Virtual Lab (VLab) Registration Process

Below is a link to a Webcast that will walk you through the registration process:

**AHIMA Student Registration Webcast Recording:**

Directions for Student Registration Webcast:

URL: [https://www118.livemeeting.com/cc/ahima/view](https://www118.livemeeting.com/cc/ahima/view)

Name: your own name

Recording ID: VLab Student Registration

Recording Key (if required): No recording key is required

Click “View Recording”

At the next screen, you may select either High-Fidelity Presentation or Live Meeting Replay to listen to the webcast.

In case you did not or could not access the Webcast, here are the steps that are required for the Virtual Lab Registration:

1. Purchase VLab Access Code from AHIMA (refer to Order Form in Week 1 VLab folder) or purchase online via: [https://secure.ahima.org/vlab/login.aspx](https://secure.ahima.org/vlab/login.aspx)

2. As reviewed in the Webcast, you will receive an email from AHIMA acknowledging your purchase. It will include an Access Packet that you must download using WinZip. The packet includes:
   a. VTMS Student Training Guide
   b. 2008 Software & Function List
   c. VLab Application Log In Instructions
   d. Student Enrollment End User Guide
   e. Virtual Lab Access Code
   f. VLab Technical Requirements

3. Your instructor will create a separate registration for you in the VLab, linking you to SCCs access. This will generate another email to you with further instructions. If you have NOT purchased your access code, you will receive these emails out of sync, causing a great deal of confusion.
4. Follow the instructions in each email to gain access.

5. If you encounter difficulty, you may contact AHIMA at Virtual.Lab@ahima.org
   You may also contact me via Angel email or at fowlerc@scc-fl.edu.
   If you contact AHIMA during business hours, you are likely to get a response sooner than you
   will from me.