

# VLab Book Bundle Registration Instructions

Thank you for purchasing the VLab Book Bundle! Please follow the steps below to redeem your access code and receive your VLab enrollment:

## Step 1: Log into the AHIMA web store Redemption Center

Go to the AHIMA web store Redemption Center ([my.ahima.org/redeem](http://my.ahima.org/redeem)) in your web browser and either log in with your existing AHIMA credentials or create a new **FREE** AHIMA account.

The screenshot shows the AHIMA web store Redemption Center interface. At the top, there is a navigation bar with links for AHIMA.ORG, ENGAGE, HIM LIBRARY, ACADEMY, and AHIMA PRESS, and a blue button for AHIMA STORE. Below the navigation bar is the AHIMA logo and a search bar with a dropdown menu set to 'All' and a search icon. The main content area is divided into two columns. The left column is titled 'Current Customers' and contains a form with two input fields: 'Email Address or AHIMA ID' and 'Password'. Below these fields is a red 'Sign In' button and a link for 'Forgot your password?'. The right column is titled 'New to AHIMA?' and contains a form with four input fields: 'First Name', 'Last Name', 'Email Address', and 'Password'. Below these fields is a 'Confirm Password' field and a gray 'Create Account' button.

## Step 2: Redeeming your access code

On the Redemption Center page, type in the access code from this card into the “Promotional Code” box, then click “Apply” to redeem. A gray screen that says “Applying Promotional Code” will appear for a few seconds.



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## Redemption Center

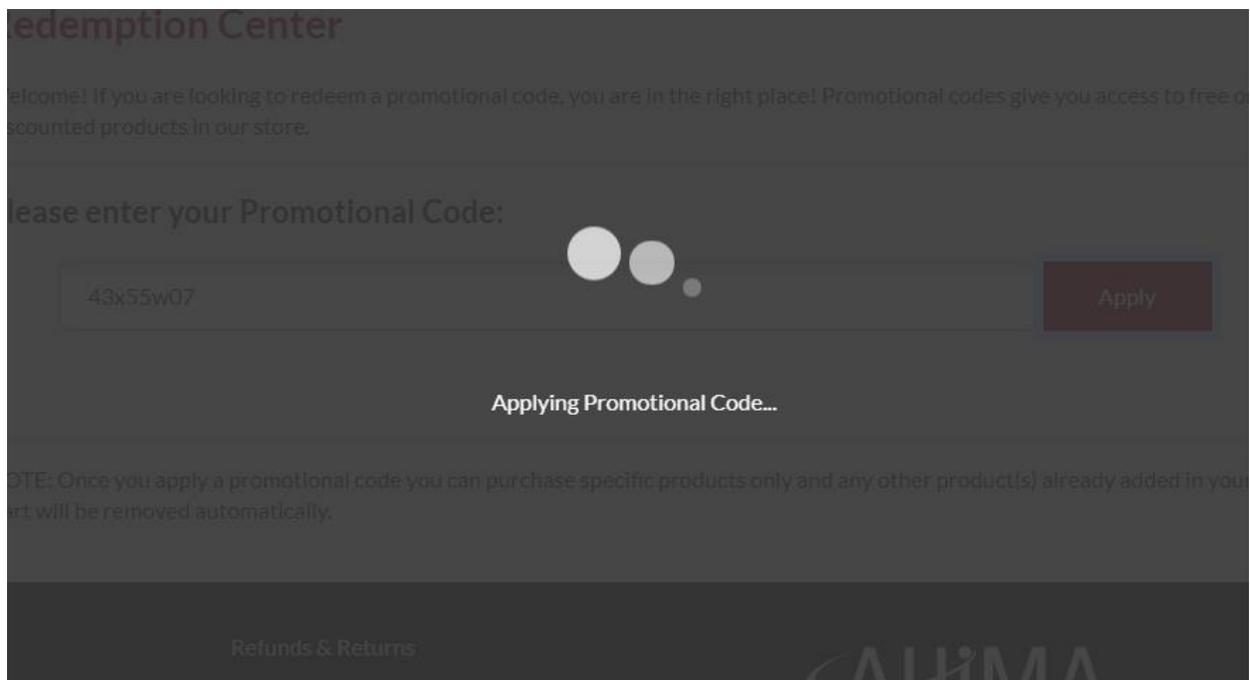
Welcome! If you are looking to redeem a promotional code, you are in the right place! Promotional codes give you access to free or discounted products in our store.

Please enter your Promotional Code:

Promotional Code

Apply

NOTE: Once you apply a promotional code you can purchase specific products only and any other product(s) already added in your Cart will be removed automatically.



### Step 3: Choosing your VLab-affiliated school from the predictive text field

After the “Applying Promotional Code” screen disappears, you will be sent back to the Redemption Center where a drop down box will appear asking you to Select your College. Click on the drop down box

and scroll down until you find your school, if it is listed please select it then click the Confirm button to continue. You need to **choose your correct school** in order to be placed in the correct VLab roster.

**If your school does not appear as an option** your school may not have an active VLab subscription. Please stop the registration process and contact your instructor immediately so the administration can contact AHIMA about the issue. Once their subscription has been made active, the school will appear as an option in the drop down box, and you can follow these steps to completion.

The screenshot shows the AHIMA Redemption Center interface. At the top, there is a navigation bar with links for AHIMA.ORG, ENGAGE, HIM LIBRARY, ACADEMY, and AHIMA PRESS, along with a MYAHIMA button. Below this is the AHIMA logo and a search bar with a dropdown menu set to 'All' and a search icon. To the right of the search bar are icons for user profile, calendar, chat, and shopping cart. Below the search bar is a horizontal menu with links for Topic, Product Category, Membership, Certification, 2018 Code Updates, and Merchandise. The main content area is titled 'Redemption Center' and includes a welcome message: 'Welcome! If you are looking to redeem a promotional code, you are in the right place! Promotional codes give you access to free or discounted products in our store.' Below this is a form labeled 'Please enter your Promotional Code:' with a text input field. Underneath the input field is a 'Select College:' dropdown menu. The dropdown menu is open, showing a list of colleges: VLAB-Allegany College of Maryland (highlighted in blue), VLAB-Albany Technical College, VLAB-Phoenix College, VLAB-Accretive Health, VLAB-AHIMA, VLAB-AHIMA Foundation, VLAB-AHIMA Individual, VLAB-Alabama State University, VLAB-Alamo Community College District, VLAB-Allegany College of Maryland (with a red arrow pointing to it), and VLAB-Alta Colleges Inc. To the right of the dropdown menu are two buttons: 'Confirm' and 'Cancel'. A red arrow points from the 'Confirm' button to the 'VLAB-Allegany College of Maryland' option in the dropdown menu. Below the dropdown menu, there is a note: 'NOTE: Once you apply... Cart will be removed au...' and a message: '...other product(s) already added in your'.

#### Step 4: Adding VLab enrollment to your cart

After confirming your school selection you will be sent to the VLab Enrollment Codes product page. Please note that the price shown to the right of the page will not reflect your 100% discount; that will be applied once you add the product to your cart.

Click the “ADD TO CART” button to add VLab to your cart, and then click the cart icon in the upper-right of the screen to access your cart. In your cart you will see that the discount the VLab Enrollment Code has been applied, and the total for the order (assuming you only have VLab in your cart) will be \$0.00. Click the “CHECKOUT” button to continue.



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Topic Product Category Membership Certification 2018 Code Updates Merchandise

Promotional code has been applied. Find products Remove

### VLAB Enrollment Codes



Product #  
**VLAB\_STUDE**  
Category  
**VLAB**

#### VLab Student Enrollment

STOP! IF YOU REACHED THIS PRODUCT PAGE BY SEARCHING DIRECTLY FOR VLAB, INSTEAD OF USING A PROMOTIONAL CODE THAT SENT YOU TO THE PRODUCT PAGE, DO NOT CONTINUE!

NEAR THE TOP OF THIS PAGE GO TO "PRODUCT CATEGORY" AND CLICK "VLAB" TO REACH THE PROMOTIONAL CODE PAGE. ASK YOUR INSTRUCTOR TO PROVIDE YOU WITH THE CODE (WILL LOOK LIKE "VLRandomCommColl"), SUBMIT AND THEN ON THE NEXT PAGE YOU CAN PURCHASE VLAB AS NORMAL.

YOU MUST USE A PROMOTIONAL CODE (PROVIDED BY YOUR INSTRUCTOR) TO PURCHASE VLAB ACCESS DIRECTLY. IF YOU FAIL TO DO SO YOU WILL NOT RECEIVE THE ENROLLMENT TO YOUR ACCOUNT, AND WILL NEED TO SUBMIT A SUPPORT TICKET IN ORDER TO RECEIVE THE ENROLLMENT YOU PAID FOR.

Member Pricing  
~~\$100.00~~

Your Price  
**\$110.00**

**ADD TO CART**

Your discount will be applied at checkout.



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Promotional code has been applied. [Find products »](#)

Remove

ITEMS IN YOUR CART (1)			CART SUMMARY	
Product	Price	Qty		
<a href="#">VLAB Enrollment Codes</a> VLAB Student Enrollment	\$110.00	1		<b>Sub-Total</b> <b>\$110.00</b>
				<b>Discount</b> <b>(\$110.00)</b>
				<b>Total</b> <b>\$0.00</b>

UPDATE CART

CHECKOUT

**Step 5: Order completion**

Confirm the total for your order is correct, and any shipping or billing information (if you had anything other than the VLab enrollment in your cart). Click either of the "PLACE ORDER" buttons and your free VLab enrollment will automatically be sent to the LMS attached to the account you used to log into the store.

AHIMA.ORG ENGAGE HIM LIBRARY ACADEMY AHIMA PRESS MYAHIMA

AHIMA Search for products

Topic Product Category Membership Certification 2018 Code Updates Merchandise

Promotional code has been applied. Find products » Remove

SHIPPING ADDRESS	
- Select an address -	▼
ADD NEW	

BILLING ADDRESS	
- Select an address -	▼
ADD NEW	

REVIEW ORDER	
<b>VLAB Enrollment Codes</b>	<b>\$0.00</b>
VLAB Student Enrollment Price: <b>\$110.00</b> Qty: 1 Discount: <b>\$110.00</b>	
PLACE ORDER	<b>Total: \$0.00</b>

CART SUMMARY		Edit
Sub-Total	<b>\$110.00</b>	
Discount	<b>(\$110.00)</b>	
Estimated Tax	<b>\$0.00</b>	
Shipping	<b>\$0.00</b>	
<b>Total</b>	<b>\$0.00</b>	
PLACE ORDER		

### Step 6: Accessing your enrollment via the Learner Community LMS

To access your VLab enrollment, please go to [academy.ahima.org](http://academy.ahima.org) in your web browser and click the “My Learning” link near the top of the page. If you are asked to log in, please use the same AHIMA credentials you used to log into the web store because that is the account you used to enroll in VLab. You will then be taken to the My Learning page, and you should see the VLab course ready and waiting! Your VLab access lasts for 365 days **from the date you confirm your VLab purchase** through the web store (NOT from the date you bought the book).

Log In / Register

**AHIMA** | **ACADEMY** | Home | For Educators ▾ | Help & Support ▾ | My Learning 

## Welcome to the AHIMA Academy

The AHIMA Academy is committed to the lifelong learning of HIM professionals and seeks to provide the industry with a range of best in class learning opportunities for knowledge coding, leadership and management, healthcare, and emerging trends.

We are committed to bring a wide range of learning opportunities to our audience including online learning, events, conferences, publications, and practical hands on experiences.



## Enrollment Codes

If you need to redeem an enrollment code please click [here](#).

**New User and Administrator Instructions**

- [User Instructions](#)
- [VLab Instructors](#)
- [Corporate Admin Instructions](#)
- [VLab Guide](#)

**Journal of AHIMA**

Telemedicine Expands Reach of Small Physician Practices

 Gregory ▾ 

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### ANNOUNCEMENTS:

Your pop-up blocker will prevent your test results from appearing. See [How to turn off the pop-up blocker](#) for more information.

### Enrollments:

All Enrollments | [Cancer Registry Program](#) | [Coding Basics](#) | [Biomedical](#) | [ICD-9](#) | [Exam Prep](#) | [ICD-10 A&P Focus](#) | [CDI](#) | [Coding Issues](#) | [ICD-10-CM](#)

[ICD-10-PCS](#) | [ICD-10 Cases](#) | [Privacy and Security](#) | [Assessments](#) | [Faculty Development](#)

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GO



**VLab Academy**  
Last seen: 5 days ago

Completion Requirements:

33 of 65 required items completed.

Close date: 2/7/2018

[Archive](#)

### Need Some Assistance?

If you have any issues with logging into academy.ahima.org or the AHIMA web store, creating an AHIMA account, or redeeming your access code, please contact **AHIMA Customer Relations** at info@ahima.org, or 800-335-5535.

If you have any technical issues within VLab itself or its related applications within, please contact the **24/7 VLab Help Desk** via the online support portal at <http://ahima.echelp.org/>.

**DO NOT** contact AHIMA Customer Relations for VLab technical issues, as they will not be able to assist you and will direct you to the VLab Help Desk for further assistance.