



How to Create a Profile @ www.NCTI.edu

Username: _____ Password: _____

- Visit the NCTI webpage at <http://www.ncti.edu>
- In the upper right hand corner, under “New to NCTI?”, click “Go” to create a new profile.



- This is where you will provide information about yourself so that you can register for courses.
 - First click the box next to “Dameron” for your **Region**.

Register Your Account

In Region(s) Western Central Northeast Southeast Kaiser AMR Online Dameron ←

- Next click the drop down under “Employee of Contracted Hospital”. Select “Dameron”.
- Now enter your personal information. Make sure that your name is spelled exactly like you would like it on your certifications.

Employee of Contracted Hospital

First Name

Last Name

Middle Initial

Address

City

State

Zip Code

E-Mail



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- Next you will create your login information and password. Enter a Username that is easy to remember. We recommend your email address.
- Create a security question so you can easily recover your password if forgotten.
 - Try something like: “What is your mother’s maiden name?” or “Where were you born?”
- Now enter a password. Your password must be 8 characters long. You can write your username and password at the beginning of this aid for future reference.

User Name	<input type="text"/>
Security Question	<input type="text"/>
Security Answer	<input type="text"/>
Password	<input type="text"/>
(Again)	<input type="text"/>

- Next up is your employment information. These fields must be completed in order for you to sign up for any classes.
- First up is Department. Click the dropdown box next to **Department**. If you do not see your department listed, click **Other**.

Department

Employee Number

Day Phone

Work Phone

Department	<input type="text"/>
Employee Number	<input type="text"/>
Day Phone	<input type="text"/>
Work Phone	<input type="text"/>

MD
Clinic
ER
ICU
Surgery/PICU
L & D
Med Surg
Administration
Other



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- Enter your 6 digit **Employee ID**, your **Telephone numbers**, your **Professional License #** (EMT, Paramedic, RN, etc.) and who you were **referred** by if applicable.

Day Phone

Work Phone

Evening Phone

**Professional License
Number**

Referred By

- **You are almost done! Now at the bottom of the page, click Submit. If you have any errors on the page you must go back and correct them before a profile can be created for you.**