

How to Register for the H/C PRI Course

Important Note: If you will not be paying by credit card, you must contact the University at Albany School of Public Health at nysrhcfassess@albany.edu to make your payment before you/the learner may take the course. Once they have processed the payment, they will provide a Transaction ID you can enter to demonstrate payment of the fee.

Steps:

1. Open your web browser and go to <http://www.phtc-online.org/catalog/pri/>
2. Click on the “Enroll” button
3. You will be taken to the PHTC Online log in page
 - a. *If learner has an account on PHTC Online:*
 - i. Enter the learner's username and password and click the “Log In” button.
 - b. *If learner does not have an account:*
 - i. Click the button on the right to “Create a PHTC Online account”
 - ii. Fill in the requested information for the learner, then click the “Create Account” button
4. At this point you will be presented with information about accessing the course. Click the button to proceed.
5. Enter the learner's Occupation, Affiliation, and RN License number. Then click the button to proceed.
6. Submit payment for the learner
 - a. *To pay via credit card:*
 - i. Click the “Pay via Credit Card” button and follow the prompts.
 - b. *To pay via any other method:*
 - i. Enter the Transaction ID you received for the learner from the School of Public Health in the Transaction ID field.
 - ii. Click the “Submit and Begin the Course” button.
7. Once payment is complete, you will be taken to the main menu, where the learner can begin reviewing the course modules. If you are paying for a learner, please give them their account information and this link.