

Junction 14 - Registration process

1. Click "First Visit? Register now!"

To begin the registration process, click the link indicated.

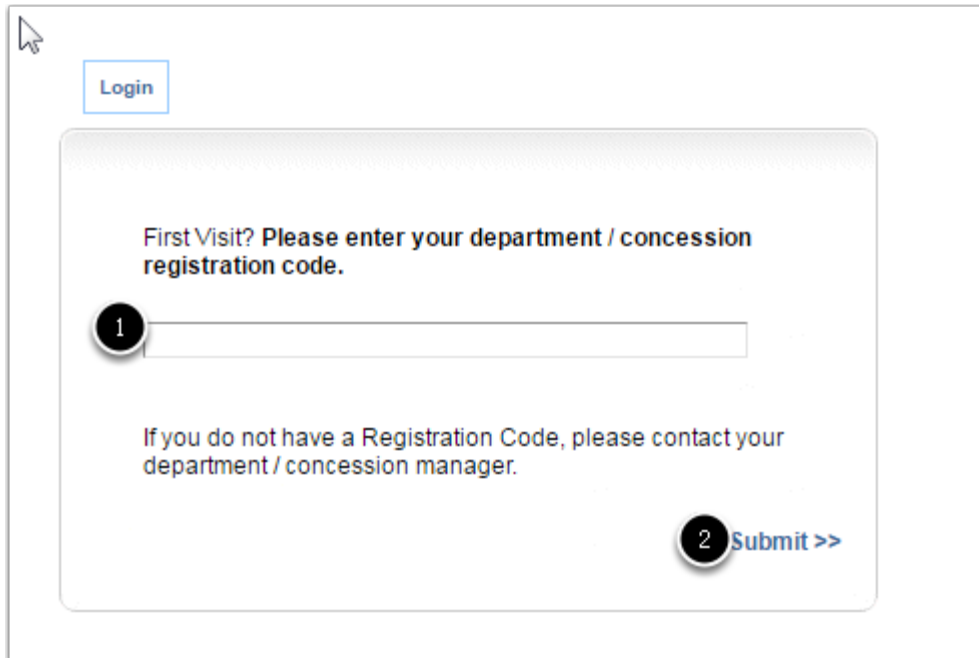
You only need to register ONE TIME for the system. Registering multiple times causes confusion.

Login is always in the format of surname.number e.g. ryan.12345

The screenshot shows the 'Learning Centre' website interface. In the top left corner is a logo for 'JUNCTION 14 MAYFIELD'. The top right corner features a 'Help' icon and a language dropdown menu set to 'English'. A blue button labeled 'First Visit? Register now!' is positioned above the login form. The login form itself contains the text 'Please enter your username and password below', followed by 'Login:' and a text input field containing 'alan', with a 'Forgotten your login?' link below it. The 'Password:' section has a masked input field and a 'Forgot your password?' link. At the bottom of the form is a 'Login' button and a note: 'To use this web site you must agree to its terms & conditions'. On the left side of the page, there is a 'Welcome' graphic with a hand holding a sign. On the right side, a callout box with a green arrow pointing to the 'First Visit? Register now!' button contains the text: 'Click here to begin the registration process. Trouble logging in? Use the links underneath "Login" and "Password" ** Login is always in the format of surname.number e.g. ryan.12345 **'

2. Enter registration code

1. Enter the registration code supplied to you by your department / concession manager.
2. Click 'Submit'



The screenshot shows a web interface for registration. At the top left, there is a mouse cursor and a 'Login' button. Below this is a main content area with a rounded border. Inside this area, the text reads: 'First Visit? Please enter your department / concession registration code.' Below the text is a text input field with a '1' in a black circle to its left, indicating the first step. Below the input field, the text reads: 'If you do not have a Registration Code, please contact your department / concession manager.' At the bottom right of the form area, there is a 'Submit >>' button with a '2' in a black circle to its left, indicating the second step.

3. Fill in registration form

Enter your details on the registration form.

Please enter a valid, current email address. You will need this if you forget your login or password at a future date.

Click 'Submit' when you have finished entering your details.

Please fill in your personal details below to create a learning centre account
Fields marked with an asterix () must be filled in

First Name*:	<input type="text"/>
Surname*:	<input type="text"/>
Location:	Test Department
Email address*:	<input type="text"/>
Confirm email address*:	<input type="text"/>
Password*:	Please enter the password you would like to use for your account <input type="text"/>
Confirm Password*:	<input type="text"/>

Your department / concession is shown here automatically.

Submit >>

4. Take note of details

Your login will be in the format surname.numbers

e.g. Jones.326241

**** Take note of this login.****

This login is to be used in future for refresher training.

Click 'Login' to continue

You have successfully created a Learning Centre account!

Your username is **Jones.326241**

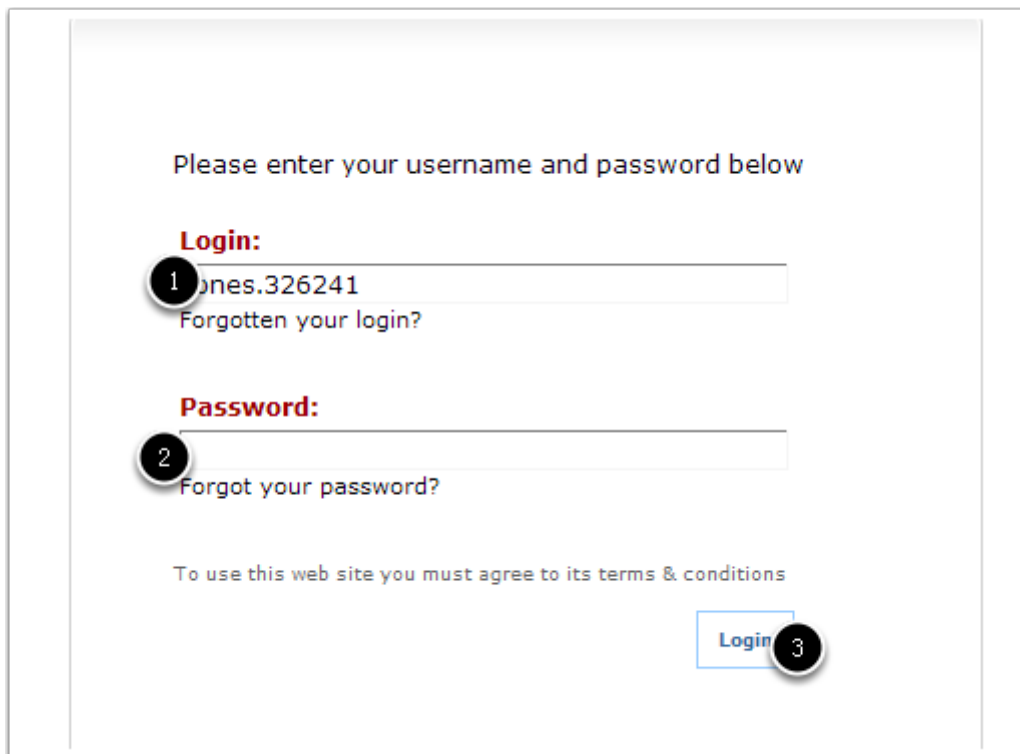
Please take note of this username and your password so you can login in future.

You can now login to the Learning Centre and begin your training.

Login

5. Login to take your training

1. Enter your login if the system has not automatically filled it in for you.
2. Enter your password
3. Click 'Login'



Please enter your username and password below

Login:

1 Jones.326241
Forgotten your login?

Password:

2
Forgot your password?

To use this web site you must agree to its terms & conditions

Login 3

The screenshot shows a login form with three numbered callouts. Callout 1 points to the username input field containing 'Jones.326241'. Callout 2 points to the password input field. Callout 3 points to the 'Login' button. The form also includes a 'Forgotten your login?' link and a terms and conditions notice.

6. Take your training

1. Click to begin your training

You may need to enable pop ups in your browser in order to view the course content.

For instructions on how to enable pop ups in Chrome - [click here](#)

For instructions on how to enable pop ups in Firefox - [click here](#)

For instructions on how to enable pop ups in Internet Explorer - [click here](#)



Complete the training and print certificate

Upon successful completion of the course and quiz at the end, you will be able to print your certificate of completion.

If you don't print the certificate immediately after completing the course, **you can log back in to the system at any time using your login and password.**

Click on "Course Progress" and then click "Completed Courses".

Your completed course will be shown on the screen along with a printer icon. Clicking on the printer icon will generate your certificate.

I forgot my login and/or password

Please use the links provided on the website to obtain a login or password reminder.

****Note : If you did not enter a valid email address during the registration process, you will need to contact the system administrator for assistance.****