

GETTING STARTED TOOLKIT

Set Up Your Organization In Three Easy Steps!

Step 1: Notify your employees

Open the [Employee Notification Email Template](#), which makes it easy for you to send an announcement about the availability of online training to your staff. (The memo also lets your employees know to expect an email containing their personal Login ID and password.)

Step 2: Add HAI Group Online Training to Your Safe Senders List

To ensure that our emails reach your organization, contact your IT Department and have them add the following domains and IP addresses to your approved senders list:

- housingcenter.com / 144.121.30.72
- www.htvn.org / 38.103.3.36

Step 3: Make sure everyone has a user profile

Make sure each of your employees has an HAI Group Online Training (aka HTVN) user profile by adding them to the **Profile Request Form** ([Click here](#) to open the form.) Email the completed form to OnlineTraining@HousingCenter.com. Each employee on the list will receive an automated email containing his or her personal Login ID and Password.

Bonus Step: Become a system pro!

[Enroll](#) in our live **Getting Started Webinar**. In just 60 minutes, you'll master all the essential functions, including:

- Managing your profile
- Assigning courses
- Group viewing
- And more

To request additional assistance with this toolkit, email onlinetraining@housingcenter.com.