

Apartment Association of Fort Wayne & NE Indiana Online Training Instructions



Step 1 – Establish Membership:

Each student must have a unique membership account at Grace Hill in order for us to track individual performance. If you have not yet signed up for your membership:

- Visit the Apartment Association of Ft. Wayne & NE Indiana website at www.apartmentsfortwayne.com.
- Click on the “Association Information” tab on the top of the screen; under “Member Services” select “Education”.
- Next click on the “Online Training” button.
- Click on ‘Visitors’.
- Complete the registration form with proper capitalization using your company name, community address and community phone number.
- During this process, you will choose a personal **User ID** and **Password**. You will need your User ID and Password each time you enter Grace Hill.
- Select a password reminder question from the dropdown and type in the answer to your question.
- Click ‘Yes’ to ensure you receive correspondence from Grace Hill. (I.e. course completion certificates, monthly newsletters, new course announcements, etc.)
- Click ‘Continue’ and the system will ask you to verify your information. If correct, print this page for your records, then click ‘Next’ to enter Grace Hill.
- You have now established your membership. For all future visits, simply click ‘Members’ when you access the site from www.apartmentsfortwayne.com and enter your chosen User ID and Password when prompted.
- **You must access Grace Hill via the www.apartmentsfortwayne.com website to obtain NAAEI continuing education credits, as only courses completed via this portal are eligible.**

Step 2 – Access Learning Center:

Once on the Grace Hill website, choose ‘Learning Center’ from the menu bar on the left side of your screen.

Begin Training:

- If you are ready to start taking a course click on ‘Begin Training’.
- Enter the **Training Code** provided by your company or enter a credit card number, then click ‘Continue’.
- Click the ‘Start’ button next to the course title you wish to take.
- Choose your **Community** and **Job Position** from the dropdown menus, then click ‘Continue’.
- When exiting a course prior to completion, simply choose ‘Exit’ in the bottom right corner of your screen. The system will prompt you to access your last location upon your return.

My Certificates:

- If you would like to view/ print/ email your training transcript or receive a duplicate Certificate of Achievement click on ‘My Certificates’.



For questions regarding accessing the online training or other technical support, contact Grace Hill's Help Desk at (866) GRACEHILL.