NCA Learning Center Registration Instructions

Welcome to the new National CACFP Association **Learning Center!** This guide will walk you through registration and getting set up so you can start learning with ease.

Signing in to the New Learning Center

Signing in is simple! The Learning Center uses a Single Sign-On with your Info Hub credentials. Click the "Sign In" button in the upper righthand corner of the screen and enter your Info Hub username and password.

Once you've logged in, you can explore our Course Catalog, Training Plans, Product Bundles and more!

Registering for a Course

To register for a course, click on the **Courses** button at the top of the screen. This will bring you to our catalog of courses.

Use the filters and categories on the left to sort through course topics, or use the search bar to find specific course.

Once you've found the course you would like to register for, click on the name of the course to access the course page.Then, click **Purchase.**

In the **Your Contact Information** box, enter your email address. Click **Go**, then confirm your name and email address. Click **Continue**.

Members, to receive the member discount, in the **Your Contact Information** box, click **Log In** and enter your Info Hub username and password.

Then, complete the registration form and payment (if applicable).

Once you have submitted the form, you will see a **Click Here for Course Content** button. This link will also be sent to you in an email. Click the button to access the courses you have enrolled in.

Follow the instructions on screen to watch the course, complete any connected quiz and receive your certificate.

Registering for Paid Certificates

Some courses feature free access to the course materials, and if you would like to earn the connected CEUs, you can purchase your certificate for a small fee. For these courses, no registration is required to watch the presentation.

To purchase the certificate, click the **Purchase** button next to the certificate item after watching the presentation.

In the **Your Contact Information** box, enter your email address. Click **Go,** then confirm your name and email address. Click **Continue.**

Members, to receive the member discount, in the **Your Contact Information** box, click **Log In** and enter your Info Hub username and password.

Once you have submitted the form, you will see a **Click Here for Certificate** button. This link will also be sent to you in an email. Click the button to access your certificate.

Accessing Your Courses

You can find all of your registered courses at any point by clicking on your name in the upper righthand corner of the screen.

Click **My Activity** at the top of the page, then click on your desired course. Follow the steps on screen to watch the course, complete any connected quiz and receive your certificate.

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Accessing New Learning Center AND Live Event Certificates

You can find your certificates earned in the new Learning Center or from Live Events after July 2026 by clicking on your name in the upper righthand corner of the screen.

Click the **Certificates** tab at the top of the page. This will pull up a list of your certificates.

Click the **View Certificate** button next to your desired certificate. Then, click **Print** or **Download** to save your certificate.

Accessing Certificates from the Old Learning Center

Certificates you earned at Live Events with NCA before June 2026 or in NCA's Learning Center prior to February 2026 can be found in your **Info Hub.**

Click **Continuing Education** on the lefthand side of the screen and navigate to the **My Continuing Education** list.

Choose your desired certificate and find the **ACTIONS** column on the far right. Click the purple button under this column to bring up a box that says **Download Document for ___.**

Click on that link and the certificate will be downloaded to your device. You can also right-click the link and select **Save As** in the drop-down menu so you can choose where the certificate is saved on your computer.

Accessing Receipts in Info Hub

Receipts and invoices for all Live Events and Learning Center courses (both new and old) can be found in your **Info Hub.**

Click the **My Billing Info** tab on the lefthand side of the screen. Then, click **Billing History** at the top of the page.

This will bring up a list of all your invoices and receipts. To download a receipt, click the **Actions** button next to your desired receipt. Then, click **Download Invoice** to save to your computer.