



## STEP 1 – Register on the New TIPS Training Platform

After clicking on REGISTER ON NEW PLATFORM, you can either enter your email or the phone number that was connected to your email when you initially enrolled for a course.

a. Choose EMAIL to enter your email address.

SEND MY PROFILE REGISTRATION EMAIL

Enter the email address or phone number associated with your TIPS profile below.

Email or  Phone

Email (enter the email address in your TIPS profile)

SEND

An email will be sent to you with instructions to register on the new training platform. If you don't remember your account email or phone, please contact [Customer Support](#).

**IMPORTANT!** The email will come from support@360training.com. Please be sure to allow up to 5 minutes to receive the email. You may want to check your spam or junk folders and allow emails from 360training.

b. Choose PHONE to enter your phone number.

SEND MY PROFILE REGISTRATION EMAIL

Enter the email address or phone number associated with your TIPS profile below.

Email or  Phone

Phone (enter phone number in your TIPS profile)

SEND

An email will be sent to you with instructions to register on the new TIPS training platform. If you don't remember your account email or phone, please contact [TIPS Support](#).

**IMPORTANT!** The email will come from support@360training.com. Please be sure to allow up to 5 minutes to receive the email. You may want to check your spam or junk folders and allow emails from TIPS.

c. Whichever option is chosen, an email will be sent to the email address on file from support@360training.com. To continue the registration process, select the **CLICK HERE** in your email as shown below.

**TIPS**

Dear TIPS Customer,

Your profile has been imported into the new TIPS training platform so you can access your training courses.

We've found one or more profiles/accounts associated with your email address.

The accounts below have not registered for web access in the new system. Please click the link for each of these accounts to complete the registration.

NAME	WEB REGISTRATION LINK
	<a href="#">CLICK HERE</a>

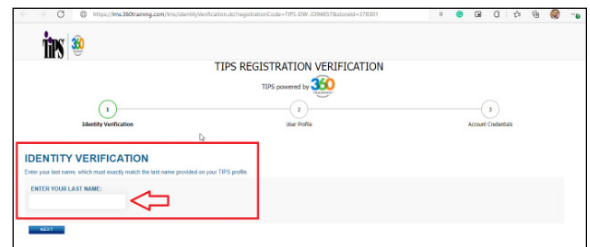
**NOTE:** If the TIPS User Account Registration email shows multiple user profiles associated with the email address submitted:

- Each individual listed by name will be required to click the link to register on the new training platform.
- If the accounts listed all belong to you and are not associated with an employer account, you can register one time and then contact support@360training.com to request that your other accounts be merged.
- If the accounts listed belong to you and you are listed under multiple different employer accounts, proceed with the registration of each link on the new training platform. These accounts cannot be merged.

## STEP 2 – Follow the TIPS Registration Verification Process

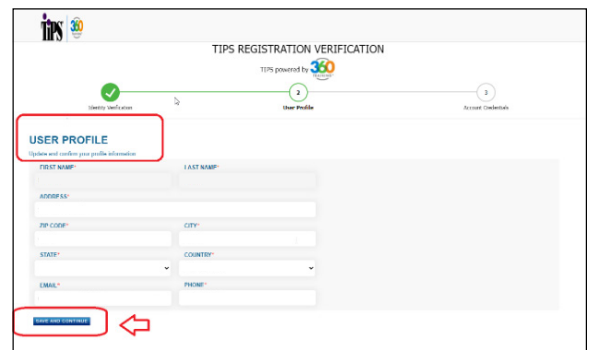
After clicking on REGISTER ON NEW PLATFORM, you can either enter your email or the phone number that was connected to your email when you initially enrolled for a course.

- a. Type your last name in the field. The last name must match the last name shown in the email.



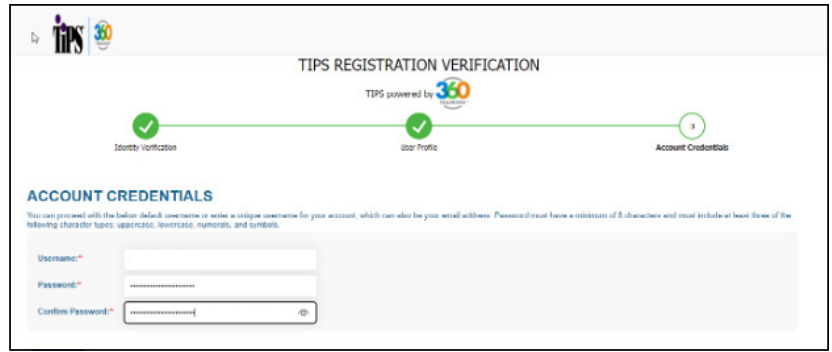
The screenshot shows the 'IDENTITY VERIFICATION' step of the registration process. A red box highlights the 'ENTER YOUR LAST NAME:' input field, with a red arrow pointing to it. The page title is 'TIPS REGISTRATION VERIFICATION' and it is powered by '360'. A progress bar at the top shows three steps: 'Identity Verification' (1), 'User Profile' (2), and 'Account Creation' (3).

- b. Verify and confirm the profile information on the screen. You will be required to enter a phone number.



The screenshot shows the 'USER PROFILE' step of the registration process. A red box highlights the 'USER PROFILE' title, and another red box highlights the 'Save and Continue' button at the bottom, with a red arrow pointing to it. The page title is 'TIPS REGISTRATION VERIFICATION' and it is powered by '360'. A progress bar at the top shows three steps: 'Identity Verification' (1), 'User Profile' (2), and 'Account Creation' (3). The form includes fields for 'FIRST NAME', 'LAST NAME', 'ADDRESS', 'ZIP CODE', 'CITY', 'STATE', 'COUNTRY', 'EMAIL', and 'PHONE'.

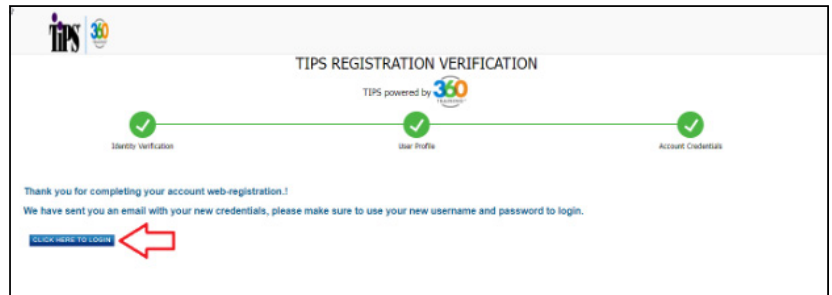
- c. Next, setup your new username and password. You may choose to use the default username as shown, you may use your email, or any other username as long as it is unique. Click FINISH when complete.



Password must have a minimum of 8 characters and must include at least three of the following character types: uppercase, lowercase, numerals, and symbols.

### STEP 3 – Complete TIPS Registration Verification

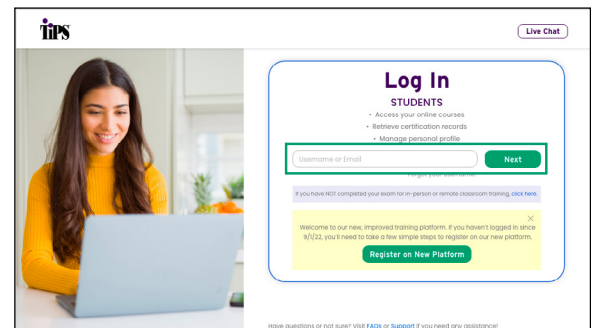
- a. Type your email or username and click NEXT.



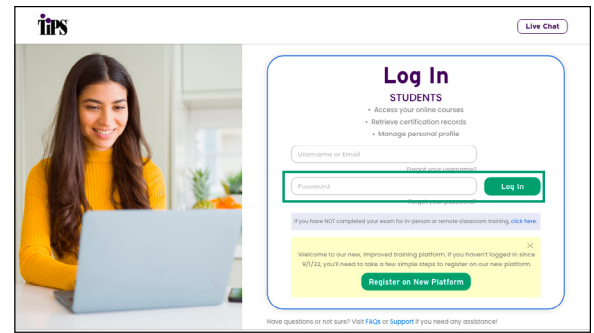
### STEP 4 – Login

You can now login using the credentials you created during the verification process. (For demonstration purposes, we have shown the Student Login screen. If you are logging in as a manager, your screen will look different, but function the same way.)

- a. Type your email or username and click NEXT.



b. Enter your password and click LOGIN.



c. Once you have logged in with your credentials, you will see your dashboard and a message that confirms your enrollment was successfully completed. (For demonstration purposes, we have shown the student dashboard. If you log in as a manager, your view may look different.)

