The LHA logo and 'MANAGEMENT CORPORATION' are on the left, and 'EDUCATION WEBINAR' with contact information is on the right. Below the header, there are social media share icons and a 'Need Assistance?' box with a photo of Melissa Arthur. The main content area features the webinar title, a download link for a brochure, and a note about registration requirements. On the right, there is a 'People Member Test' section with a 'Cancel My Registration' button. At the bottom, there are two buttons: 'Add to Calendar' (highlighted with a green arrow) and 'Proceed to Checkout' (highlighted with a red arrow).

Registration Step 4: Review Your Order

Review all the items included with your event purchase. If the items do not appear, click on the arrow icon to expand the listing. (See red arrow below.)

The screenshot shows the shopping cart page. At the top, there is a navigation bar with 'Sign Out', 'Hi, People Member Test', 'Affiliates', 'Home', and a search icon. Below the navigation bar, there is a 'Continue Shopping' button. The main content area is titled 'Shopping Cart' and has a sub-section 'Items'. A table lists the items in the cart, with a red arrow pointing to a dropdown arrow icon next to the first item. Below the table, there is an 'Update' button. At the bottom, there is a 'Cart Charges' section with a table showing the item total, shipping, handling, and the transaction grand total.

Item	Quantity	Price	Total
Workplace Violence: Prevention Practices	1	125.00	125.00
Registration	1	125.00	125.00

Cart Charges	
Item total	125.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	125.00

Registration Step 5: Make an Online Payment:

Important Note: If the billing address at the bottom of the cart page is not correct or is missing, select “Choose another address” (see orange arrow below) to update the information **BEFORE** filling in your credit card information. Then fill in the payment details and select the “Submit Order” button (see red arrow below).

Cart Charges

Item total	550.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	550.00

Promotional code

Payment Details

Payment amount
550.00

Payment method

*Name on card

*Card

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Billing address

[Choose another address](#)

Event Order Notifications:

Order Confirmation: You will receive a webpage confirmation after submitting your online order. We recommend printing this for your records. In addition, our system is set to automatically send you an email confirmation. If you do not receive the email confirmation, contact LHA Education Coordinator Melissa Arthur at marthur@lhaonline.org.