



## NYSNA E-LeaRN Classes

Registration for ALL in person and online NYSNA classes and workshops will be on the new NYSNA E-LeaRN platform. Read the instructions below for how to create your E-LeaRN account and sign up for classes today!



## How to register

### Initial/First-Time Registration:

1. Go to: <https://learning.nysna.org/topclass>
2. Click Register (first visit ONLY).

**IMPORTANT:** Store your username and password in a secure area only you have access to.

3. Complete/enter all data in the provided fields.

**LICENSE NUMBER:** If you do not have a license number, please enter a zero.

4. Click REGISTER ACCOUNT - You will receive an email confirmation. (Check junk folder if necessary).

**PAYMENT NOTICE:** If you are a NYSNA member, enter your member ID number to receive your discount.

**If your school/employer has provided a Reference Code, please enter it at checkout to apply.**

**NYSNA members should not be charged for any E-LeaRN offerings. If you are being charged, contact us before proceeding.**

**Need your NYSNA member ID number?** Visit [www.nysna.org](http://www.nysna.org). Login or create an account, then click on "My Membership" in the top right hand corner and you will see your Member ID listed.  
CALL (212) 785-0157, ext. 285  
EMAIL [membership@nysna.org](mailto:membership@nysna.org)

### Register

Register New User Account ✕

Step 1 of 2 ● ○

ⓘ - Fields marked with \* must be completed to create a new valid user account  
- You can modify your user account details after creation via your Profile Settings

\* Login name:

\* Password:  
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\* Email:

\* First name \* Last name

\* Date of Birth:  
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\* License Number:

By registering an account, you agree to the [Conditions of Use and Privacy Notice](#).

Cancel Next

# How to sign-in for a workshop or enroll for a course

## Account Sign-in for Workshop/ Course Enrollment:

1. Go to: <https://learning.nysna.org/topclass>
2. Click SIGN IN - Enter your username and password.
3. Search for educational offerings! Click on BROWSE CATALOG or search using keywords with the magnifying glass icon.
4. Click on the course title for details/information/link to enroll or click ENROLL for immediate registration.

**PLEASE NOTE:** If the course has already been filled, you will have the option to be placed on the waitlist. Should a seat open, requests are filled in the order of receipt.

IMPORTANT: Browser/device will determine how these options appear to you. If you are experiencing difficulty, please try an alternate device and/or browser.

The screenshot shows a user interface for a learning center. At the top, there is a 'Sign in' button. Below it is a 'Browse Catalog' button with a right-pointing arrow. The main content area displays a course card for 'Using Safe Patient Handling Techniques to Speed Up and Improve Patient Care'. The card includes a 'BLENDED' label, a star rating of 0, a description of the course content, a price of '\$0.00', and an 'Enroll' button with a checkmark icon. There are also links for 'View Credits Awarded (2)' and 'Certificate awarded'.

## How to access a workshop/course

### For Zoom Workshops:

1. Click "Zoom Access" to register for each day's Zoom session.
2. On your Learning Center, click "Attend" on the Zoom Access to join the workshop when it begins.
3. Click "Go to your Learning Center."
4. Click the title of your workshop on the CURRENT tab of your Learning Center.
5. Click "Pre Test" and complete before the course begins.

### For Self-Paced State Mandated Courses:

1. You may now begin course material. No Zoom Access is required.
2. Complete at your own pace. You will be granted 60 days to complete the course requirements.
3. Click the title of your course on the CURRENT tab of your Learning Center.
4. Click "Go to your Learning Center."

IMPORTANT: If the course is incomplete after 60 days, it will result in the need for course renewal at your own expense.

## PRIOR TO THE WORKSHOP

To access each Zoom Session for your online workshop, you must complete these registration steps.

1. Log in to your E-LeaRN account.
2. Click "Go to your Learning Center."
3. Click on the title of your workshop.
4. Click on "Zoom Access [Registration Required]."
5. Click "Register for Session."
6. On the right, click "Choose Session," then click "Enroll." You will receive a confirmation message.
7. Return to your Learning Center. "Zoom Access" will now appear as a Learning Item, with a button to click "Attend."

**IMPORTANT:** If your workshop is more than one day, there will be more than one "Zoom Access" listed. Repeat these steps to register for every day of your workshop.

## Handouts

**DOWNLOAD and SAVE/PRINT the handouts for the workshop – they will not be available elsewhere.**

1. Log in to your E-LeaRN account.
2. Click "Go to your Learning Center."
3. Click on the title of your workshop.
4. Click the RESOURCES tab.

## DAY OF THE WORKSHOP

1. Click ATTEND to automatically join the Zoom session.
2. Log in to your E-LeaRN account.
3. Click "Go to your Learning Center."
4. Under the CURRENT tab, find the Learning Item that says "Zoom Access" for that day of your workshop.
5. Repeat for each day of the workshop, if applicable.

## AFTER THE WORKSHOP/ COURSE

1. Log in to your E-LeaRN account.
2. Click "Go to your Learning Center."
3. Click on the COMPLETED tab.
4. Find your completed workshop or course.
5. Download your certificate(s).

**IMPORTANT:** You will be able to access your certificate(s) at any time from your NYSNA E-LeaRN account.

**WE'RE HERE TO HELP!** Please contact us with any questions about setting up your account, registering, or enrolling for courses. CALL – (212) 785-0157, ext. 377 or EMAIL [courses@nysna.org](mailto:courses@nysna.org)

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