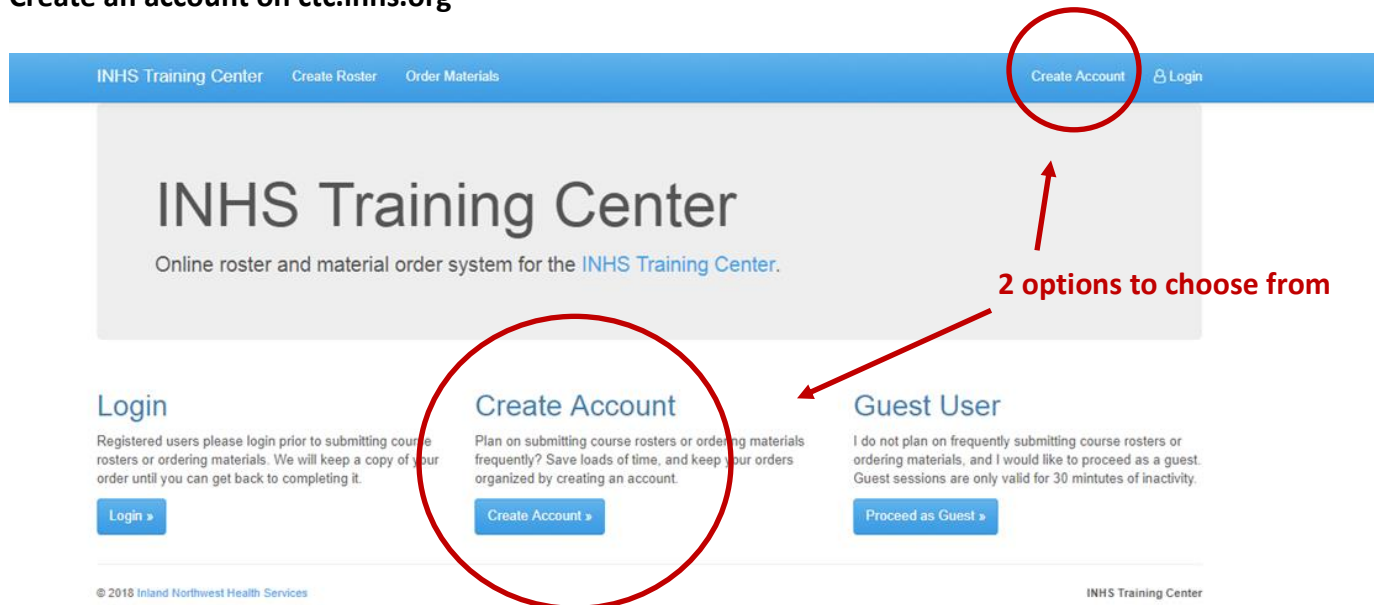


Create an account on ctc.inhs.org



INHS Training Center Create Roster Order Materials **Create Account** Login

INHS Training Center

Online roster and material order system for the [INHS Training Center](#).

Login
Registered users please login prior to submitting course rosters or ordering materials. We will keep a copy of your order until you can get back to completing it.
[Login »](#)

Create Account
Plan on submitting course rosters or ordering materials frequently? Save loads of time, and keep your orders organized by creating an account.
[Create Account »](#)

Guest User
I do not plan on frequently submitting course rosters or ordering materials, and I would like to proceed as a guest. Guest sessions are only valid for 30 minutes of inactivity.
[Proceed as Guest »](#)

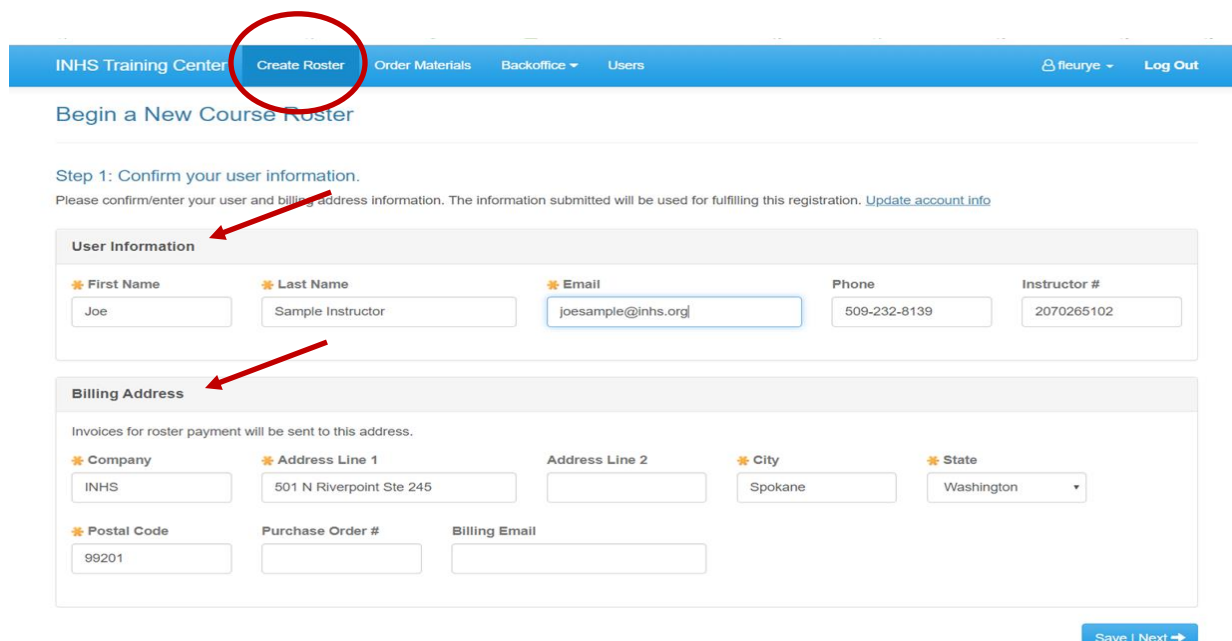
© 2018 Inland Northwest Health Services INHS Training Center

2 options to choose from

You will use this site to submit rosters, purchase class materials, and rent equipment if needed.

To Submit a Roster:

1. Log in to ctc.inhs.org
2. Select: Create Roster and confirm your user and billing information



INHS Training Center **Create Roster** Order Materials Backoffice Users fleurye Log Out

Begin a New Course Roster

Step 1: Confirm your user information.
Please confirm/enter your user and billing address information. The information submitted will be used for fulfilling this registration. [Update account info](#)

User Information

* First Name	* Last Name	* Email	Phone	Instructor #
Joe	Sample Instructor	joesample@inhs.org	509-232-8139	2070265102

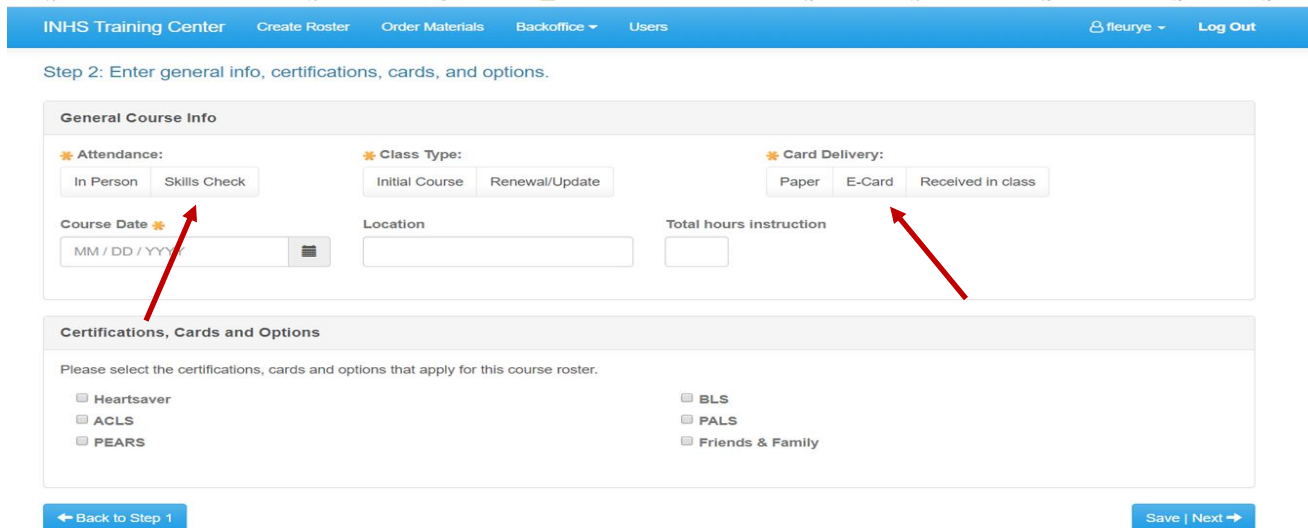
Billing Address

Invoices for roster payment will be sent to this address.

* Company	* Address Line 1	Address Line 2	* City	* State
INHS	501 N Riverpoint Ste 245		Spokane	Washington
* Postal Code	Purchase Order #	Billing Email		
99201				

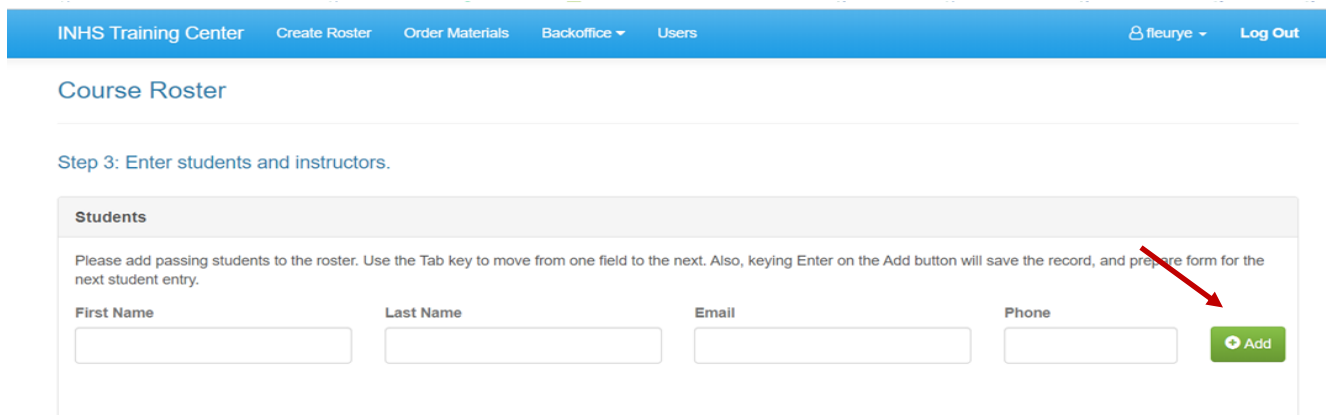
[Save | Next →](#)

3. Enter your course information



- If you enter “Skills Check” you will need to upload the student’s certificate of completion after entering students names in Step 4.
- Select E-Card (Paper are no longer available, and Received in Class is only used for Training Locations)

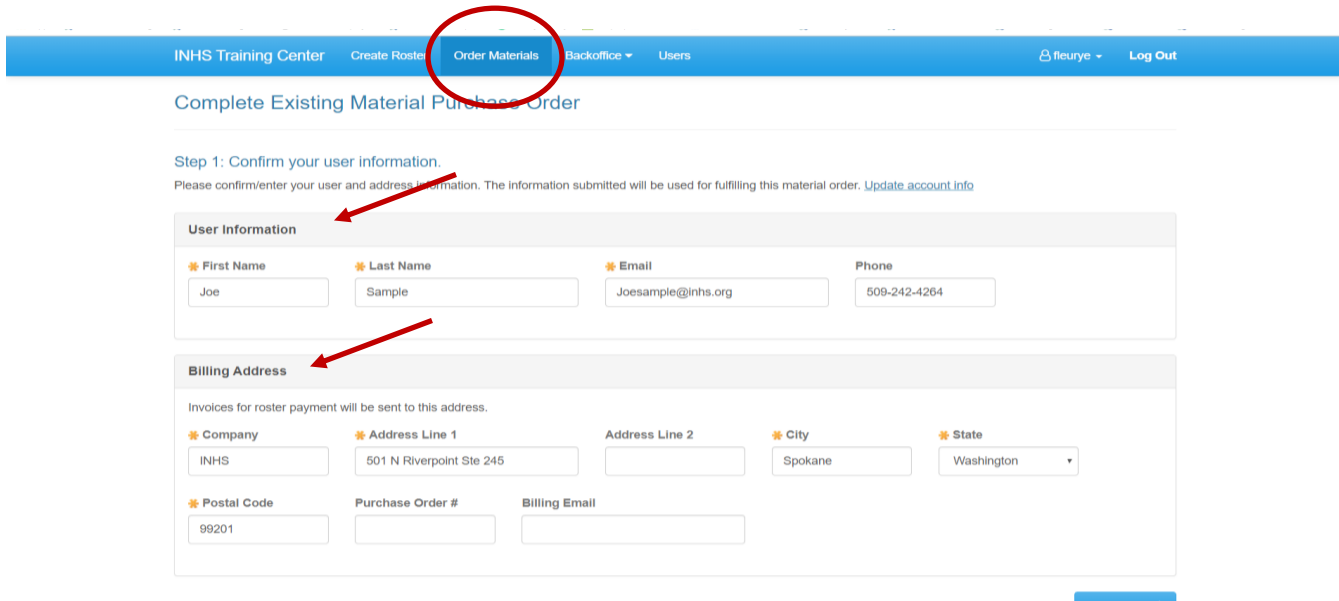
4. Enter Student Information and select “Add”



- Each student must have a separate email address
- Students must have a phone number if they want to use the Text option to claim eCard
- When finished, check for accuracy and select the “Confirm” box
- For students under 13 years old, submit a separate roster and select “Paper” card at step 3
 - Due to COPPA law the students under age 13 cannot have an eCard
- If you make a mistake once a roster is submitted, call 509-242-4264 immediately. You are responsible for any costs incurred due to a roster error.

To Order Materials

1. Log in to ctc.inhs.org
2. Select: Order Materials and confirm your user and billing information



INHS Training Center Create Roster **Order Materials** Backoffice Users feurye Log Out

Complete Existing Material Purchase Order

Step 1: Confirm your user information.
Please confirm/enter your user and address information. The information submitted will be used for fulfilling this material order. [Update account info](#)

User Information

* First Name: Joe * Last Name: Sample * Email: Joesample@inhs.org Phone: 509-242-4264

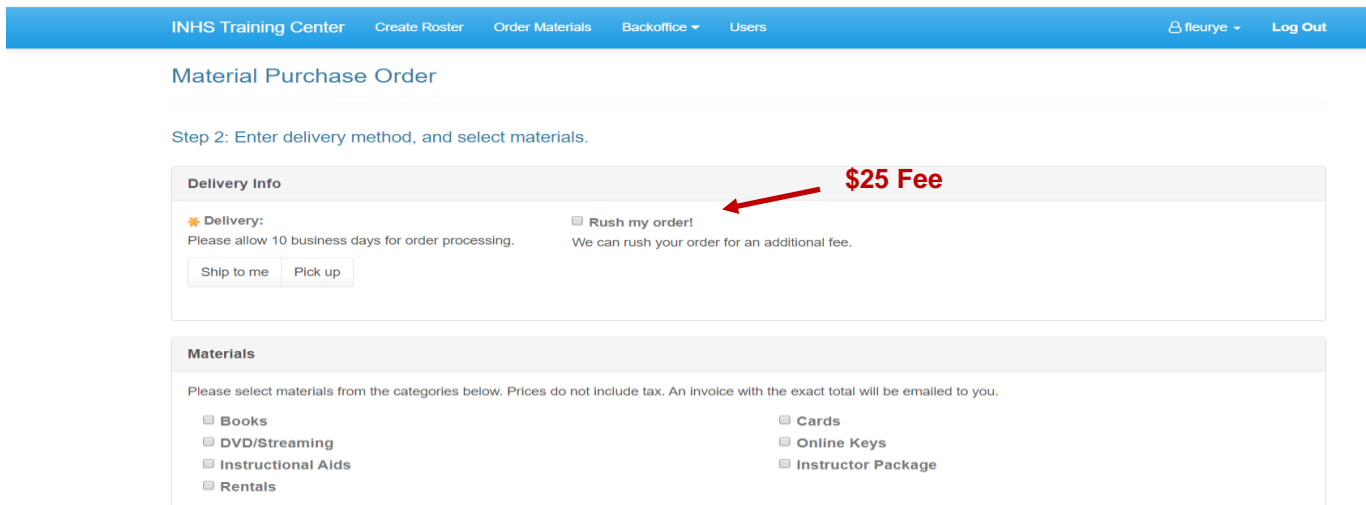
Billing Address

Invoices for roster payment will be sent to this address.

* Company: INHS * Address Line 1: 501 N Riverpoint Ste 245 Address Line 2: * City: Spokane * State: Washington

* Postal Code: 99201 Purchase Order #: Billing Email:

3. Enter your delivery method and select materials



INHS Training Center Create Roster Order Materials Backoffice Users feurye Log Out

Material Purchase Order

Step 2: Enter delivery method, and select materials.

Delivery Info

* Delivery: Please allow 10 business days for order processing. **Rush my order!** **\$25 Fee**
We can rush your order for an additional fee.

Ship to me Pick up

Materials

Please select materials from the categories below. Prices do not include tax. An invoice with the exact total will be emailed to you.

Books Cards
 DVD/Streaming Online Keys
 Instructional Aids Instructor Package
 Rentals

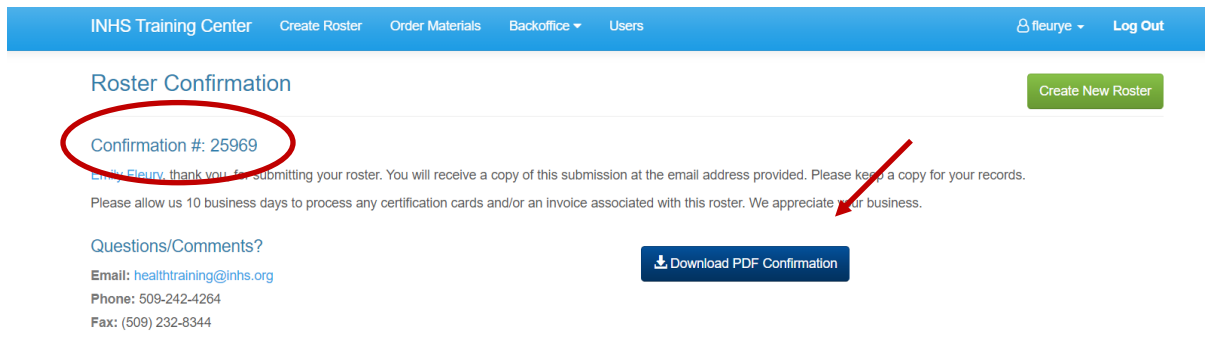
4. Review and Confirm Order

- If you order online keys for students, list the student name and email in the “Comment” section.
- *online keys must go to the students and not the instructor*

Confirmation

You will be emailed a confirmation number with any Roster or Material order.

- You can download any confirmation that you receive if needed



INHS Training Center Create Roster Order Materials Backoffice Users fleurye Log Out

Roster Confirmation

Confirmation #: 25969

Create New Roster

Thank you for submitting your roster. You will receive a copy of this submission at the email address provided. Please keep a copy for your records. Please allow us 10 business days to process any certification cards and/or an invoice associated with this roster. We appreciate your business.

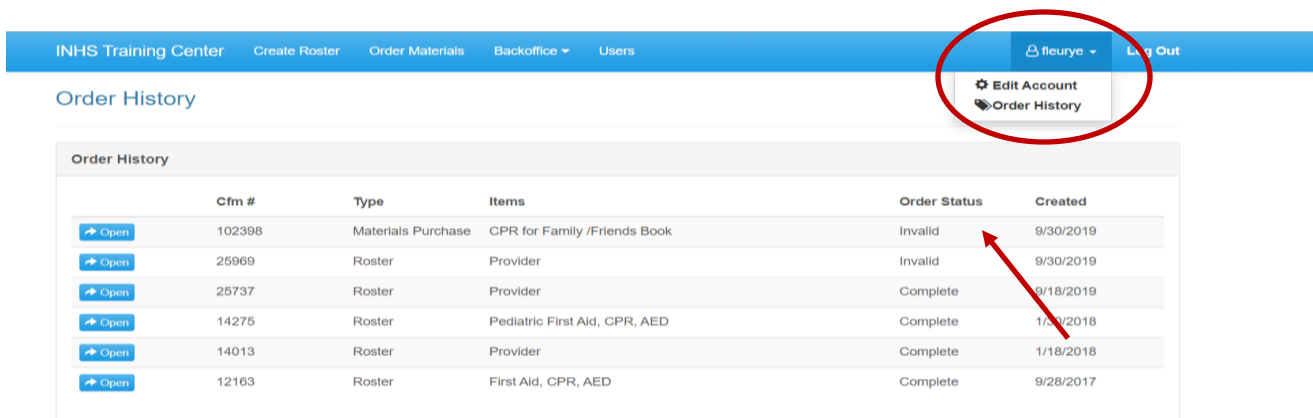
Questions/Comments?
 Email: healthtraining@inhs.org
 Phone: 509-242-4264
 Fax: (509) 232-8344

Download PDF Confirmation

An invoice will be emailed to you for the cost of the cards on your roster or the materials ordered. You can pay your invoices online, using a link from the email. You are only allowed 1 open invoice so make sure to pay promptly. See your *Policy and Procedure* document for more information.

Look Up Past Rosters and Material Orders

- Log in to ctc.inhs.org
- Select the small arrow by your name at the top right of the screen



INHS Training Center Create Roster Order Materials Backoffice Users fleurye Log Out

Order History

	Cfm #	Type	Items	Order Status	Created
Open	102398	Materials Purchase	CPR for Family /Friends Book	Invalid	9/30/2019
Open	25969	Roster	Provider	Invalid	9/30/2019
Open	25737	Roster	Provider	Complete	9/18/2019
Open	14275	Roster	Pediatric First Aid, CPR, AED	Complete	1/18/2018
Open	14013	Roster	Provider	Complete	1/18/2018
Open	12163	Roster	First Aid, CPR, AED	Complete	9/28/2017

- Select "Edit Account" to add your instructor number to be used on future orders/rosters
- Select "Order History" to pull up past rosters and orders
- If under Order Status it says "On Hold" there is an issue with the roster or your account
 - Call 509-242-4264 to correct the problem