

Guide for GOTA Members for using Aspire OT

Thank you for being a GOTA member. As part of your membership, you have access to discounted courses through Aspire OT. This guide will help you understand how to access, register, and complete these CE courses.

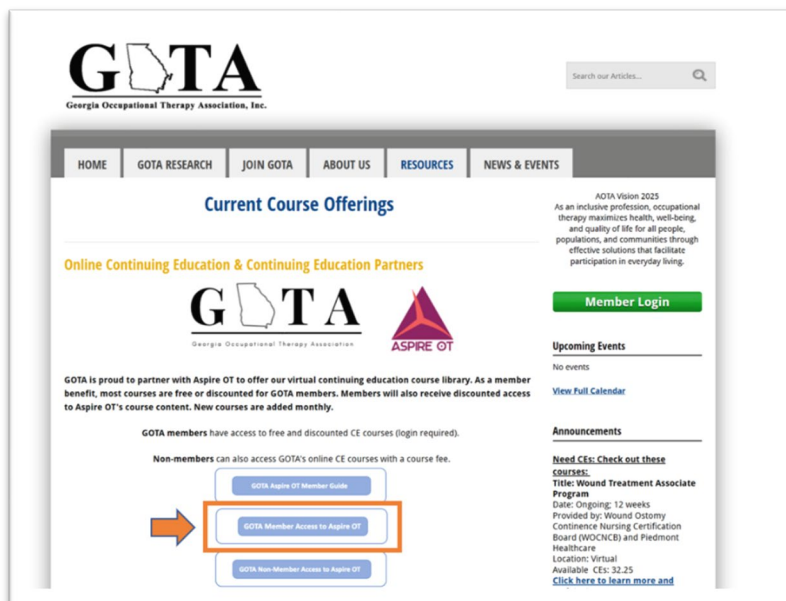
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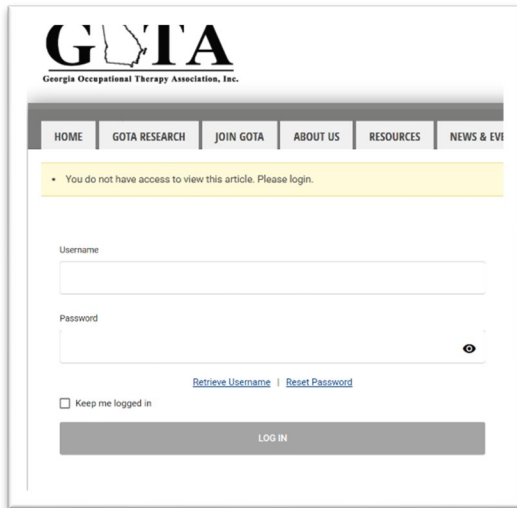
*If you are accessing a webinar on the date of the webinar, please use the #2 option above.

Shopping for a Course

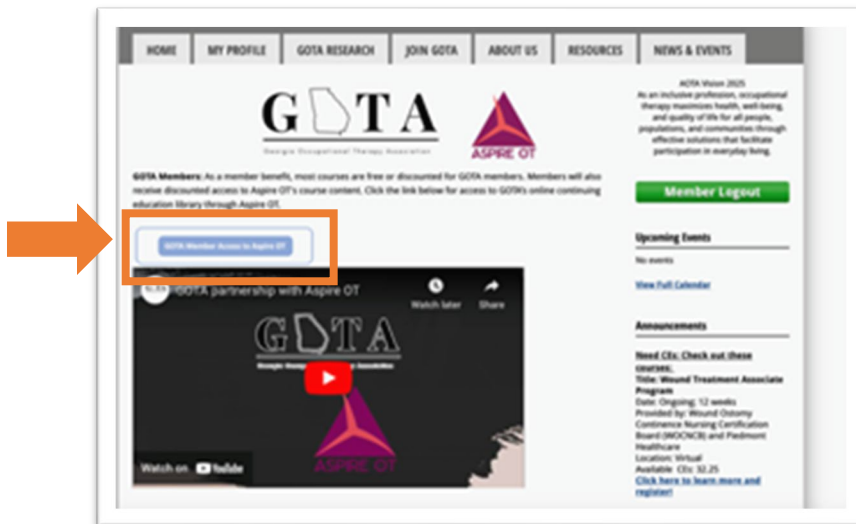
1. Visit <https://www.gaota.com/course-offerings>. You can also go to the main GOTA webpage and locate the Course Offerings section.
2. Click on “Member Access to Aspire OT” (highlighted below in orange)



3. You will need to enter in your username and password for the GOTA website. You may have created this account when you purchased your membership. If you have any difficulties with this log-in, please contact GOTA at info@GAOTA.com



4. Once logged in, you will be taken to a new webpage. Click on "GOTA member access to Aspire OT" (highlighted below in orange)



5. You will now be on the special Aspire OT webpage that is for GOTA members which reflects your discount. You may review the courses.
6. Once you choose a course to register for, click the "Enroll" button on that course card.
7. You will now be able to check out for the course.

- a. If you are new to Aspire OT, you will need to create an account with Aspire OT. This is different than your GOTA account that you used earlier. Having an Aspire OT account allows you to request any certificates you earn from Aspire OT for up to 7 years.

To create the account, you will need to type in: your first and last name, your email, a password, and check the box regarding duplicate accounts. You can enter in your state, license number, and professional role, but these are optional. Be sure to keep track of the email you use for this account so that you can request a password reset if you forget your password.

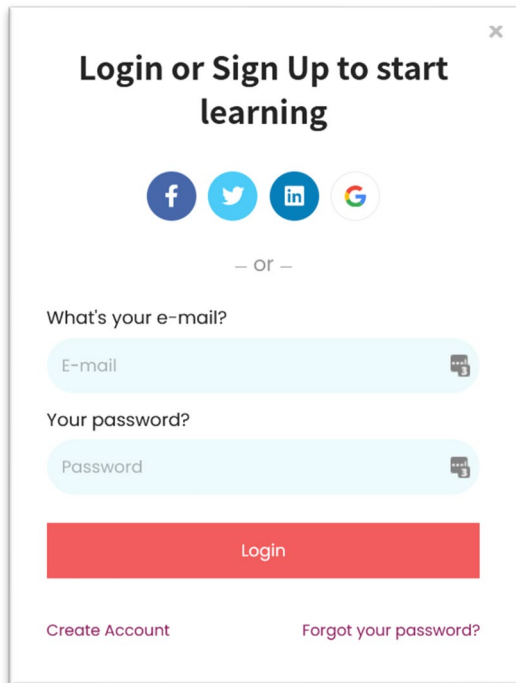
OR you can also choose to use a social media account to create your account by clicking the social media or Google icon (highlighted in yellow below) instead of entering the information above. It is VERY important that you keep track of which icon you use as you must use this icon anytime you sign in.

The image shows a 'Sign Up' form with the following fields and sections:

- Sign Up**
- * WHAT IS YOUR FIRST AND LAST NAME?** (Name input field)
- * WHAT'S YOUR E-MAIL?** (E-mail input field)
- * YOUR PASSWORD?** (Password input field)
- LICENSE STATE** (State dropdown menu)
- LICENSE NUMBER (OPTIONAL)** (Please input your license number input field)
- DUPLICATE ACCOUNTS** (A checkbox and a paragraph: "* I understand that I am responsible for recording the email or social media account used to sign up. You must use the same email or social media account for future log ins. Duplicate accounts may lead to difficulties accessing courses.")
- ROLE** (Professional Role dropdown menu)
- or —** (Text separator)
- A yellow box highlights four social media icons: Facebook, Twitter, LinkedIn, and Google.
- A red box highlights the text "Log in here." with an arrow pointing to it from the right.
- Payment Method**
- NAME** (Name input field)
- STREET** (Street input field)

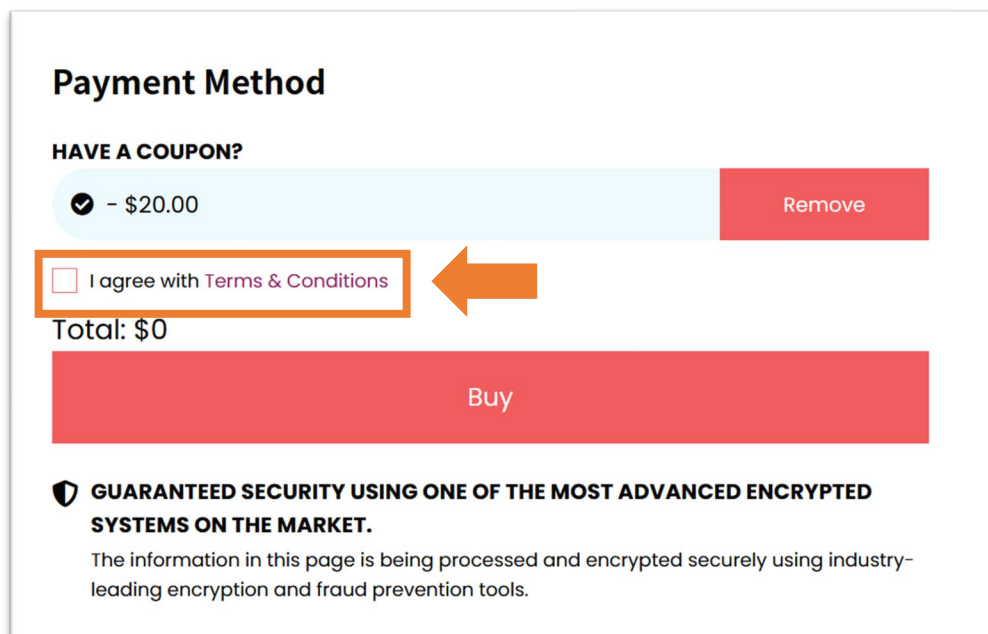
Annotations include a yellow arrow pointing down to the social media icons, and a red arrow pointing left to the "Log in here." link.

- b. If you already have an Aspire OT account, you will need to click on “Log in here” highlighted in orange in the above image. You will need to then enter in your email and Aspire OT password.



The image shows a login or sign-up form titled "Login or Sign Up to start learning". It features social media login options for Facebook, Twitter, LinkedIn, and Google. Below these is a separator "– or –". The form includes two input fields: "What's your e-mail?" with a placeholder "E-mail" and "Your password?" with a placeholder "Password". A red "Login" button is positioned below the input fields. At the bottom, there are two links: "Create Account" and "Forgot your password?".

8. You should see that a coupon has been applied to the checkout reflecting your GOTA member discount. The discount may be different than the image below as the courses have different prices and not all courses are free. You will be asked to input credit card information if there is a cost associated with the course.



The image shows a "Payment Method" section. It includes a "HAVE A COUPON?" section with a checked checkbox and a "- \$20.00" discount, and a "Remove" button. Below this is a checkbox labeled "I agree with Terms & Conditions", which is highlighted with an orange border and an orange arrow pointing to it. The "Total: \$0" is displayed below the checkbox. A large red "Buy" button is at the bottom. At the very bottom, there is a security guarantee: "GUARANTEED SECURITY USING ONE OF THE MOST ADVANCED ENCRYPTED SYSTEMS ON THE MARKET." followed by a paragraph of text: "The information in this page is being processed and encrypted securely using industry-leading encryption and fraud prevention tools."

9. Review the “Terms & Conditions” and click the box to agree (see orange highlight above). If you have any questions, please email us at info@AspireOT.us

10. Click on “Buy”.

11. You will then be inside the course to begin or to review information. If the course is self-paced, you can advance the course and begin watching. If the course is a webinar, you can access basic information and the handout prior to the webinar. The link for the webinar will not be available until the day of the webinar.

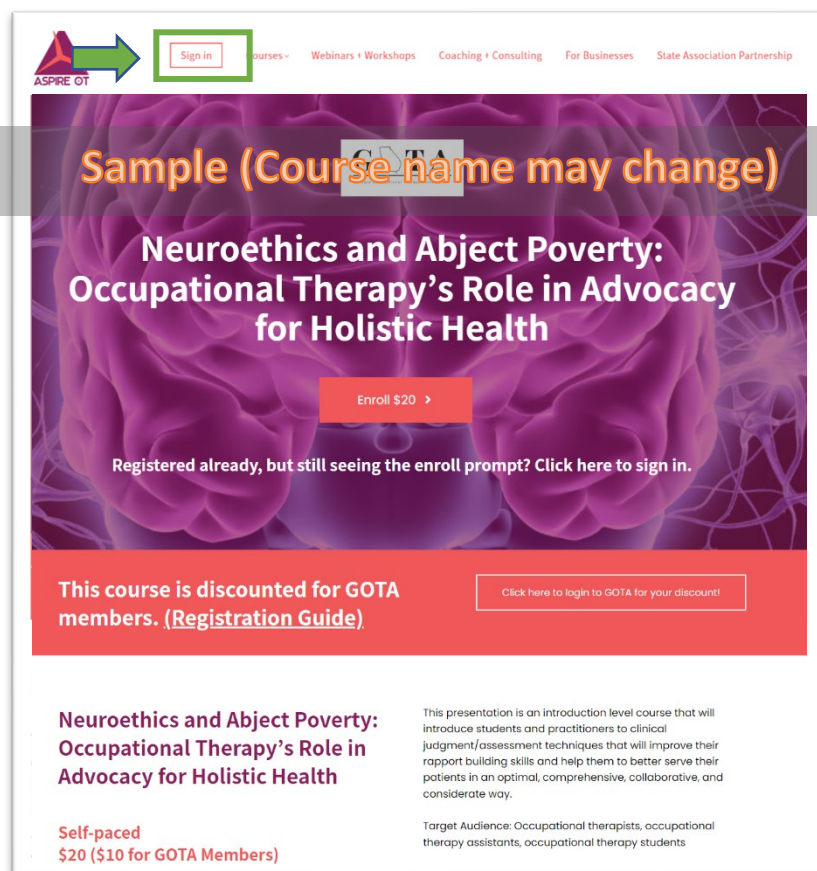
12. If you want to purchase another course and the special sales page is no longer in your browser, we suggest that you go back to step 1 in these directions to access the sales page.

Aspire OT loves to help. If you have any questions or issues, please email us at info@AspireOT.us.

Accessing Your Purchased GOTA Webinar on the Webinar Date

1. You will receive an email the morning of the webinar reminding you of your registration. There will be a link for the course in that email. You will need to click that link.

You will now be on the course webpage (example shown below):



The screenshot shows a course webpage for ASPIRE OT. At the top left, there is a navigation menu with a 'Sign In' button highlighted in green. The main header features a purple brain graphic with the text 'Sample (Course name may change)' and 'Neuroethics and Abject Poverty: Occupational Therapy's Role in Advocacy for Holistic Health'. Below the title is an 'Enroll \$20 >' button. A red banner at the bottom of the header states 'This course is discounted for GOTA members. (Registration Guide)' with a link to 'Click here to login to GOTA for your discount!'. The main content area includes the course title, a description of the presentation, and the target audience: 'Occupational therapists, occupational therapy assistants, occupational therapy students'. The course is listed as 'Self-paced' for '\$20 (\$10 for GOTA Members)'.

2. If you see “Continue learning” on the button below the title, click it and skip down to #6 in these instructions.

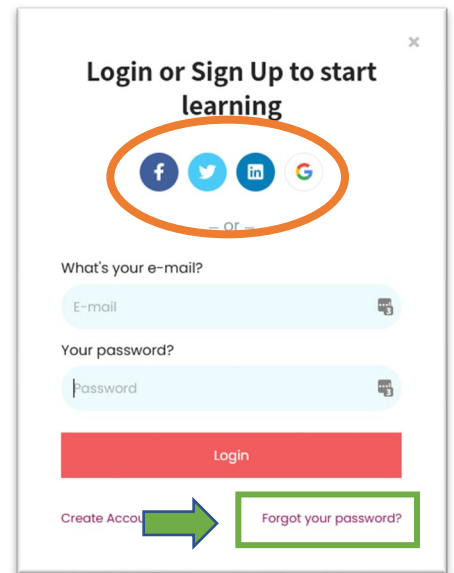
If you see “Enroll” on the button beneath the title, click on the “Sign In” button found in the upper left-hand corner (highlighted in green in the example to the left).

Having trouble finding the “Sign In”? If you are on a tablet or phone, try turning it side-ways or click on the three-line symbol (shown below) to reveal “Sign In”



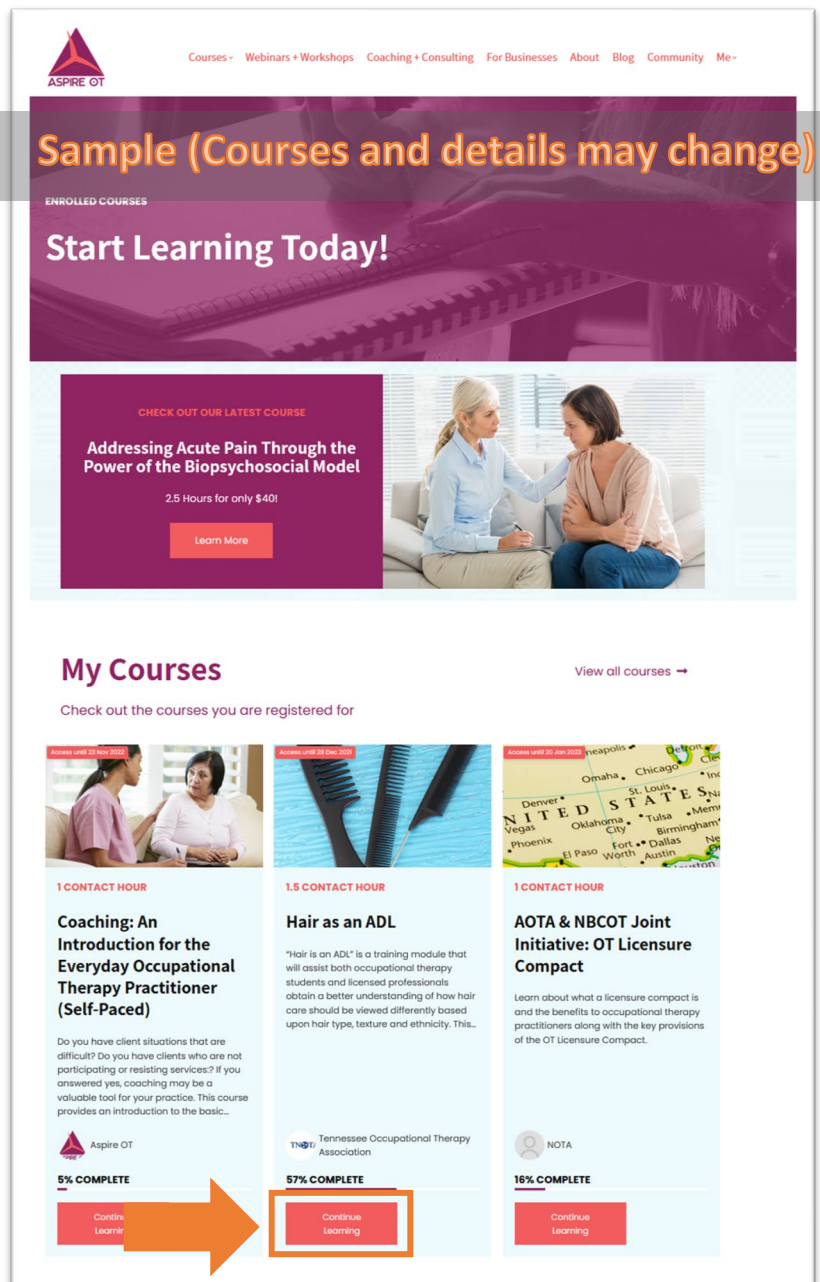
- You will now enter in your email and password. The email must be the original email you created your Aspire OT account with. If you forgot your password, you can use the “Forgot your password” option (highlighted in green in the picture on the left).

If you used one of the social media or Google buttons (circled in orange on the right) to create your account, you will need to use that same button to sign in. It will not recognize your email address if you do type it in the space provided. You must use the same button instead.



- Once you are logged in, the webpage now will show you all the courses you are currently registered for listed in alphabetical order. Locate the course then click “Continue learning” for that course. You can see it highlighted in orange in the example on the right.

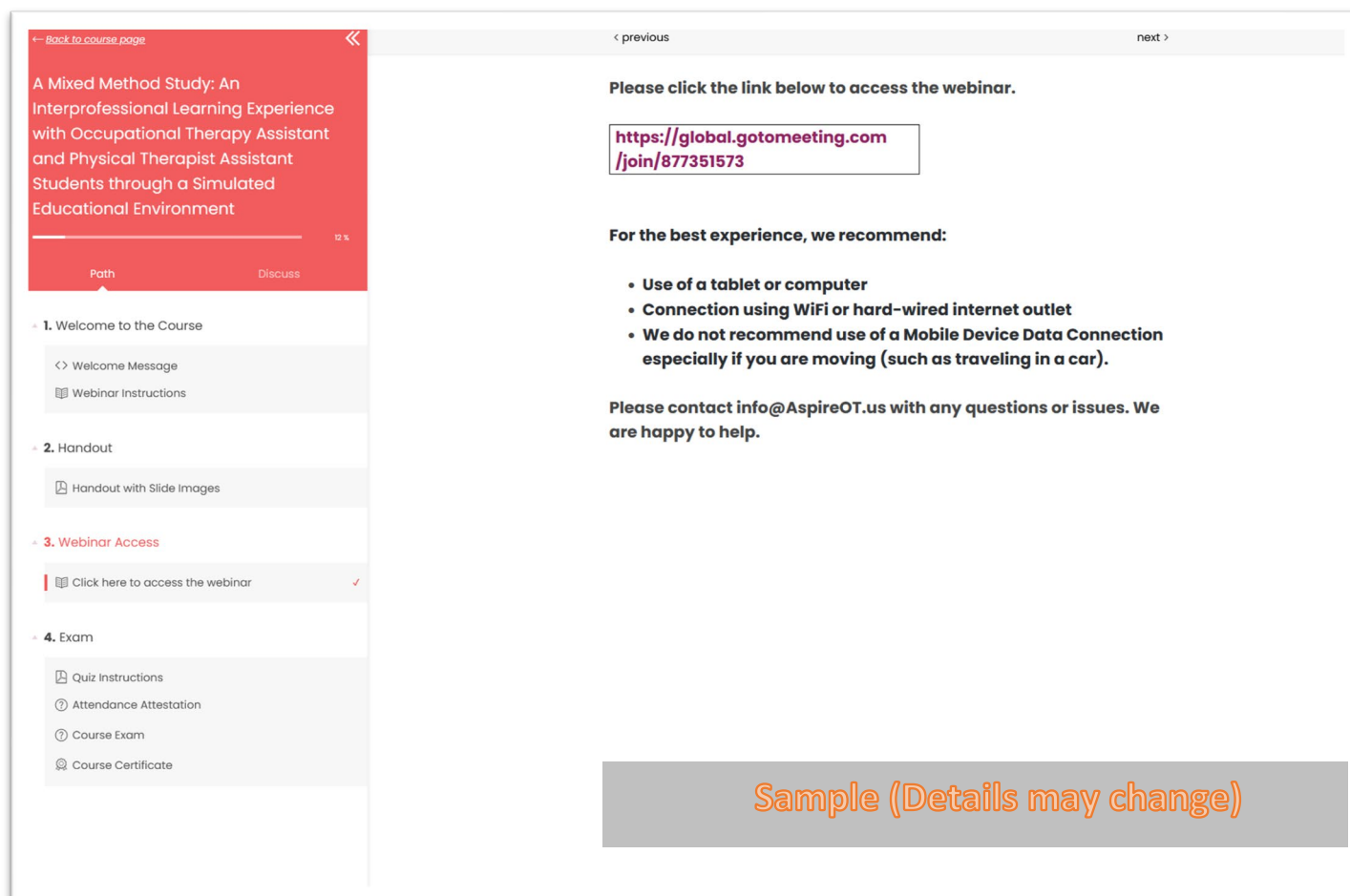
If you do not see any courses, scroll down to find them.



6. You will now be back at the course webpage, but it will say “Continue learning” beneath the title. Click on that button (highlighted in green to the right).



7. You are now within the course where the handouts, link, quiz, etc can be found:



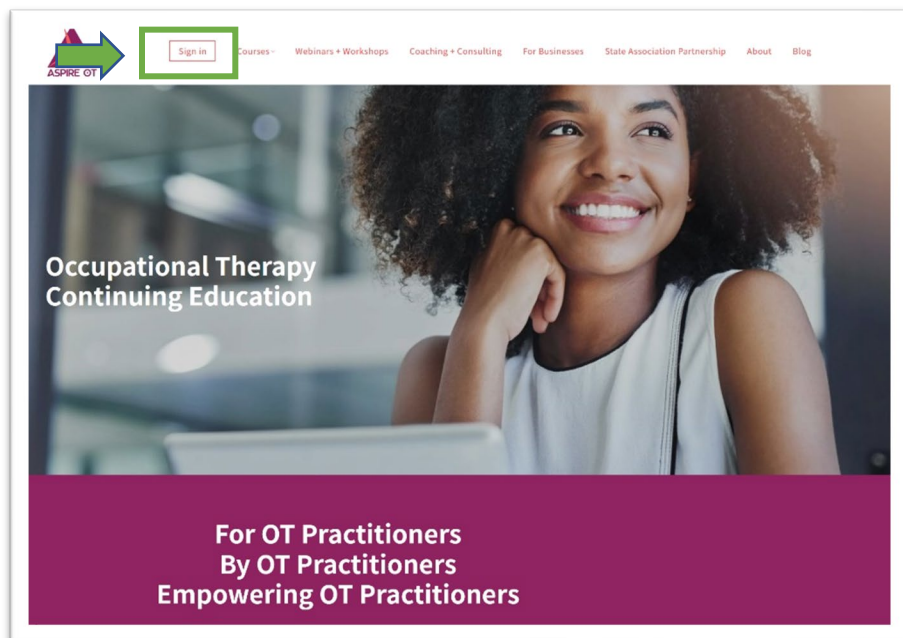
You should see the link for the webinar displayed. Click on the link to launch the webinar. This may open a dialog box that has you confirm you want to open this link (language in the box may vary between devices).

Again, if you get stuck anywhere, you can email info@AspireOT.us

Accessing Your Purchased GOTA Course (Self-Paced or Not on the Actual Date of the Webinar)

If you are trying to access a webinar on the day of the scheduled webinar, we recommend following [these directions instead](#).

1. Visit www.AspireOTed.com



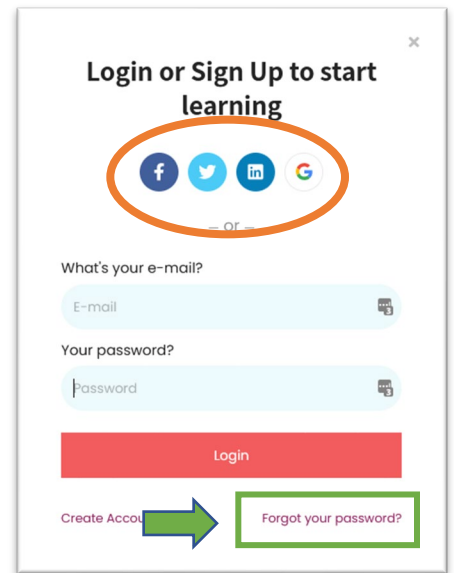
2. Click on the “Sign In” button found in the upper left-hand corner (highlighted in green in the example to the left).

Having trouble finding the “Sign In”? If you are on a tablet or phone, try turning it side-ways or click on the three-line symbol (shown below) to reveal “Sign In”



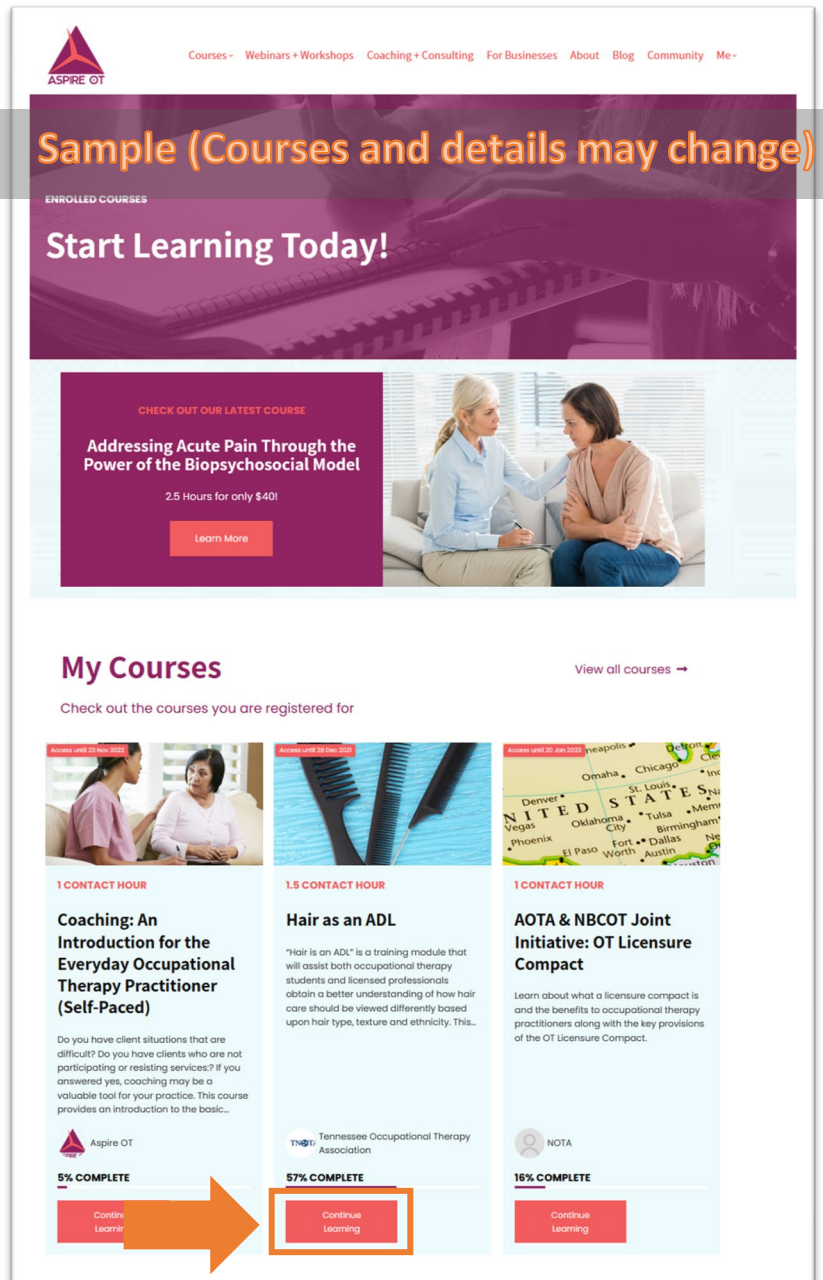
3. You will now enter in your email and password. The email must be the original email you created your Aspire OT account with. If you forget your password, you can use the “Forgot your password” option (highlighted in green in the picture on the right).

If you used one of the social media or Google buttons (circled in orange on the right) to originally create your account, you will need to use that button to sign in. It will not recognize your email address if you do type it in the space provided. You must use the button instead.



4. Once you are logged in, the webpage will show you all the courses you are currently registered for. These are in alphabetical order. Locate the course then click “Continue learning” for that course. You can see it highlighted in orange in the example on the right.

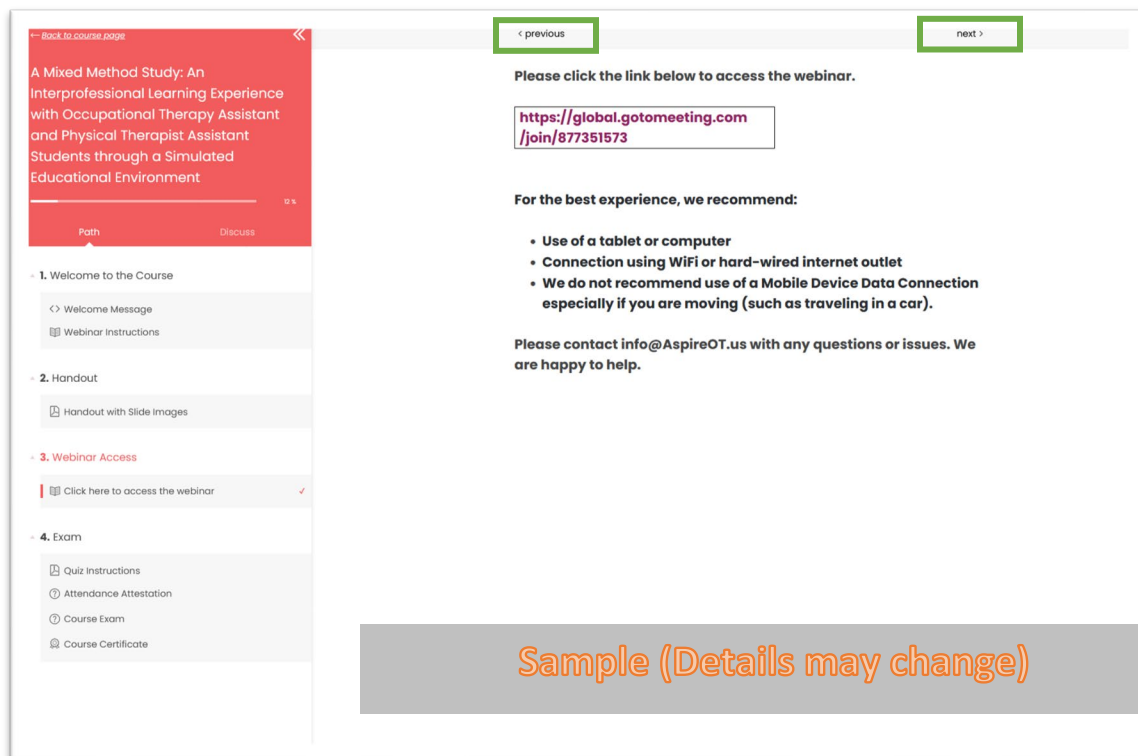
If you do not see any courses, scroll down to find them.



5. You will now be back at the course webpage, but it will say “Continue learning” beneath the title. Click on that button (highlighted in green to the right).



6. You are now within the course where all the items for the course are. You can find any handouts, videos, links for a live webinar, quiz, and certificate here.



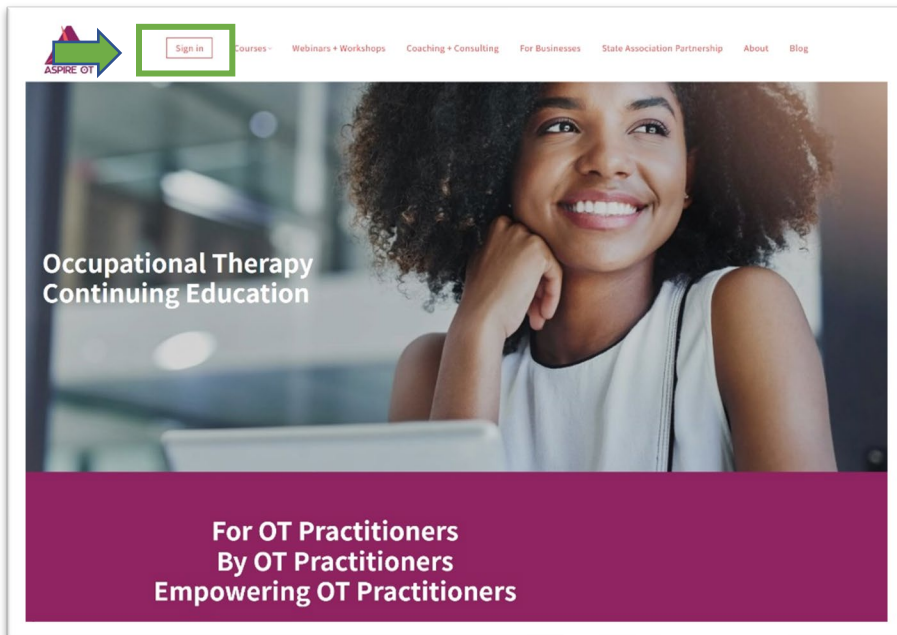
7. You can use the previous and next icons at the top to move through the course. These are highlighted in green above.
8. If you are viewing a recorded presentation, please know that each video must be viewed in its entirety at normal player speed or the course will not advance.

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Finding Certificates you have Earned

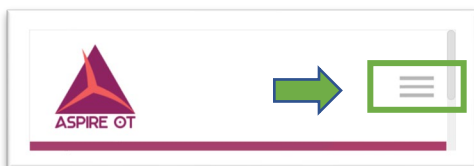
Once you complete a course and earn a certificate, your certificate will always be available to you through your account. Here is how to access the certificates.

1. Visit www.AspireOTed.com



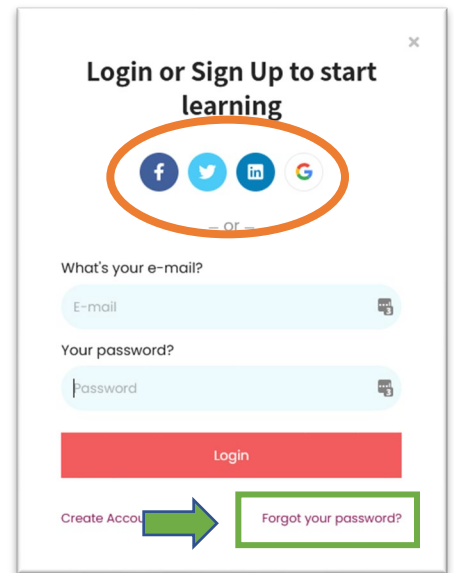
2. Click on the “Sign In” button found in the upper left-hand corner (highlighted in green in the example to the left).

Having trouble finding the “Sign In”? If you are on a tablet or phone, try turning it side-ways or click on the three-line symbol (shown below) to reveal “Sign In”.



3. You will now enter in your email and password. The email must be the original email you created your Aspire OT account with. If you forget your password, use the “Forgot your password” option (highlighted in green in the picture on the right).

If you used one of the social media or Google buttons (circled in orange on the right) to originally create your account, you will need to use that button to sign in. It will not recognize your email address if you do type it in the space provided. You must use the button instead.



4. Once you are logged in, the webpage will show all the courses you are currently registered for. You want to navigate to the “Profile” part of your account.

Locate the “Me” in the upper left corner and hover your mouse over it.

This will reveal a dropdown menu. Click on “Profile”.



5. This will take you to your profile page where you will see your certificates and the courses you are currently enrolled in. You can click on the PDF icon to download the certificate (highlighted in green below).

The screenshot displays the Aspire OT user interface. At the top, the logo and navigation menu are visible. The main profile section shows the user's name, N. Rowe, and a summary of their progress: 30 courses, 136 hours, 1 post, and 2 achievements. A green arrow points to a PDF icon for the achievement 'Cultural Humility & Responsiveness in Occupational Therapy'.

ASPIRE OT

Me Courses Webinars + Workshops Coaching + Consulting For Businesses State Association Partnership Abo

30 COURSES 136 HOURS N. Rowe 1 POSTS 2 ACHIEVEMENTS

edit This is a test

About Activity

ACHIEVEMENTS

Cultural Humility & Responsiveness in Occupational Therapy

Hair as an ADL

Aspire OT loves to help. If you have any questions or issues, please email us at info@AspireOT.us.