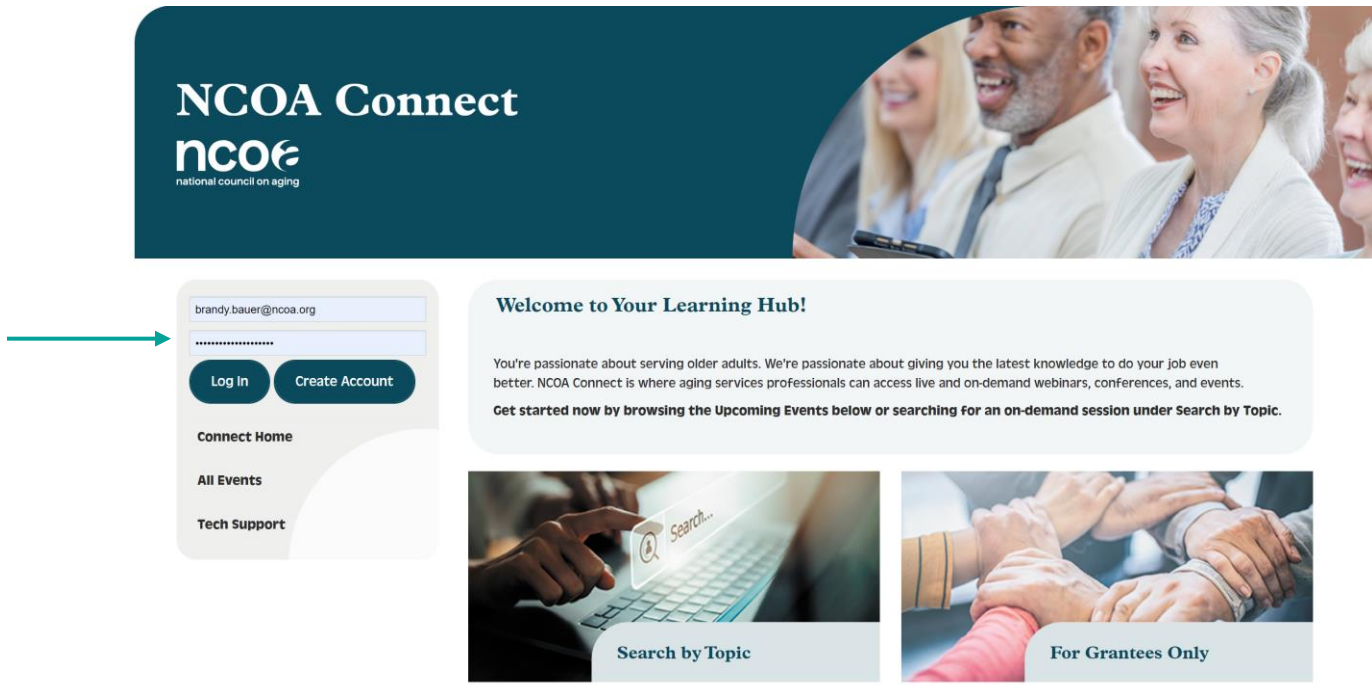# How to Use NCOA Connect,
the National Council on Aging's Online Learning Portal

Find the Learning Hub Online

Go to the website https://connect.ncoa.org/

On the left-hand side, enter your email address and password to log in.

- Don't have a log-in yet? Select "Create Account"
- Forgot your password? Visit https://connect.ncoa.org/password/forgot to request a reset.

Be sure to set your email filter to allow connect.ncoa.org@mailgun.commpartners.com to send notifications and reminders about any events/activities you register for using the platform.

After Logging In

You now have full range of access to content within NCOA Connect.

You can search by topic to find content within these general broad categories:

- Business Acumen
- Diverse Populations
- Economic Security
- Healthy Living

- Senior Centers
- Public Policy & Advocacy

Scrolling down the homepage lets you see upcoming events, which can be filtered by topic and type (e.g., webinar, conference).

Setting Up Your Profile

Click on the "My Profile" tab in the left menu to add your photo, change your password, and indicate which categories are of interest to you. You can also update your privacy and message settings to choose how public you wish your profile to be.
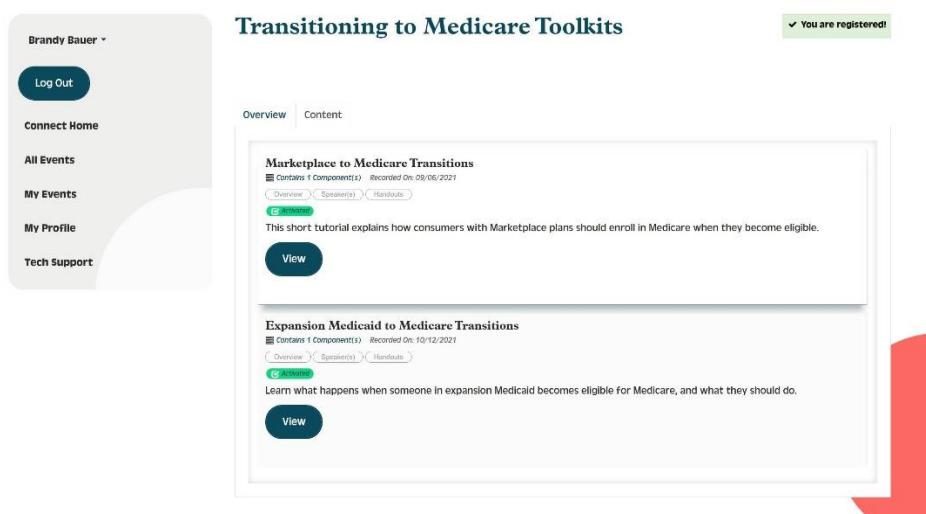
Access Individual Events/Site Content

You can access learning content on NCOA Connect in several ways: searching by topic, clicking under resources for grantees, browsing upcoming events, or by clicking "All Events" in the left margin and entering a keyword or date.
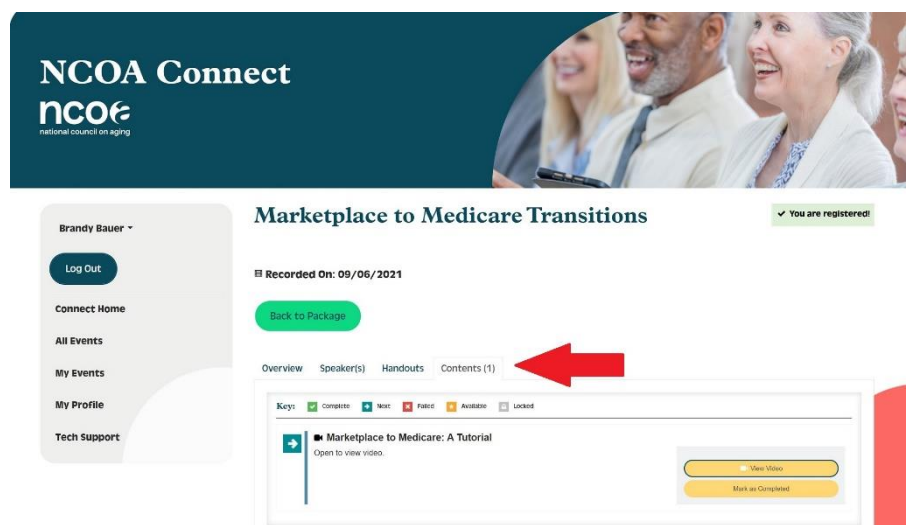
When first accessing a module, you may be asked to click the green register button (this is a simple on-step click and is used by NCOA to measure content engagement.) Once registered, click on the content title or the "View" box.

Some modules are bundled in a package and have multiple components, such as toolkits with several e-learning videos. Click on the name or "View" button of the module you'd like to see.

Navigating Through Modules

Each module contains several tabs that provide information and resources about the topic. The "Contents" tab is where you'll find the video/audio recording for the module. Other tabs such as "Handouts" provide downloadable materials and links related to the module content.

Certificates of Completion

Some webinars and e-learning tools on NCOA Connect include Certificates of Completion. To access the certificate, you must complete the module components, e.g., watch the video, take a quiz, etc. Then the certificate will become available to download after completion.

Access Grantee-Specific Information

On the homepage, click on the box "For Grantees Only" on the right side of the screen. From this page, select your grant area. You can also access this page directly at: https://connect.ncoa.org/for-grantees.

This content on these pages is arranged chronologically backward, with the most recent events/posted tools appearing at the top of the list.

Get Technical Support

Click on the "Tech Support" page link in the left-hand menu to get answers to common questions about webinar registration, accessing live and recorded sessions, connecting to a live webinar or conference session, and recommendations for audio/video settings.

Sign Up for Notice of Events

Stay up-to-date on future events by signing up at https://www.ncoa.org/get-involved. (Scroll to bottom of page for e-news subscription.