

## How to set up your RA Online Training Account through ACUHO-I

1. Start by going to <http://www.acuho-i.org/> and clicking “Login” in the top-right part of the screen. You will be sent to a log-in page. Click the option to “Create Account”.

You should see the following:

**Are you new to ACUHO-I?**

Create a user account to connect with ACUHO-I. Complete the required information below. If you do not have a postal code, please enter "N/A."

First Name: \*

Last Name: \*

Email: \*

Postal Code: \*

2. Enter your first name, last name, and full Curry email.
  - The postal code is your zip code
3. You will then be asked to complete your ACUHO-I profile. Necessary fields include phone number, address, and demographics.
  - For the “Organization Information” section, please indicate that you are affiliated with Curry College
4. Click on [this link](#) (make sure you are still logged into your account after clicking this link)
5. You should be on the webpage for ordering the RA 101 Online Training Course and see this at the bottom:

Price: **\$50.00**

Member Price: **\$50.00**

Quantity:

6. Click “Add to Cart”, then go to “Check Out” on the right side of the screen.
7. In the check-out screen, there is an option to “Apply Discount/Promo Code”.  
**Enter this code: RA101CURRY** to make the price go to \$0.00. Then finish the check-out process.
8. You will get a confirmation email for your “purchase”, along with instructions for accessing the online course.
9. To start working on the online course, go to the ACUHO-I home page → Online Courses tab → My Courses. You will see “Being an Resident Assistant 101” and can begin.
  - a. **Before beginning the course, please make sure to complete the Online Training Pre-Test**

If you have any questions about registering for, accessing, or completing the course, please feel free to contact Dan Cline, Melynda Heying, Mia-Kay Fuller, or Sean Modri. Thanks for reading!