

Instructions for Participants Seeking Contact Hours/ Certificate

Following is the procedure for program participants seeking nursing Continuing Education contact hours, or other continuing education for which the professional requires a certificate of completion.

Personal data will be gathered through an online platform. **Participants need a profile created on IWCC's website to receive continuing education credit. When creating a password, please note that it must be 8 characters long but no longer than 16 with no special character in the password.**

Please click on this private link to obtain contact hours.

https://us-elevate.elluciancloud.com/app/iwcc/f?p=PV_ONLINE_REG:101::::APP_COURSE_INSTANCE:98272534

Clicking the link, should take you to the page below:



The screenshot shows the Iowa Western login page. At the top left is the Iowa Western logo. The main heading is "Sign in". Below this is a "Welcome Returning Students" section with instructions to enter Business & Community Education username and password. There is also a "New Students" section with instructions to scroll to the bottom and click "New Account". The login form includes fields for "* Username" and "* Password", a "Sign in" button, and a link for "I forgot my sign in details". At the bottom, there is an "Accessibility Option(s)" checkbox for "Enable Focus". On the right side, there is a "YOU ARE HERE" breadcrumb trail: "Enroll and Pay Disorders of the Small and Large Bowel On Line Starts on 26-SEP-23". At the bottom of the page, there is a thank you message and a request for accurate reporting information.

Sign in

Welcome Returning Students
Please enter your Business & Community Education username and password (**NOTE:** Not your ROC username and password)

New Students
Scroll to the bottom and click "New Account"

* Username
* Password

Sign in

[I forgot my sign in details](#)

Accessibility Option(s): Enable Focus

YOU ARE HERE
Enroll and Pay
Disorders of the Small and Large Bowel
On Line
Starts on 26-SEP-23

Thank you for choosing IWCC Business & Community Education for your personal and professional development. We ask that you complete as much of the information requested as you are able, as this helps with maintaining accuracy of records. We want to make sure you get the appropriate documentation. For those of you who take courses to keep up your professional licenses or because of a court order, accurate reporting is essential. We do ask for your birthdate. This information is required for annual reporting processes for the Department of Education (DOE). In order for you to register for a course in the community college system,

You'll notice on the right-hand side, the class you want is in your cart on the right-hand side of the page.

1. You will either sign into your account or scroll down to the bottom of the page and create an account.

The screenshot shows a user registration interface. At the top, there is a header with the text "password)", "New Students", and "Scroll to the bottom and click 'New Account'". Below this are two input fields: "* Username" and "* Password". A dark blue "Sign in" button is positioned below the password field, with a link "I forgot my sign in details" underneath it. An "Accessibility Option(s)" section includes a checkbox for "Enable Focus". A large text block in the center provides a welcome message and detailed instructions regarding the collection of personal information for the Department of Education (DOE). At the bottom, a dark grey "New Account" button is highlighted with a red rectangular border.

2. Click on the New Account box
3. Fill in the information that is required and click on New Account box again

Documents

* First Name

* Last Name

* Email Address

[New Account](#)

Welcome

Returning Students


Please enter your Business & Community Education username and password (**NOTE: Not your ROC username and password**)

New Students

Scroll to the bottom and click "New Account"

[Sign In](#)

4. After you click on the New Account box, it will request more information from you.



IOWA WESTERN

Your Details

Please complete the information below. Fields that have an asterisk are required.

Title	<input type="text" value="- select -"/>
* First Name	<input type="text" value="Jamie"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Manhart"/>
* Email	<input type="text" value="jmanhart@iwcc.edu"/>
* Confirm Email	<input type="text"/>
* Date of Birth	<input type="text" value="-"/> <input type="text" value="-"/> <input type="text" value="-"/>

[Next](#)

YOU ARE HERE

Enroll and Pay

Disorders of the Small and Large Bowel

Your Details

Address

Your Curriculum

Payment

Review

[Home Page](#) - [Contact Us](#) - [Privacy Policy](#) - © Iowa Western Community College

5. Click Next and fill out more required information. Please note when creating your password, it must be 8 characters long and no longer than 16 with no special characters in it.

The screenshot shows the 'Choose Username & Password' form on the Iowa Western website. The header features the Iowa Western logo and the text 'IOWA WESTERN'. Below the header, the form title is 'Choose Username & Password'. A sub-header reads: 'Please create a user account. Your e-mail address populates from the previous form if it as not been used in previously. Your password must be a minimum of 6 characters and contain at least one letter and one digit.' The form fields include: '* Choose a Username' (jmanhart@iwcc.edu), '* Password' (masked with dots), '* Confirm Password' (masked with dots), '* Security Reminder Question' (Please select), '* Answer' (empty), and '* Confirm Your Answer' (empty). Navigation buttons for 'Previous' and 'Next' are at the bottom. A sidebar on the right titled 'YOU ARE HERE' shows a breadcrumb trail: 'Enroll and Pay' > 'Disorders of the Small and Large Bowel'. Below this is a 'Your Details' menu with options: 'Address', 'Your Curriculum', 'Payment', and 'Review'. At the bottom of the page, there are links for 'Home Page', 'Contact Us', 'Privacy Policy', and a copyright notice for Iowa Western Community College.

6. Click Next and fill out your address.

The screenshot shows the 'Address' form on the Iowa Western website. The header features the title 'Address'. A sub-header reads: 'Please enter your address details.' The form title is 'Home Address'. The form fields include: '* Country' (United States), '* Address Line 1' (empty), 'Address Line 2' (empty), '* City' (empty), '* State' ((Select)), 'County' ((Select)), '* Email' (jmanhart@iwcc.edu), '* Zip code' (empty), 'Phone' (empty), and '* Mobile' (empty). A sidebar on the right titled 'YOU ARE HERE' shows a breadcrumb trail: 'Enroll and Pay' > 'Mutual of Omaha'. Below this is a 'Your Details' menu with options: 'Address', 'Your Curriculum', 'Payment', and 'Review'.

7. Click Next. It will Verified your address and then click next again. Next page confirms what class you want Contact hours for.



Your Curriculum

Please make your selection(s) from the options below.

Program Credit Target 2

Selected Credits/CEUs 2

Your Curriculum

Course	Type	Start Date	End Date	Credits/CEUs
HLTH-MOO05 - Disorders of the Small and Large Bowel	Core Subject	09/26/2023	09/26/2023	2 Place allocated

Choose Courses

No courses available.

Previous

Next

YOU ARE HERE

Enroll and Pay
Mutual of Omaha

Your Details

Address

Your Curriculum

Payment

Review

8. Click Next if everything looks correct.
9. Fees will be Zero dollars. Click the Terms and Conditions box and Click Next



Payment

No Fees Due

Your Fees

Total 0.00

Amount Due \$ 0.00

* Click here to read the Terms and Conditions and then tick to accept

Previous

Save & Exit

Next

YOU ARE HERE

Enroll and Pay
Mutual of Omaha

Your Details

Address

Your Curriculum

Payment

Review

10. On the Enrollment Complete Page Verified all the information is correct

Enrollment Complete

Your registration has been submitted. If you have any questions regarding your registration, contact the Continuing Education Office.

Enrollment Details

Ref. No.	00001325		
Status	Registered		
Completed	09/28/2023 10:50 AM		

Personal Details

Name	Jamie Lynn Manhart		
Date of Birth	11/18/1997		

Program Details

Program	HLTH-MOO05			
Program Instance	HLTH-MOO05_35696	Course Year	1	
Description	Mutual of Omaha	Start / End	09/26/2023 / 09/26/2023	
Mode of Study	On Line	Location	Council Bluffs Campus	

Address

	Address	Email	Phone	Mobile
Home Address	3396 335th St, Neola, Iowa, 51559, UNITED STATES	jmanhart@iwcc.edu	-	402-290-2543
Mailing Address	Jamie Manhart, 3396 335th St, Neola, Iowa, 51559, UNITED STATES	-	-	-

Your Curriculum

Course	Type	Start Date	End Date	
HLTH-MOO05 - Disorders of the Small and Large Bowel	Core Subject	09/26/2023	09/26/2023	Place allocated

Payment

No payment was made.

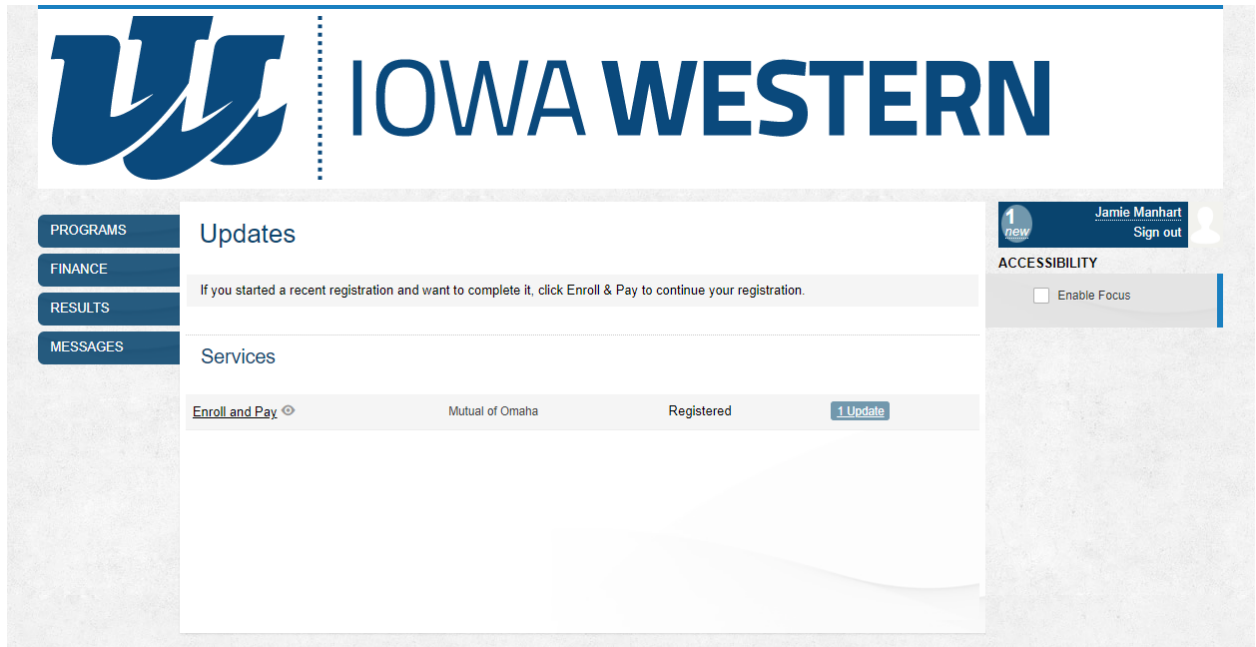
Print
Exit

YOU ARE HERE

Enroll and Pay

Disorders of the Small and Large Bowel

11. If everything looks correct, click the exist button.



12. Follow the steps to complete all the information required. Any incomplete information or incorrect information may dismiss your request. You must use a valid email address. You will know you have successfully created a profile as you will receive an automated email.
 - a. **Note: You may already have a profile on this site, if one was created with a previous program you attended-either with this co-sponsor or another, and it may have been created by IWCC staff.** If you attempt to create an account but encounter a message that your email address is already in use, you will need to reset your password.
13. **When you've successfully completed the process, you'll get an email confirmation.**
These steps must be completed seven days after your offering, or you risk a \$10 processing fee.

Certificates of Completion

A certificate of completion will be emailed to you by **IWCC after successful attendance has been verified by APIC Nebraska Chapter.** These will not be available immediately after your registration for contact hours or immediately after the program ends. This may take several days or three weeks, depending on the time allowed by the co-sponsor. Please keep alternate documentation of the program for which you are seeking contact hours until you receive the email containing your certificate of completion.

If you have any questions or problems with the online process, please contact Jamie Manhart.
Jmanhart@iwcc.edu or 712-325-3265