Asthma and Allergy
Foundation of America

Asthma Management and Education Online (AME-O)
Registration and Access Instructions

Instructions for First Time Users

To access this free course follow the steps below. **Please print these instructions for your reference.**

1. Go to this website: **www.mylearningcommunity.com**
2. Click on the blue "Click here to register" tab located on the left side of the page in the Log In box.
3. Complete the "Create a User" form to create a new account. The (*) denotes all required items.
4. Create a unique user name and password. **You will need these items to access your account in the future.** Write them down here: Username: _____ Password: _____
5. To complete the "Group Code" field enter the two-letter abbreviation for the state in which you live (for example, enter FL for Florida). **If you do not live in the United States, Canada or Puerto Rico please enter INT as your group code.**
6. To complete the "Organizational Code" field enter the letters AAFA.
7. Once the form is completed, click "Submit" located on the bottom right of the page.
8. When the Home Page appears, click on the "My Desktop" tab at the top of the page.
   a. Select "View All Courses"
   b. Select the appropriate course as instructed below:
      1. Respiratory therapists must select, "Asthma Management and Education RT"
      2. Nurses and all other other health professionals, select "Asthma Management and Education RN"
   c. Select a module from the menu on the left to begin.
9. When you have successfully completed all 12 modules and all evaluations click on "View CE Completions" to view and print your certificate.
10. Respiratory therapists who are members of the AARC must provide their name and license number in the learner survey at the end of the course to receive AARC credit. This does not apply to non-AARC members.

Instructions for Returning Users

At any time you may exit the course and your work will automatically be saved.

1. **www.mylearningcommunity.com**
2. Enter your name and password in the blue Log In box on the left side of the page and then click "Submit."
3. When the Home Page appears, click on the "Student Desktop" tab at the top of the page.
   a. Select "View All Courses"
   b. Select the appropriate course as instructed below:
      1. Respiratory therapists must select, "Asthma Management and Education RT"
      2. Nurses and all other other health professionals, select "Asthma Management and Education RN"
   c. Select an incomplete module from the menu on the left to continue where you stopped last time.
4. When you have successfully completed all 12 modules and all evaluations, click on "View CE Completions" to view and print your certificate.
5. Respiratory therapists who are members of the AARC must provide their name and license number in the learner survey at the end of the course to receive AARC credit. This does not apply to non-AARC members.

Continuing Education Credits

This program has been approved for 7 CE credits by the American Nurses' Credentialing Center's Commission on Accreditation (ANCC) and 7 CRCE hours by the American Association for Respiratory Care (AARC).

For more information or assistance please email Programs@aafa.org or call 1-800-7ASTHMA (1-800-727-8462).