

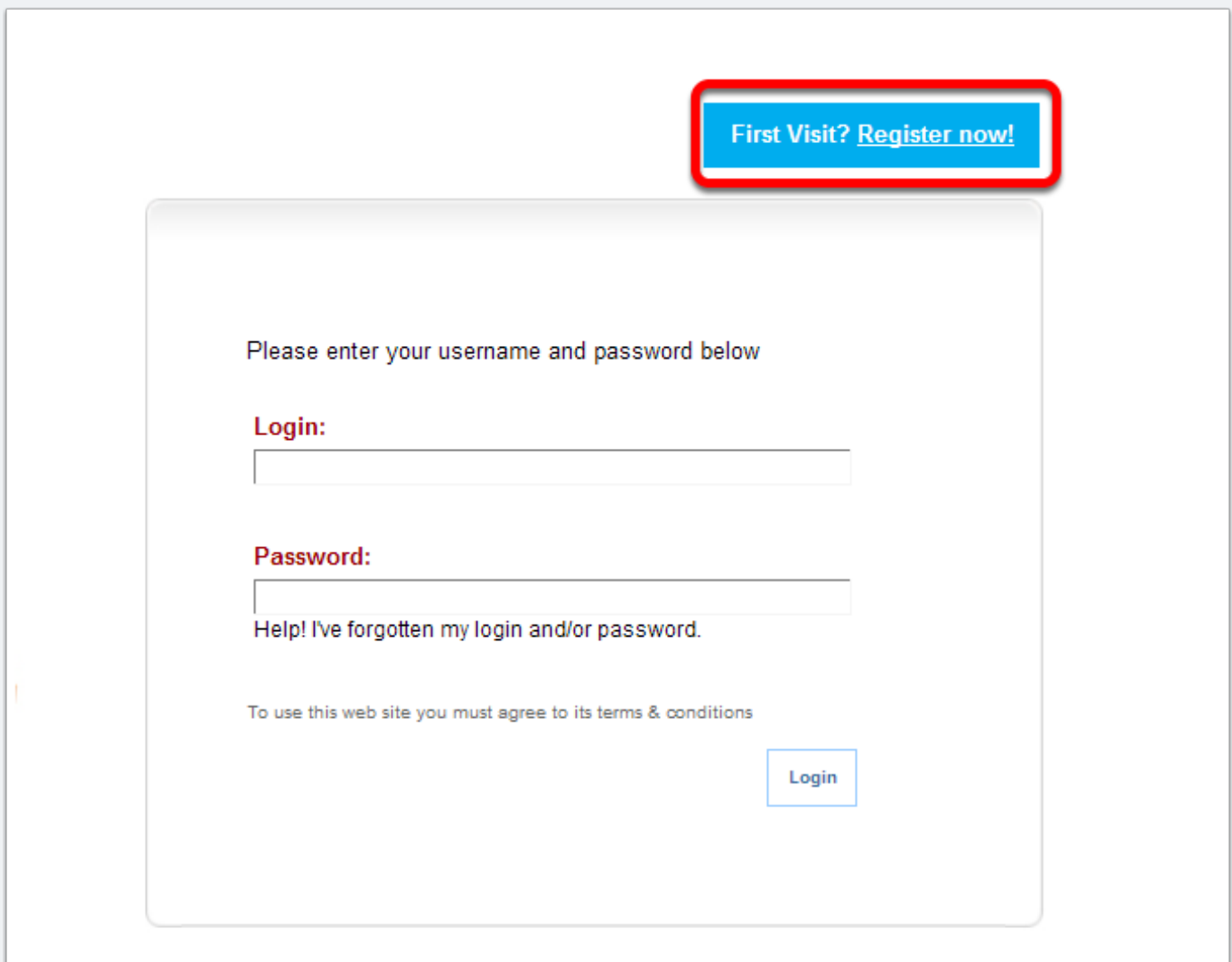
# Registration Instructions

## 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.**

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

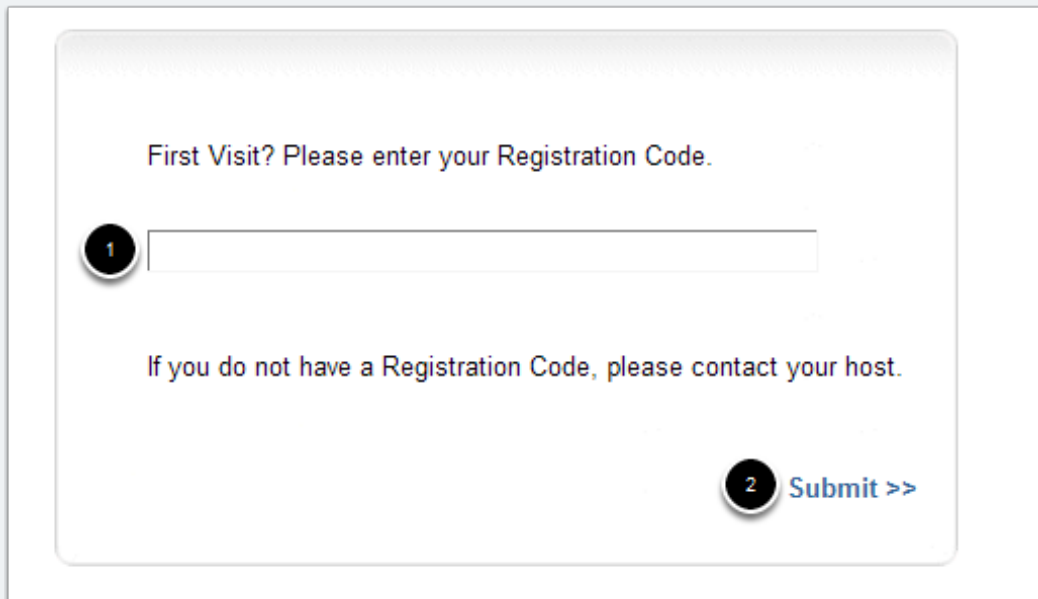


The image shows a screenshot of a web application interface. In the top right corner, there is a blue button with white text that reads "First Visit? [Register now!](#)". This button is highlighted with a red rectangular border. Below this button is a white rounded rectangle containing a login form. The form has the following elements: the text "Please enter your username and password below", a label "Login:" followed by a text input field, a label "Password:" followed by a text input field, a link "Help! I've forgotten my login and/or password.", and a line of text "To use this web site you must agree to its terms & conditions". At the bottom right of the form is a blue button with white text that reads "Login".

# Registration Instructions

## 2. Enter registration code

1. Enter the registration code supplied to you via email
2. Click 'Submit'

A screenshot of a registration form. The form is white with a light gray border. At the top, it says "First Visit? Please enter your Registration Code." Below this is a text input field with a small circular icon containing the number "1" to its left. Underneath the input field, it says "If you do not have a Registration Code, please contact your host." At the bottom right of the form, there is a "Submit >>" button with a small circular icon containing the number "2" to its left.

First Visit? Please enter your Registration Code.

1

If you do not have a Registration Code, please contact your host.

2 [Submit >>](#)

# Registration Instructions

## 3. Fill in registration form

Enter your details on the registration form. **ALL FIELDS MUST BE FILLED IN.**

**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 asterisk (\*) must be filled in

First Name:*:	<input type="text"/>
Surname:*:	<input type="text"/>
Company Name:*:	<input type="text"/>
Email address:*:	<input type="text"/>
Confirm email address:	<input type="text"/>
Password:*:	<input type="password"/>
Confirm Password:	<input type="password"/>

Please enter the password you would like to use for your account

## 4. Take note of details

Your login will be in the format surname.numbers

e.g. Jones.326241

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

# Registration Instructions

**This login may be used for future refresher training or additional 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.*

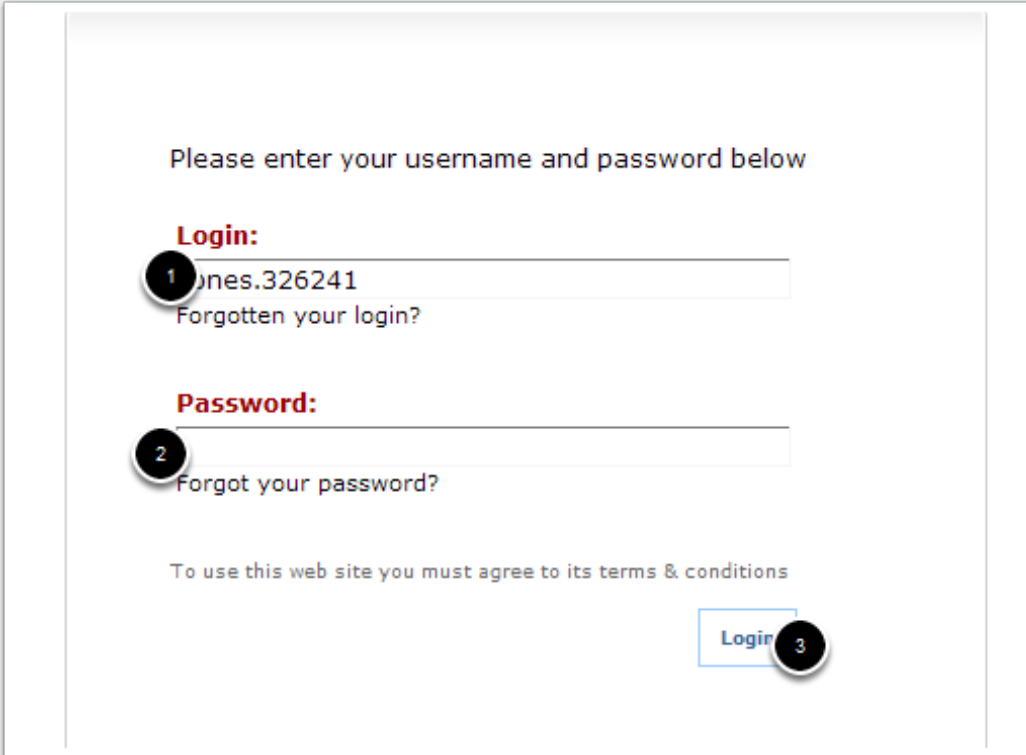
You can now login to the Learning Centre and begin your training.

Login

# Registration Instructions

## 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.   
[Forgotten your login?](#)

**Password:**  
2.   
[Forgot your password?](#)

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

3.

## 6. Take your training

1. Click to begin your training

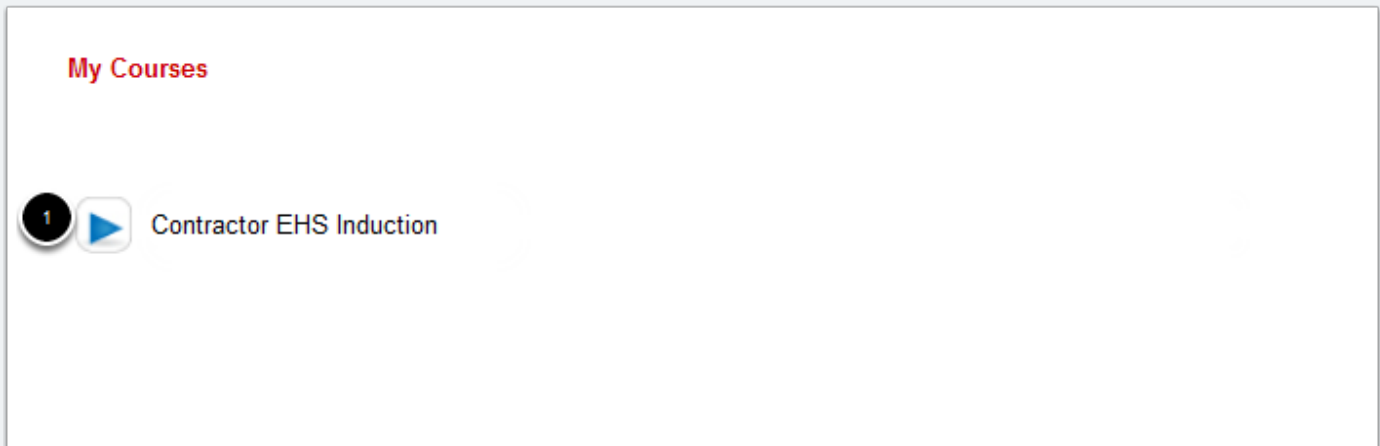
You may need to enable pop ups in your browser in order to view the course content.

# Registration Instructions

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".

Clicking on the printer icon will generate your certificate.

# Registration Instructions

## 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 your system administrator for assistance.** \*\*