MS NHA - Login/Profile Screen 1

Begin the login process by clicking the Login button at the bottom of the menu.

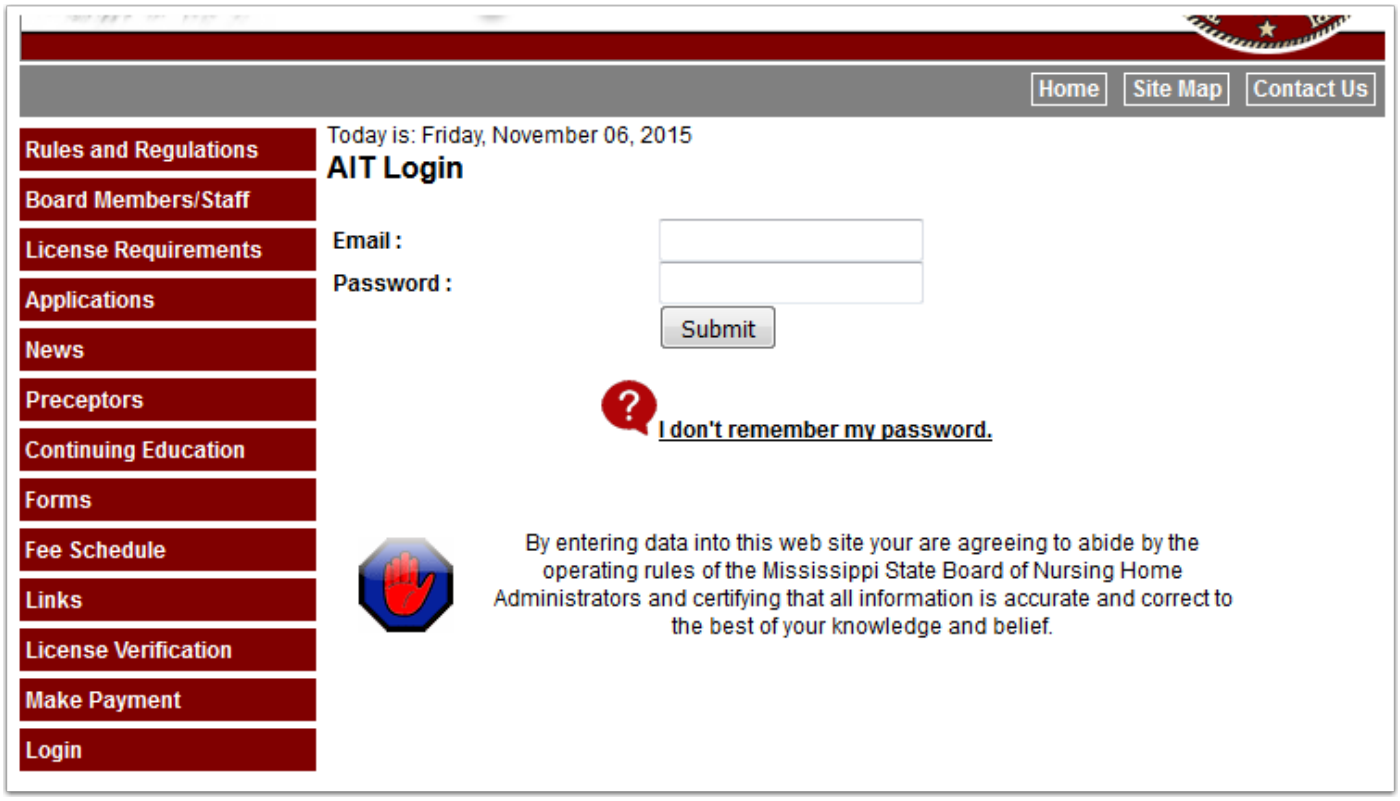
MS NHA - Login/Profile Screen 2

Select your license type (Administrator or AIT) and you will be taken to the proper login screen.

MS NHA - Login/Profile Screen 3

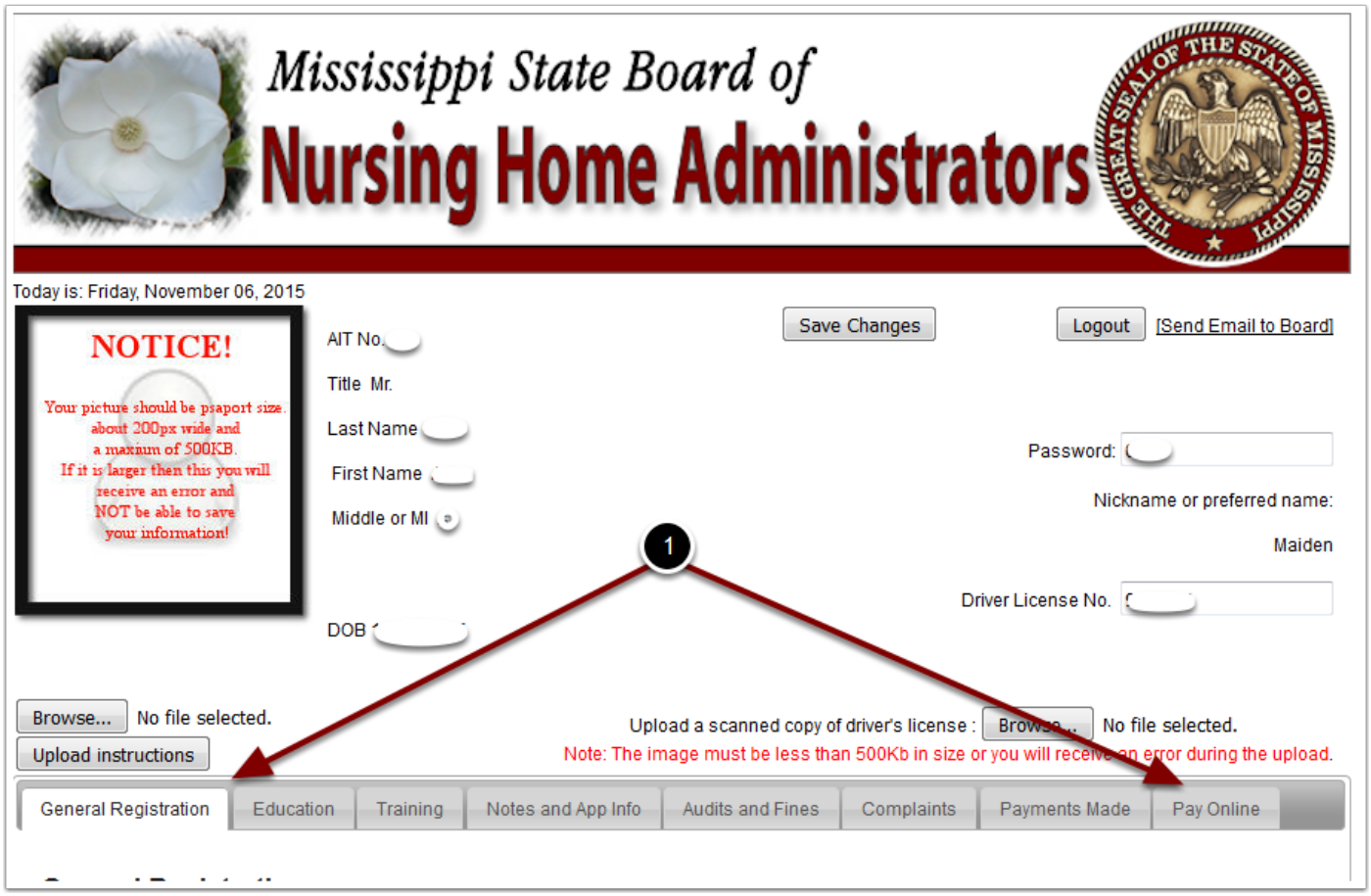
On this screen you will enter your email address and password. If you don't know your password click "I don't remember my password." You will be taken to a screen to enter your email address, then your password will be emailed to you. The login email is your personal email. If you don't know
this email you will need to contact the board at 601.362.6914.

If this is your first time to log in you will be required to change your temporary password. Enter your
Social Security Number to confirm your identity and then a new password to continue the sign in process.



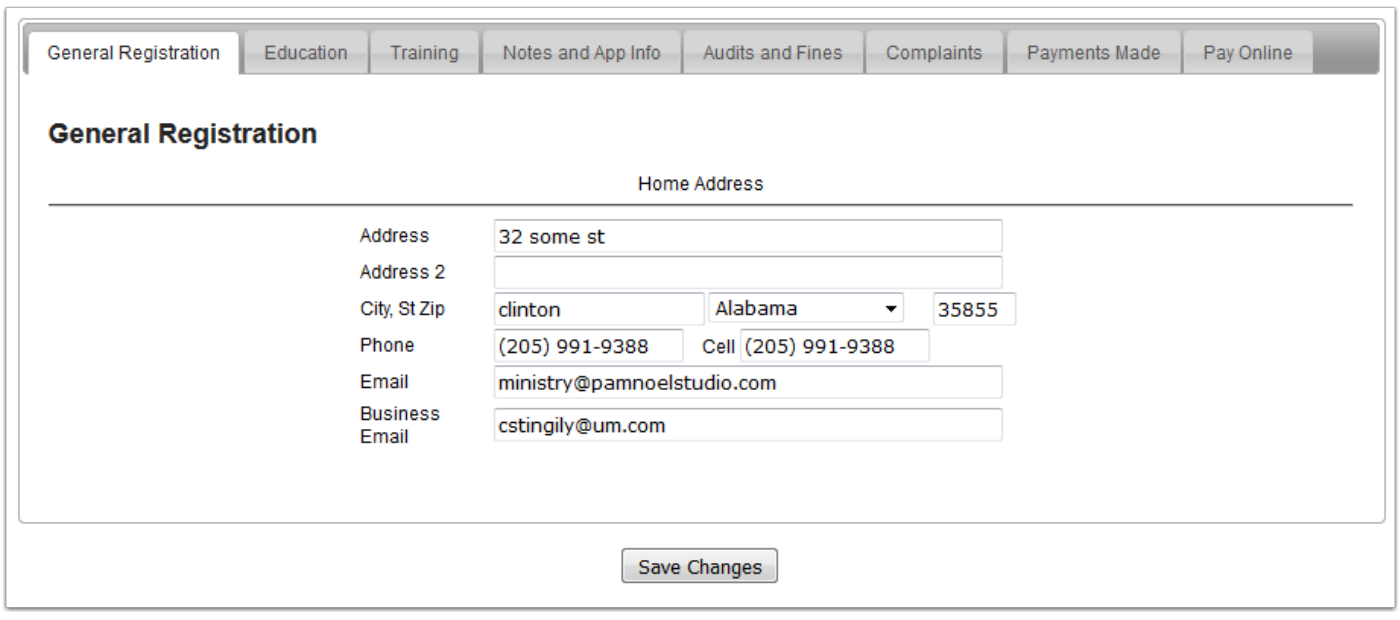
MS NHA - Login/Profile Screen 4

When you complete the login process you will be taken to your profile. You will be able to update certain information and view other information that only the board can change. (1) There is also a series of tabs to subdivide your information into logical groups.



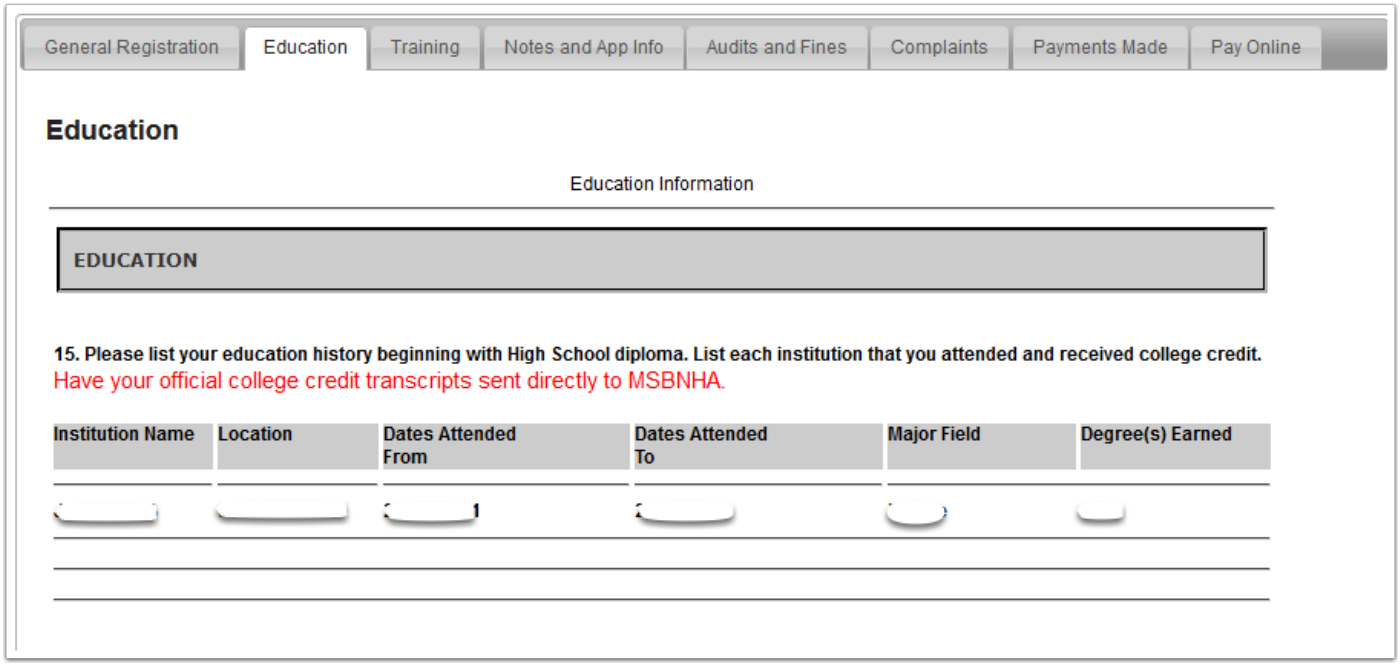
Tab - General Registration

Contact information is displayed in this tab. Updates to this information can be made here.



Tab - Education

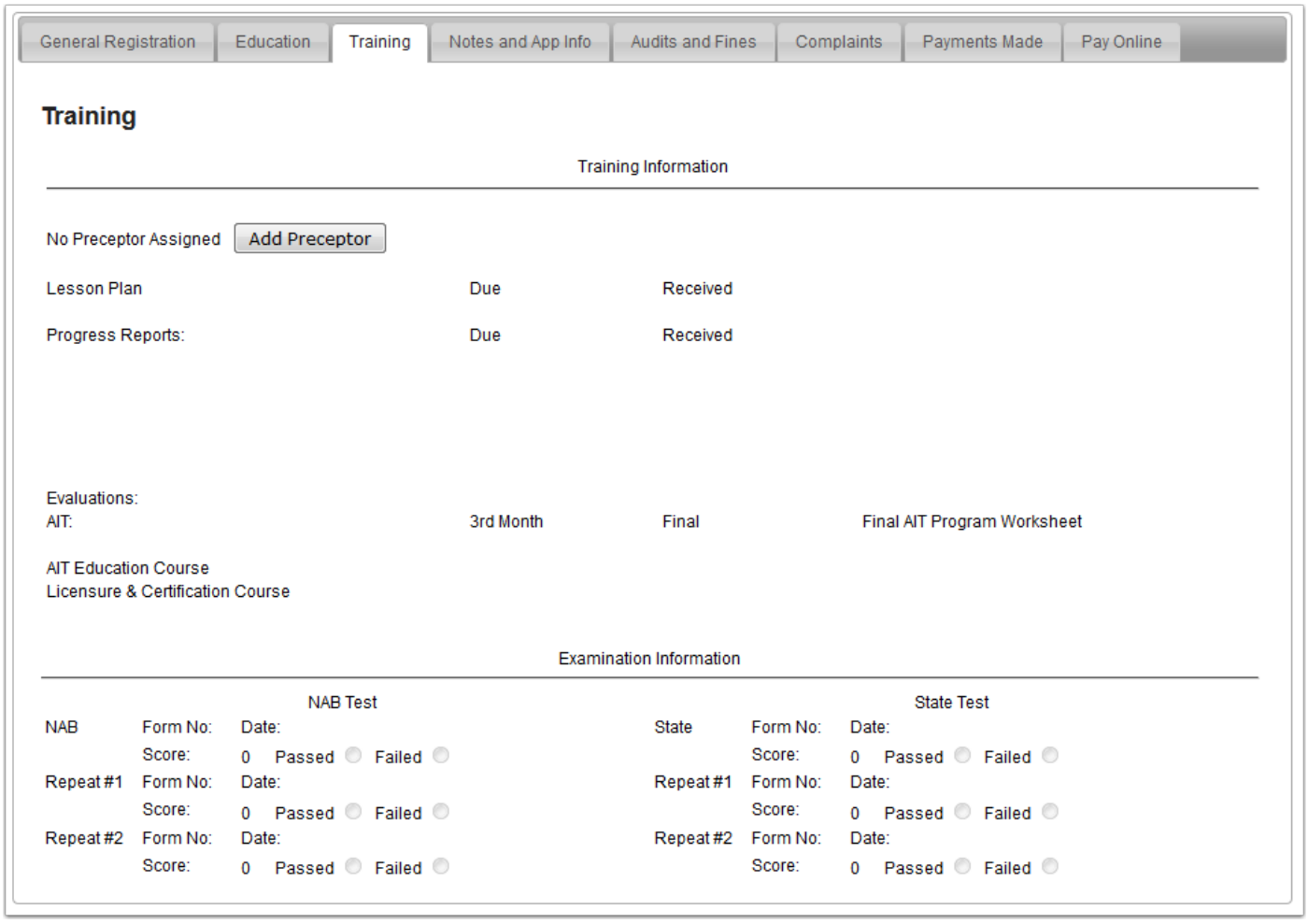
Your education information that you entered on your application are shown here.



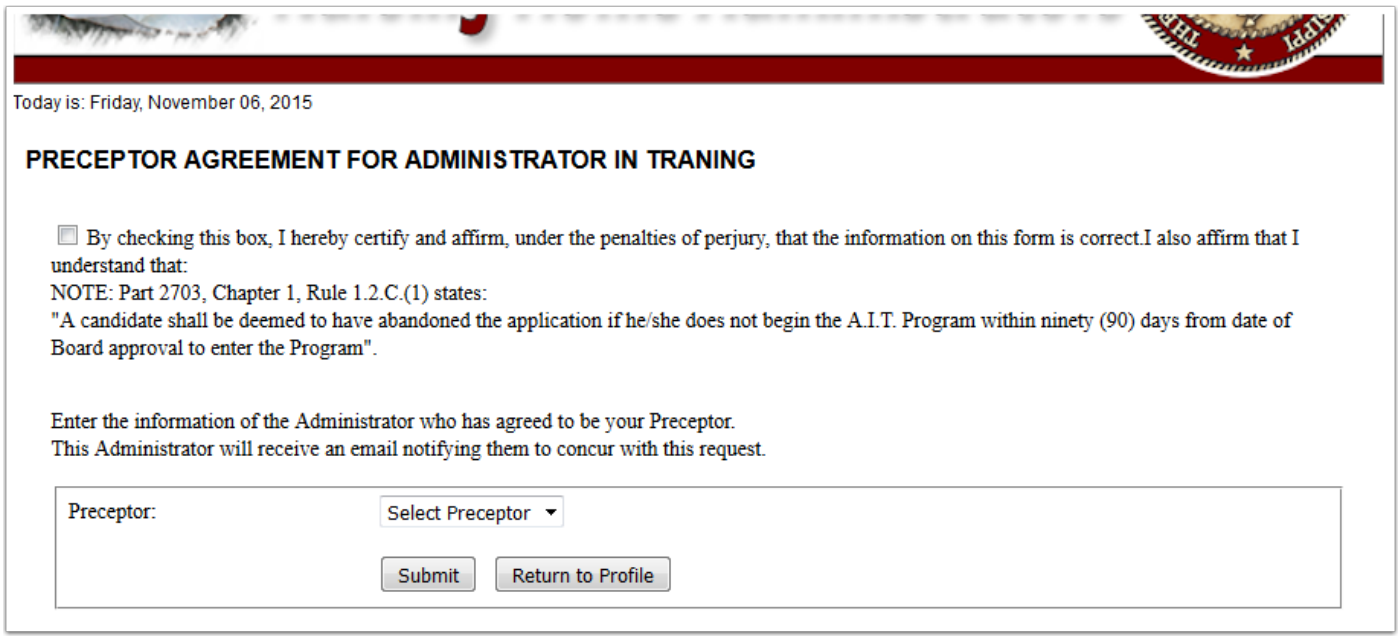
Tab - Training #1

Your training information is documented on this tab. To begin your training process you must have an agreement with a preceptor. If you would like to establish the agreement electronically you may use the steps below. However, if you prefer you may wait for the NHA Board to establish the agreement manually. In that case you don't need to do anthing on this tab.

1. Once you have contacted a preceptor and they have agreed to be your preceptor, click the "Add Preceptor" button. This will take you to a list of preceptors. (Preceptor List screen shot)
2. Check the certify and affirm box and then select your preceptor from the drop down list and then click Submit.
3. On the next screen you will confirm the preceptor and be notified that they will be sent an email. (Confirm Preceptor screen shot)
4. Once you confirm the preceptor you will be taken back to the Training Tab.



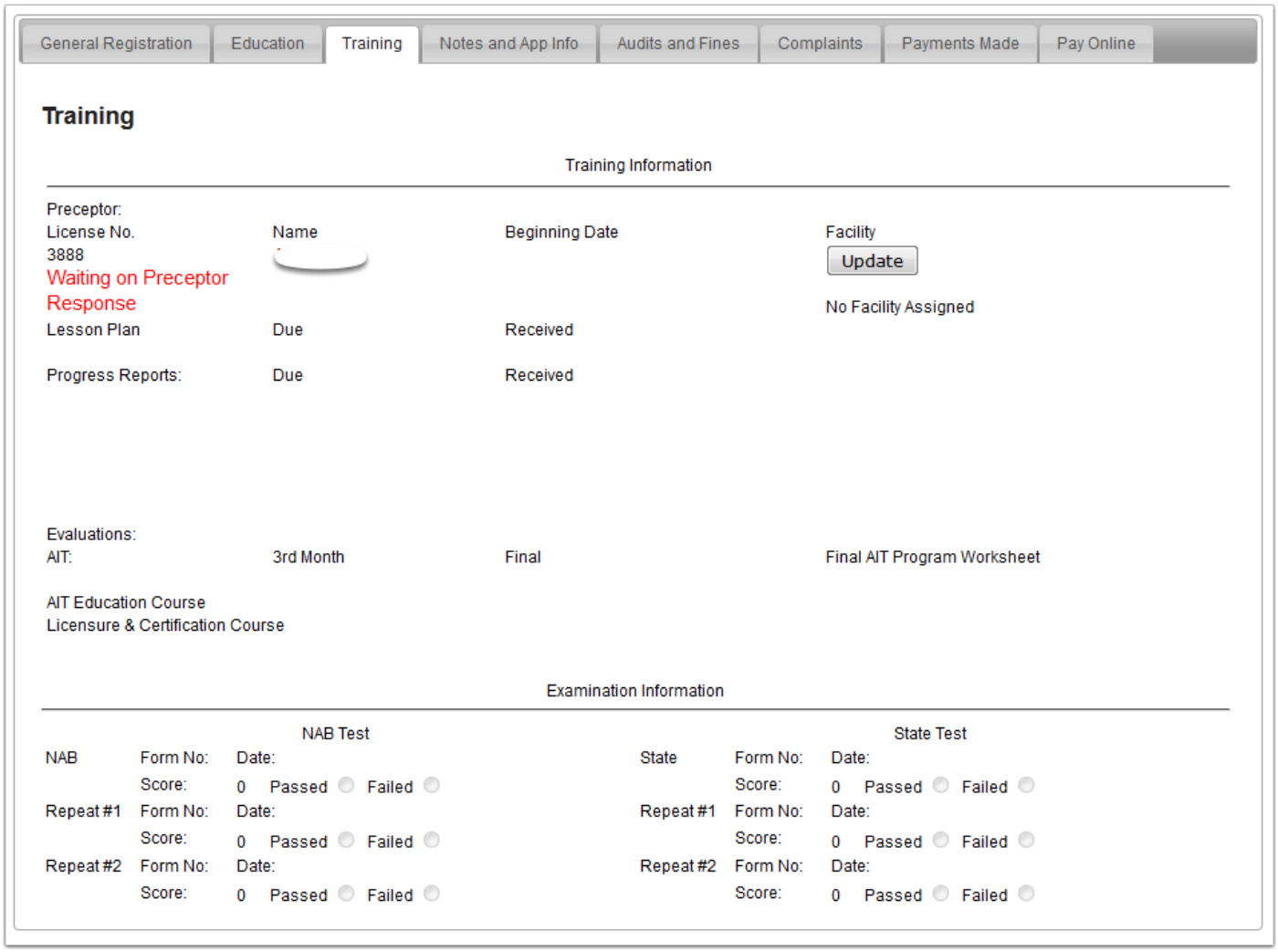
Preceptor List



Confirm Preceptor

Tab - Training #2

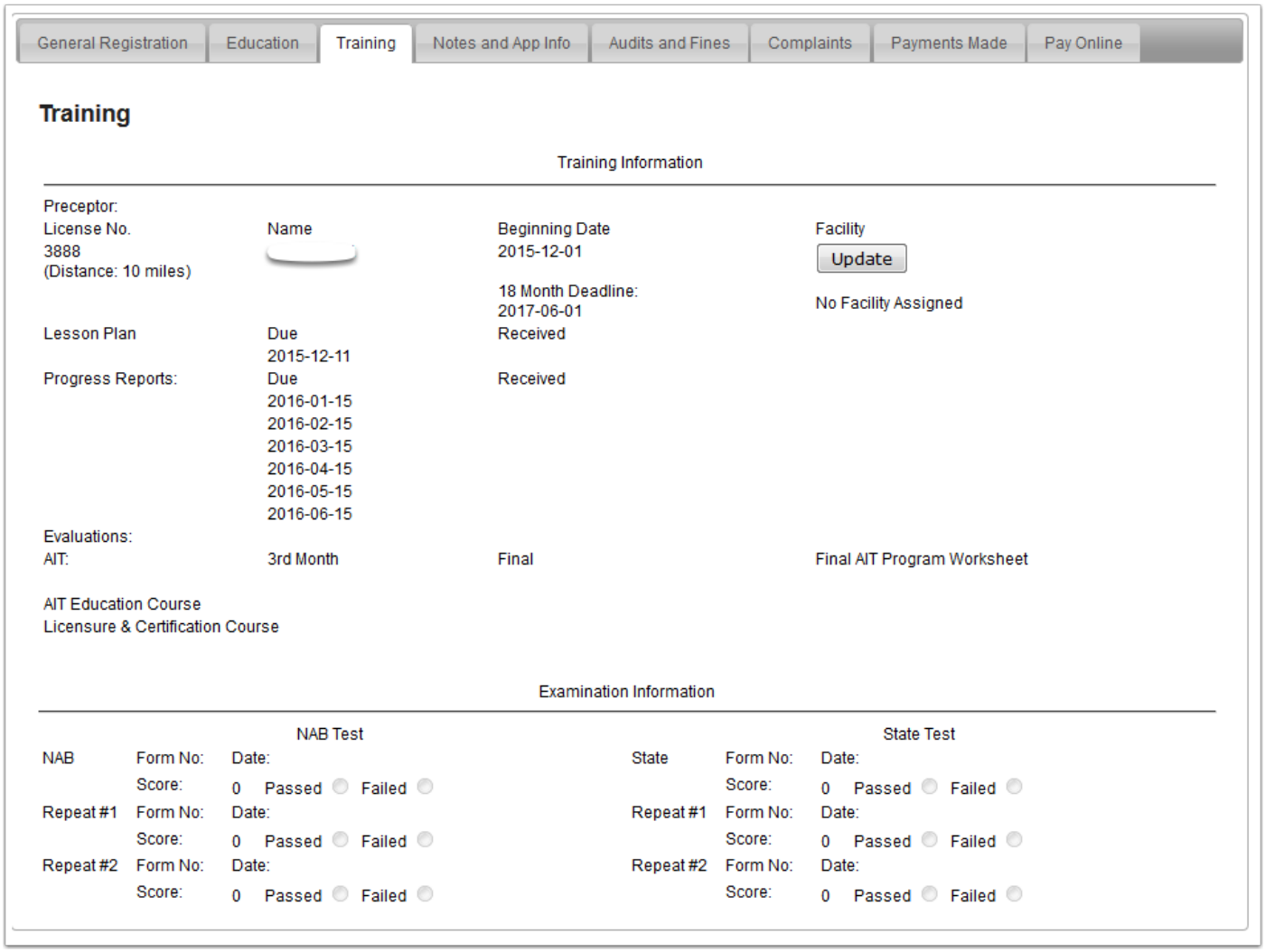
Once you complete the preceptor selection process, the preceptor information will be shown on this tab. Until the preceptor concurs with your selection the "Waiting on Preceptor Response" note will be shown below the Preceptor's name.



Tab - Training #3

Once the preceptor concurs and enters the start date all of the due dates are populated on the tab. As the reports are provided to the NHA office, the date received will post to your record and be displayed on this tab. You may also enter the facility where you will be training.

Once the preceptor agreement has been established, you can go to the Pay Online tab and pay your New Application Fee (See Tab - Pay Online)

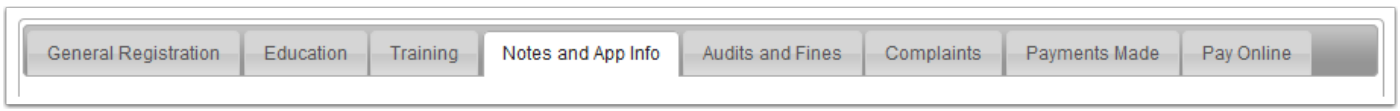


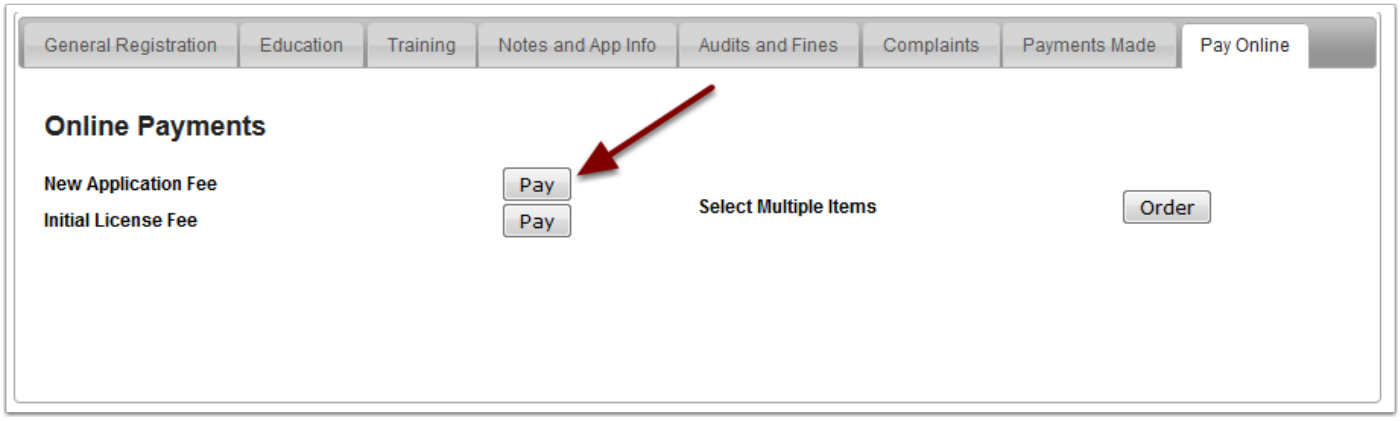
Informational tabs

The tabs:

1. Notes and App Info
2. Audits and Fines
3. Complaints
4. Payments

are information only tabs. There are no fields that you can update. The Payments tab will list any payment that you have made to the NHA board.



Tab - Pay Online

There are certain fees that you will be able to pay online. When it is time to pay your New Application Fee and Initial License Fee the buttons will be displayed on this tab.