## HOW TO REGISTER FOR ADULT MENTAL HEALTH FIRST AID



- 1. Go to <u>www.paycomonline.net</u> Click on Login: Employee
- 2. Enter your username, password, and the last four digits of your Social Security number. Then, click "Log In."

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EMPLOYEE SELF-S	EMPLOYEE SELF-SERVICE®		
Username *			
Password *	Ø		
Last 4 digits of SSN or PIN *	ø		
LOG IN			
Forgot Username or Password ?	Log in Tips		

## 3. Next Click on Learning



4. Then click on My Learning

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Account

- 5. Search for **Adult Mental Health First Aid** and when the course comes up click on it.
- 6. Then click on **Select Session** and a pop-up window will show you the classes offered in 2024.



7. Select the MHFA Class you plan to attend then click **Request**.

Cancel	Select Session			
$\bigcirc$	03/13/2024 09:00a - 04:00p (CST) (Available)	Northwest YMCA 3700 Ashland City Hwy Nashville, TN 37218		
$\bigcirc$	03/28/2024 09:00a - 04:00p (CST) Available	Green Hills YMCA 4041 Hillsboro Circle Nashville, TN 37215		
$\bigcirc$	04/10/2024 09:00a - 04:00p (CST) Available	YMCA Camp Widji 3088 Smith Springs Rd Antioch , TN 37013		
$\bigcirc$	04/26/2024 09:00a - 04:00p (CST) Available	YCAP YMCA 1021 Russell St Nashville, TN 37206		
		Cancel Request		

8. **Congrats!** You are now enrolled in Adult Mental Health First Aid (MHFA).

Two weeks prior to your class date you will receive an email from a MHFA Coordinator with instructions for completing the required online prework.