How to register for a course in Higher Reach:

1) Find your course via the web. [www.methodistcollege.edu/professional-development](http://www.methodistcollege.edu/professional-development)

Select course catalog

2) You can use the filter to find programs: Online, onsite or by category (ex. ACLS, BLS, Women’s Health). Select your filter and then click “apply filters.” Or, you can also scroll through the course listing.

3) Each course has a brief description. Once you find your desired course, click “Current Course Offerings.”
4) On the course detail, you will find specific information about the course. This will give you the link to register.
If there are no current offerings for the course, you will be directed to a “subscribe” page so we can contact you when offerings are available.

If the course is full or registration is closed, there will not be a link to register.
5) When you click “register,” you will be directed to a new page in Higher Reach. This is where you will “purchase” your course and register as a student.

If this is the offering (course) and section (date, time) you are interested in. Click “Add to Cart.”

6) Once you have added this offering to your cart, you will see it placed in your shopping cart on the upper right hand side of the screen. At this point, you can either search for more classes to add, view your cart, or checkout. If you are done selecting courses, click “Check Out.”
7) After clicking “check out” you will be taken to a log in page. If this is your first time using Higher Reach, you will need to create a log in and password.

8) You will be prompted to fill out some information. This information is confidential and will not be used by anyone, except NMC.
Once you have successfully created an account, you will see this message on the bottom of the screen. Click “Go to Log in”

9) Higher Reach will prompt you to fill out “missing” account information such as address and telephone.

10) After you fill out the information, Higher Reach will direct you to the checkout screen. Here is where you will enter the promo code for the offering. The promo code for the offering is located in the section description in Higher Reach. If you are an employee of MHS or JE, you will have a promo code which was e-mailed to you. If you have questions, or can’t find the e-mail, contact PD@methodistcollege.edu or 402-354-7100.
11) Once you enter your code, select next. This will take you to your checkout cart-confirmation. If you are done selecting offerings, click “submit order.” If you have a total left to pay, this will take you to a secured area where you will enter credit card information to pay your remaining balance.
12) Once you have completed payment and submitted your order, you will receive an order confirmation. Click “continue to next step” to answer questions required in order for you to receive continuing education credit.

You will also receive an e-mail confirming your reservation in the offering and a second e-mail which serves as your receipt or invoice.
13) Please answer all of the questions listed. If you are a MHS/JE Employee, we must have your credentials in order to ensure your discount and credits. This is information we are required to gather on each registrant in an offering.

Once you have completed the questions, hit “submit.” Then click “next.”
13) Congratulations! You are now registered and can attend your offering.

14) Next time you wish to attend a course, use your higher reach log in and password and you will skip through many of these steps.

To obtain your transcript, print a certificate or to request a drop from an offering you can log directly in to higher reach from the web.

Professional Development

NMC Professional Development considers learning a self-directed professionals. Acknowledging the impo
educational activities assists healthcare providers in delivery of high quality care and optimal outcomes for development activities and education enhance the pr
achievement of career goals.

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