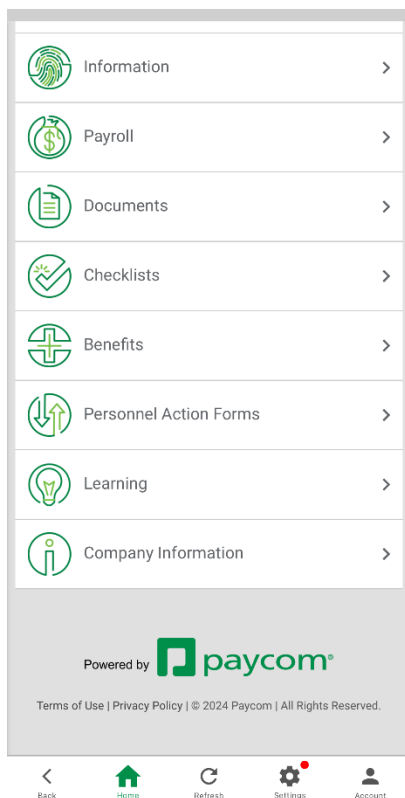


HOW TO SWITCH ADULT MHFA CLASS SESSIONS IN PAYCOM

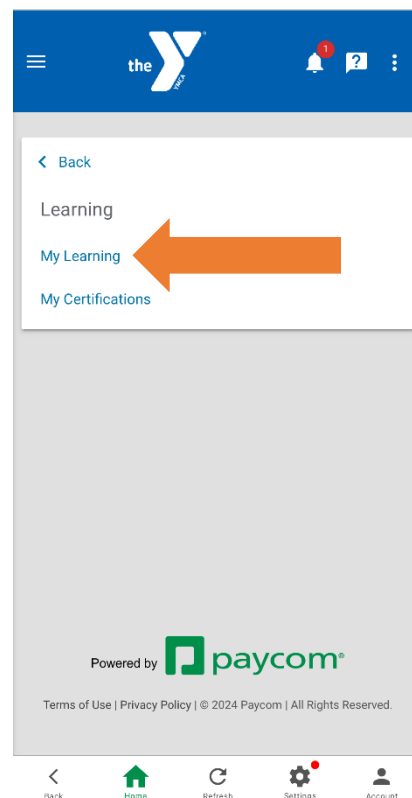


1. Go to www.paycomonline.net Click on **Login: Employee**
2. Enter your username, password, and the last four digits of your Social Security number. Then, click "Log In."

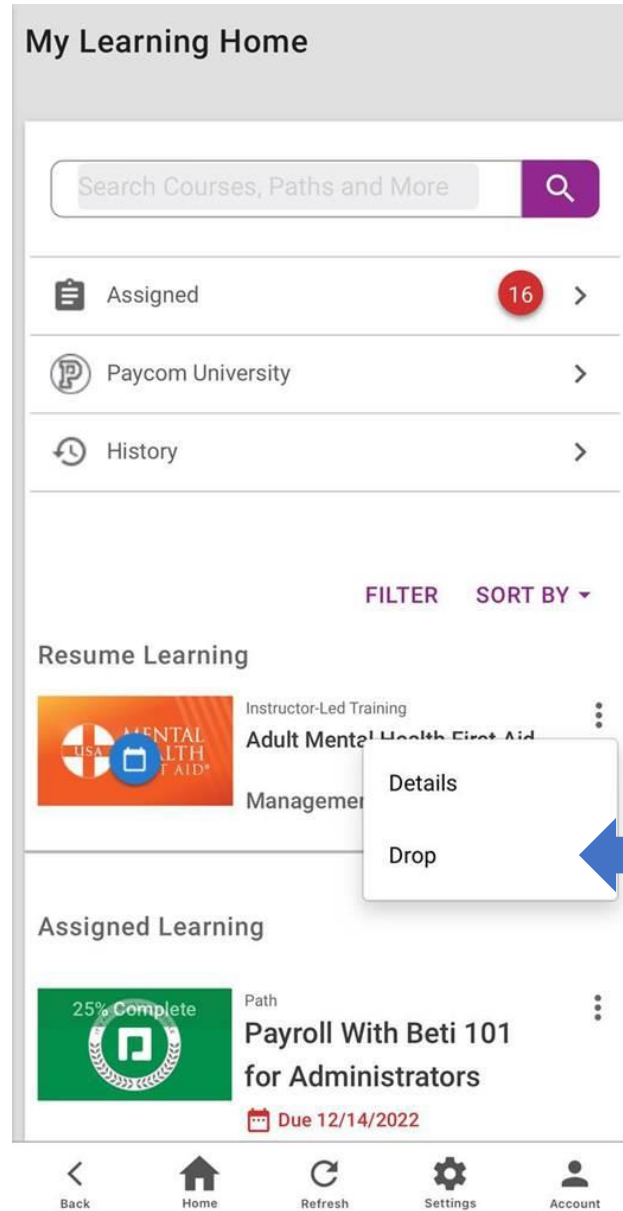
3. Next Click on **Learning**



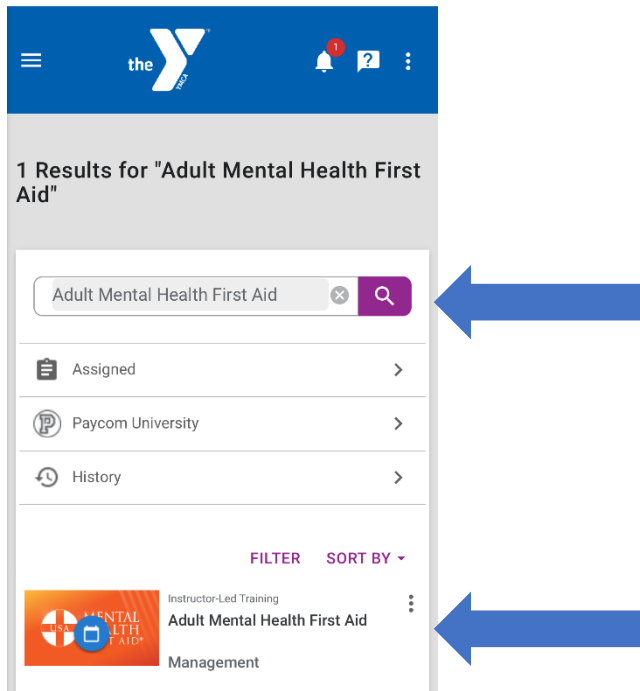
4. Then click on **My Learning**



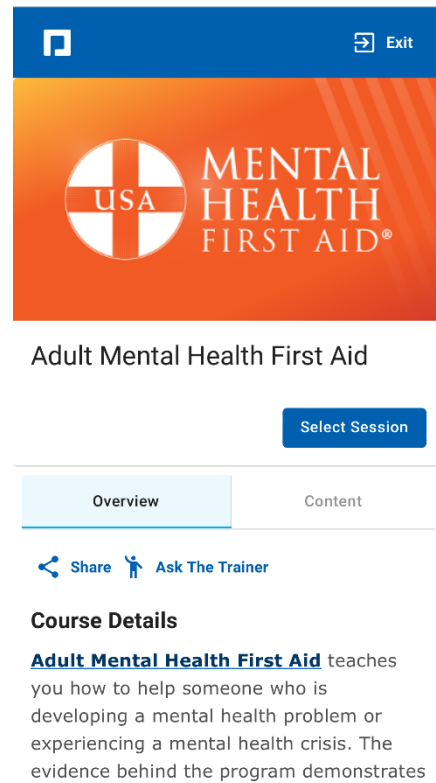
4. Go to the class session you previously registered for and click the 3 dots to the right side of your session. Then click **DROP**.



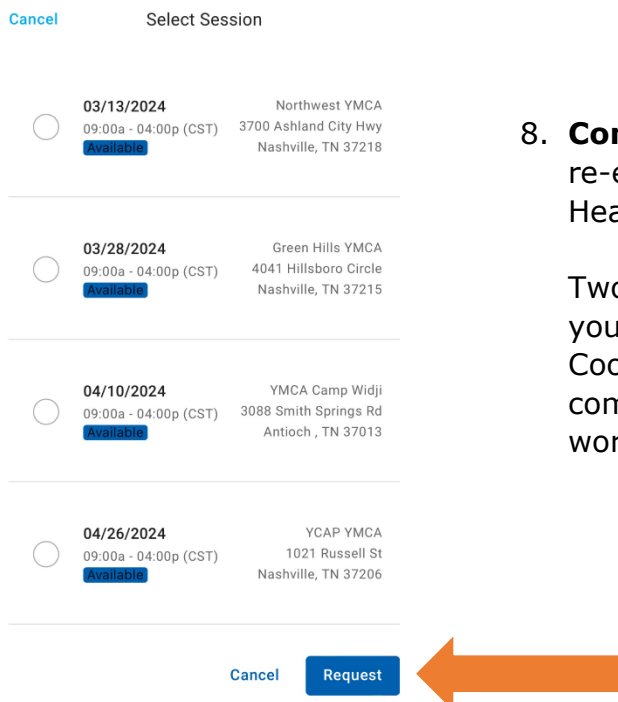
5. Then search for **Adult Mental Health First Aid** and when the course comes up click on it.



6. Then click on **Select Session** and a pop-up window will show you the classes still available.



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



8. **Congrats!** You have now dropped and re-enrolled in a different 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.