

## Before you begin

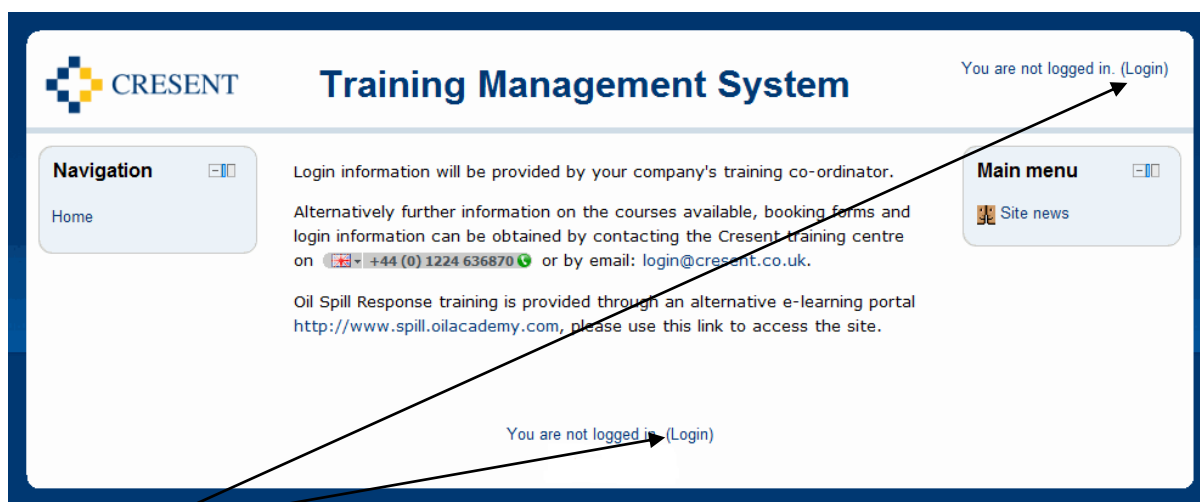
Please ensure that you have access to a computer with sound as all courses make use of voiceovers and sound effects.

## Accessing the Site

Using Internet Explorer from an internet connected PC, browse to the following url:

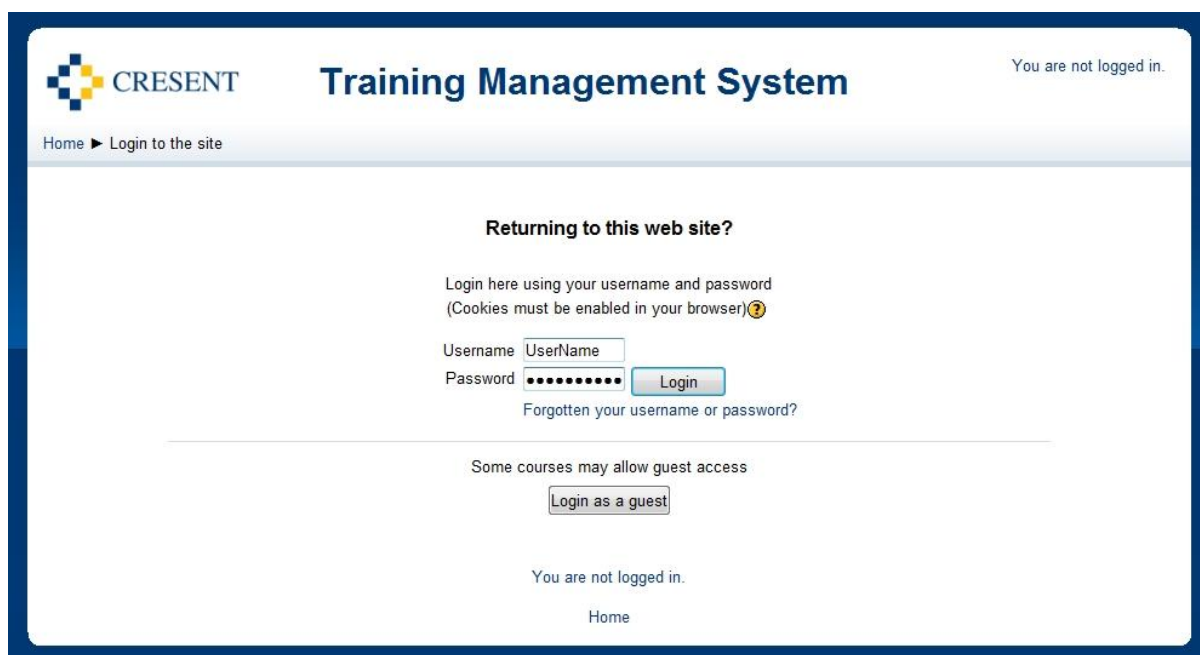
<http://www.training-portal.com>

You will then see the following screen;



Click the login link

Now you will be able to enter the details provided to you by your training co-ordinator. Click Login. *(Please Note: Your username is case sensitive, so you must ensure that your username and password are entered exactly as provided).*



## Password Reset

The Training Management System will allow you to reset your password should you forget it. This does however, rely on your email address in the system being correct. If you are unsure about this, you can speak to your training co-ordinator who will be able to reset your password for you.

## Home

If you ever find yourself on an unfamiliar page, you will always be able to return to the main login page by clicking on the "Home" link on the Navigation Menu or on the bar under the page heading; see below.

