



Employees Instructions: Accessing in2vate

Go to www.in2vate.com/cna. This is the page where you will log in each time.

If you already have a user ID and password, enter them on the right side in the labeled boxes. Your *User ID* and *Password* are case sensitive. Remember to type them in exactly as you did when you first registered. Then, click the **Login** button (or hit the ENTER key on your keyboard). The H.R. Web Training Home Page will appear.

If you do not have a User ID and Password, you should have been given an “access code” for your organization. If you have an access code, click “**Click Here to Sign Up for an Account**” on the top left side. Please enter your organization’s access code in the box and click **Continue**.

NOTE: You do not need to make a selection from the pull-down menu if you have an access code. If you do not have an access code, contact your HR Manager or the person who directed you to this website.

After you have entered your access code, you will be asked to confirm that your organization name is displayed. If this information is correct, click **YES**. If it is incorrect, click **NO** and proceed to enter your access code correctly. If this information is incorrect again, please contact the person who gave you the access code. After you confirm your organization’s information, read the Privacy Statement and click **Continue**.

Next, you will create your own personal account. Type your first and last name in the boxes. Please enter your email address if you have one to ensure notification when new training is available or to help you retrieve your user ID and password in the event that you forget them. If you do not have an email address, click **No email?** Finally, enter your desired password. The password must be at least 4 characters and can include numbers. The password is case-sensitive. Click **Continue**.

Now, you will be instructed to “Select your User Profile.” Your administrator should have instructed you which profile to select, either A or B. If you do not know which profile to select, please contact your administrator. Click **Continue**.

Next, you will be asked about the state in which you are employed. If you are employed in California, select **YES** in the pull-down menu. If you are not, select **NO**. This is to ensure that the correct training is assigned to you if it is applicable. Click **Continue**.

Finally, you will be given your individual User ID and Password for H.R. Web Training. Please be sure to save this information, because you will need to enter it each time you log in to the site. It is case-sensitive. You may now click **Login** to enter the site immediately or click **Exit** to return to the H.R. Web Training Homepage. Please click **Print** if you would like to print a copy of your personal login information.