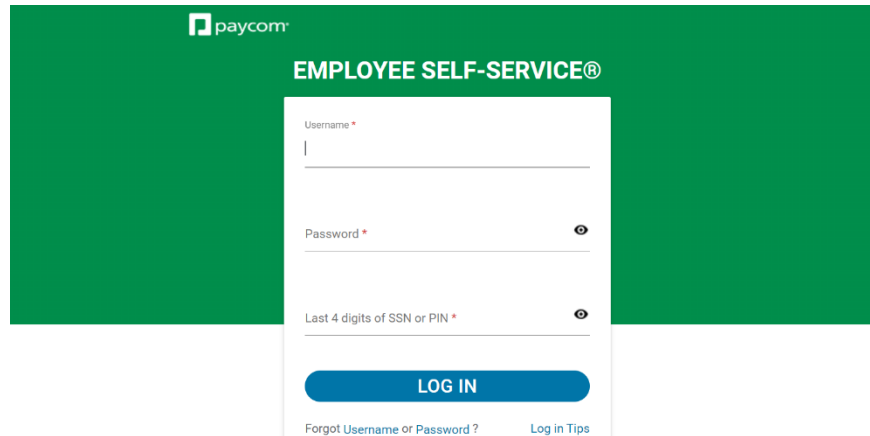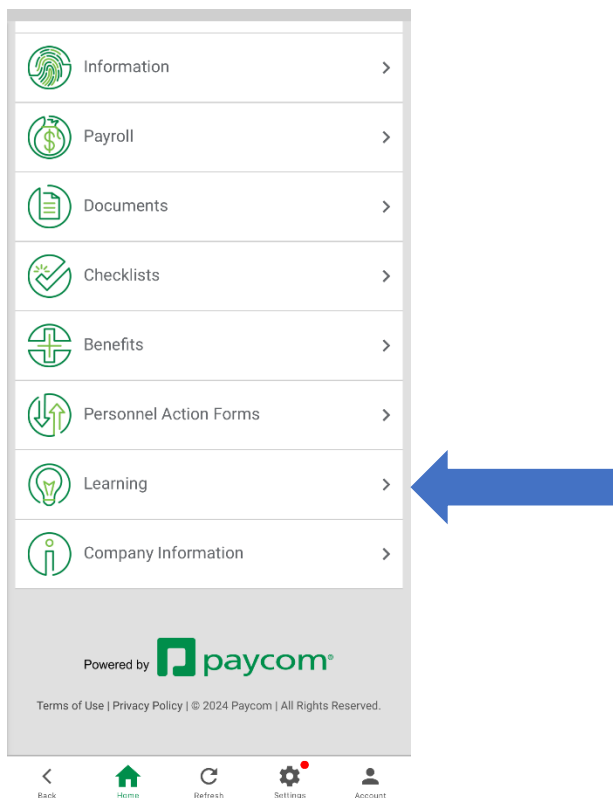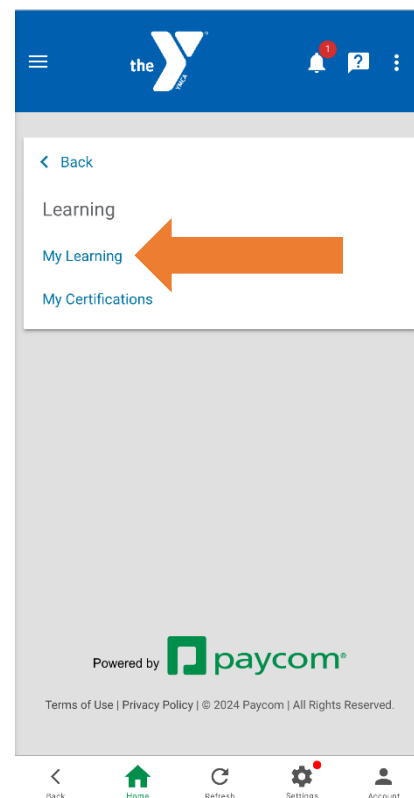# HOW TO REGISTER FOR ADULT MENTAL HEALTH FIRST AID

1. Go to www.paycomonline.net Click on **Login: Employee**

2. Enter your username, password, and the last four digits of your Social Security number. Then, click "Log In."
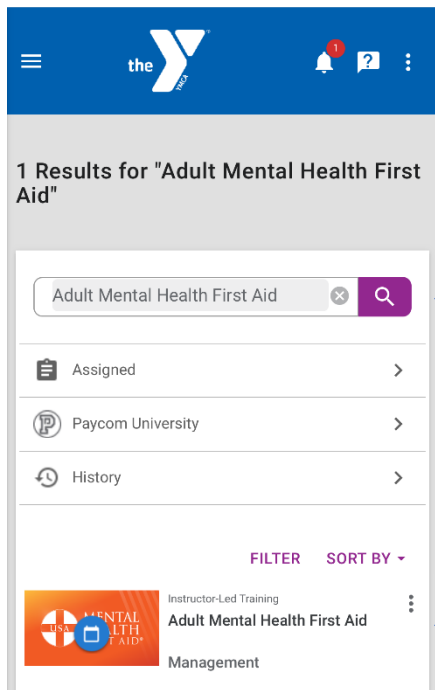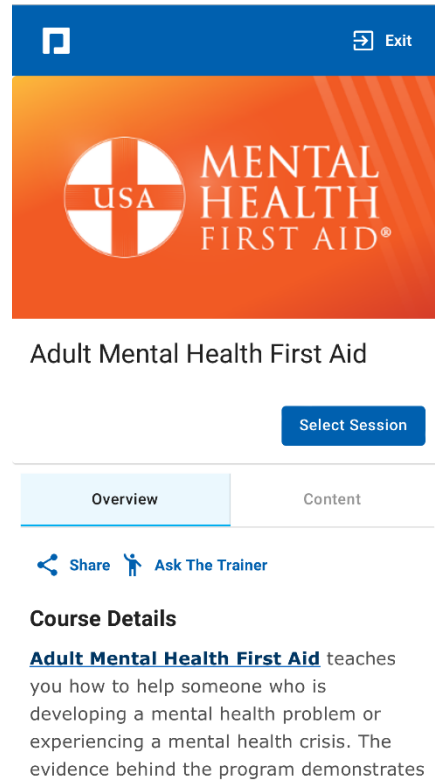

3. Next Click on **Learning**

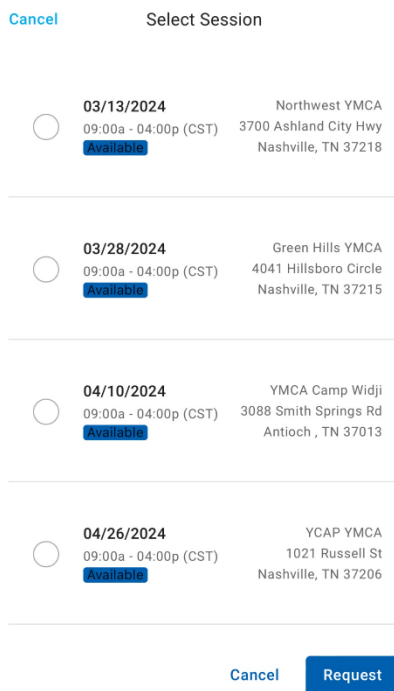4. Then click on **My Learning**

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**.

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 pre-work.