Grace Hill Online Training Instructions For AAOC

Step 1 – Establish Membership:

Each student must have a unique membership account at Grace Hill in order for us to track individual performance. If you have not yet signed up for your membership:

- ➤ Visit the **Apartment Association of Orange County** website at **www.aaoc.com.**
- ➤ Click on the **"Login"** tab on the top of the screen; then **"Online Education"**.
- ➤ Click on the gold button **"Begin Training"**.
- ➤ Click on '**Become a Member**' in the upper right corner of the screen.
- ➤ Complete the registration form with proper capitalization using your company name, community address and community phone number.
- ➤ During this process, you will choose a personal **User ID** and **Password**. You will need your User ID and Password each time you enter Grace Hill's Learning Center.
- ➤ Next, enter your **Employee ID** <u>only</u> if required by your company.
- ➤ Select a password reminder question from the dropdown and type in the answer to your question.
- ➤ Click **'Yes'** to ensure you receive correspondence from Grace Hill. (I.e. course completion certificates, monthly newsletters, new course announcements, etc.)
- ➤ Click the box indicating you have read and agree to the Grace Hill Terms of Service.
- ➤ Click **'Continue'** and the system will ask you to verify your information. If correct, print this page for your records then click **'Next'** to enter Grace Hill.

You have now established your membership. For all future visits, be sure to access Grace Hill using **www.aaoc.com** and simply click **'Log In'** in the top, right hand corner of the screen once you are on Grace Hill's home page. When you have completed your visit to Grace Hill, please click on **'Log Out'**; also located in the top, right hand corner of the screen to end your session. **You must** access Grace Hill via the **www.aaoc.com** website to obtain NAAEI continuing education credits, as only courses completed via this portal are eligible.

Step 2 – Access Learning Center:

There are two ways to access the 'Learning Center', once on the Grace Hill website.

First, choose the '**Learning Center**' tab at the top of the screen.

- ➤ Enter your **User ID**, **Password** and **Training Code** provided by your company or simply use a credit card.
- ➤ Click .
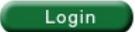
Or, click directly from the Home Page, located on the right side of the screen.

- ➤ Enter your **User ID**, **Password** and company **Training Code** or simply use a credit card.
- ➤ Click .

Courses:

> Click on **'Courses'** from the green menu bar.
> Click [START] next to the course title you wish to take.
> Choose your **Community** and **Job Position** from the dropdown menus, then click [CONTINUE].

When exiting a course prior to completion, simply choose **'Exit'** in the bottom right corner of your screen. The system will bookmark your location and prompt you to access your last location upon returning to the course.

Please Note: You must allot enough time to complete the final Knowledge Challenge in one sitting. If you exit before completing all of the questions, you will be instructed to take the test over in its entirety the next time you enter the course.

My Certificates:
Here you can view/ print/ email your training transcript or receive a duplicate course completion certificate.

> Click on **'My Certificates'** from the green menu bar.
> Click [PRINT TRANSCRIPT] if you would like to print your training record.
> Click [EMAIL TRANSCRIPT] if you would like to email your training record to yourself or someone else.

> To email a course completion certificate for a particular course, click on the [✉] icon located next to the appropriate course or quiz title. Type in the email address where you would like your certificate to be sent then click [CONTINUE].

> To print a course completion certificate for a particular course, click on the [🖨] icon located next to the appropriate course or quiz title.