

Registration on myAHEC

We've provided some screenshots and guidance on what to expect as you create an account with myAHEC on your way to registering for the Summit. While you may have an account with another AHEC, you will still need to create an account with Wake AHEC to register for the Summit and/or receive CMEs/Contact hours.

STEP ONE

When you initially attempt to create your account with myAHEC this is the screen you will see.

Create account

Complete the information below to begin the account creation process. We recommend using a personal email address, not your work address.

If you already have a MyAHEC account, please use the "Sign in" or "Forgot Password?" links below.

* Personal Email
Email

* First Name
First Name

* Last Name
Last Name

* Zip code
Zip code

* Password
Password

Passwords must contain the following: an uppercase character, a lowercase character, a number, at least one special character (!, \$, #, %, *). Minimum length 6 characters.

STEP TWO

After the account is created, you will receive this message:

Create account

A confirmation email has been sent to ericafutrell@hotmail.com. Follow the instructions provided in this email to verify your account.

Please allow a few minutes for this email to arrive. To ensure delivery, verify that you can receive emails from info@ncahec.net. If you do not see this email be sure to check your spam folder.

STEP THREE

You will receive this email

A ahecsupport@ncahec.net 10:56 AM
ericafutrell@hotmail.com

A NC AHEC account has been requested using this email address, ericafutrell@hotmail.com.

To proceed please verify this email address by following the link below.

<https://www.wakeahec.org/verify/abfkmpCFJWZ6.202854>

This link will expire in 2 days.

If you feel you have received this email in error feel free to delete it or reply to this email with any questions or concerns.

Thank you.

Once you click the link to verify your email address, you are taken to a page to complete additional profile information:

* Personal Address
Home Address

* State
North Carolina

* City, County
Select

* Zip Code
27612

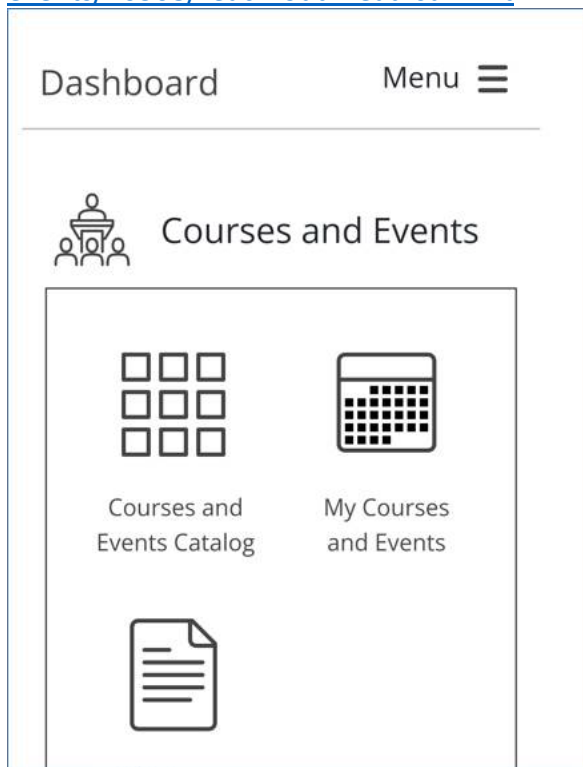
* Country
United States of America

* Personal Phone
Home Phone

* Occupation
Select

Once that is complete you will be taken to your “Dashboard”. At this point in the process you will need to click [this link](#) to register. The Summit is a closed event and will not appear on the Wake AHEC site if you search. You must Sign in with the Account you just created and go here to register:

<https://www.wakeahec.org/courses-and-events/70508/reach-out--read-summit>



After you complete the registration process you will get a confirmation email that your registration was complete. This is all you need to do right now! If you need hotel reservations you can go ahead and make those right away. We will be in touch as it gets closer to the event. Questions? Email Candace Perry at candace.perry@reachoutandread.org