NABIP Course User Guide

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How to Access Your Course

Here are step-by-step instructions to access your course in the Online Learning Institute (OLI):

1. Visit the OLI at https://nabip.inreachce.com/. You can also access the OLI on the NABIP website by selecting "Online Learning Institute" under Professional Development in the mega drop down menu.

2. In the upper right hand corner it will say "Hello, Guest." Place your cursor on the text for the Sign In drop down menu to appear. Click on the Sign In button. On the Sign In page, enter your username and password. If you are a NABIP member, use your member login. If you require assistance with your login credentials, please email professionaldevelopment@nabip.org or call NABIP's helpdesk at 844-257-0990.
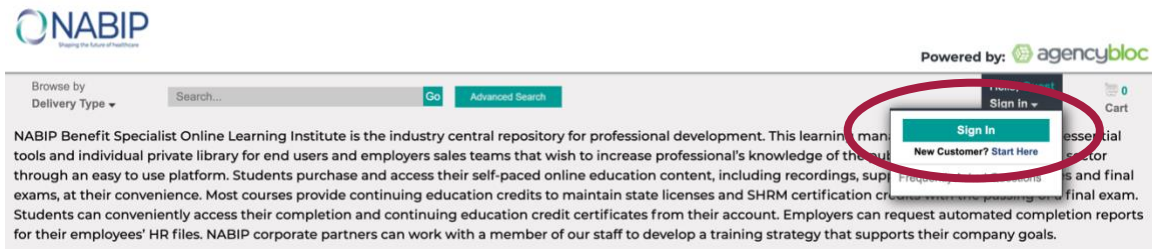
3. Once you login, you will be redirected to your My Products page where your course is available. You can also put your cursor over "Hello, [First Name]" to view your account drop down menu.
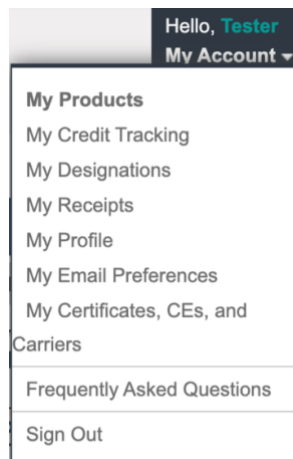
How to Complete Your Course

Here are step-by-step instructions to complete your course in the Online Learning Institute (OLI):

1. On the My Products page in your Online Learning Institute account, click the green Play button of the first module to start your course. A pop-up window with the recording will appear. You may stop the recording and pick back up where you left off at a later time.

2. After you watch the recording, click on the Quiz/Tracking button.

3. A pop-up window will appear. Take the quiz/post-test and then click the Close button to proceed to the next module.

ACA and Beyond - Chapter 01 - Hello, ACA
OnDemand

To receive your Certificate for this course you must:

1. **Complete all of the Required Certification steps below.**
2. **Click the "Get Certificate" button when it becomes available.**

Certificate Steps:

⊟ Participation Tracking   Required

OnDemand: 0.00% Complete, 90% Required

⊞ Post-Test   Required

[Close]

4. The last module of your course will be the final exam. When you click on the green Play button, a pop-up window will appear. It will ask if you are taking the course for continuing education credits. Select the appropriate option. If yes, it will ask you for your professional information so that we can file your CE credits with your state Department of Insurance on your behalf.

   The final exam cannot be paused for completion at a later time. It must be finished in one sitting. If you do not pass, you can retake the final exam at no additional charge. There is no limit on the number of times you can attempt the final exam prior to its expiration. The final exam will no longer be available after the expiration of the training.

5. After you complete the final exam, a certificate of completion will be emailed to you.