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) in your web browser and either log in with your existing AHIMA credentials or create a new **FREE** AHIMA account.

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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Topic   Product Category   Membership   Certification   2018 Code Updates   Merchandise
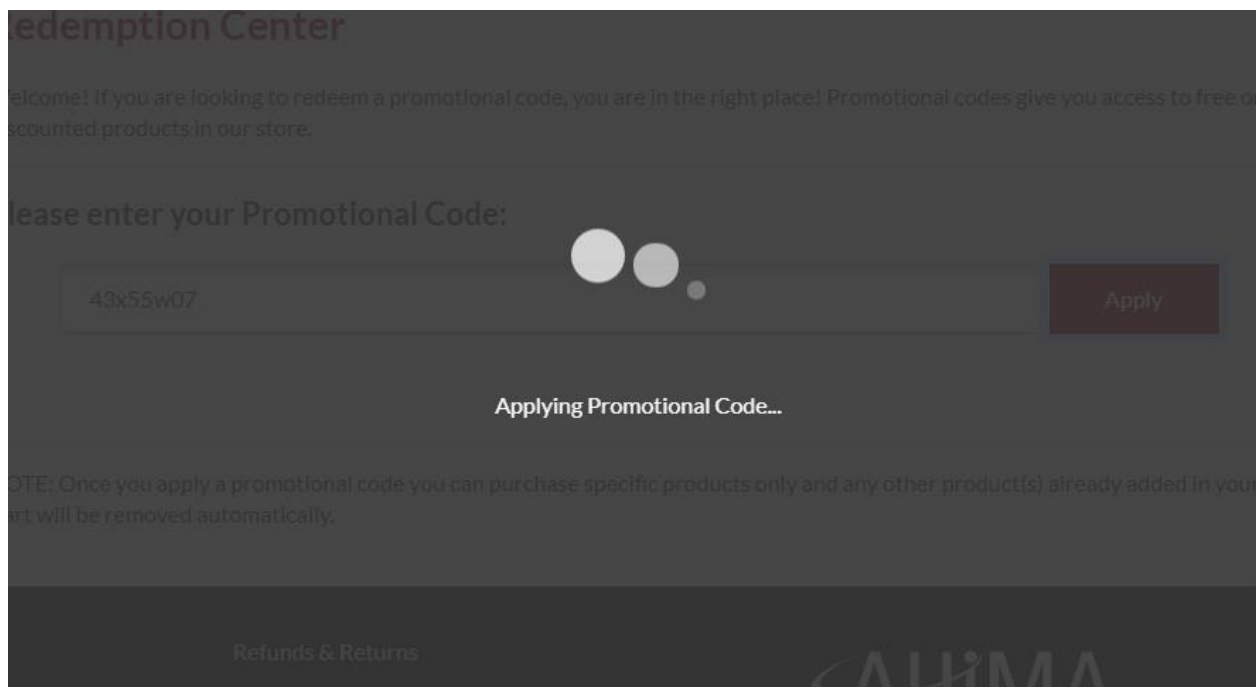
Redemption Center

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.

Redemption Center

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43x55w07

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Applying Promotional Code...

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Refunds & Returns

AHIMA

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.

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

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.

Product #
VLAB_STUDE

Category
VLAB

Member Pricing
~~$100.00~~

Your Price
$110.00

ADD TO CART

Your discount will be applied at 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.

Step 6: Accessing your enrollment via the Learner Community LMS

To access your VLab enrollment, please go to 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).

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.