

My Training Hub

Getting Started

Quick Reference Guide

1 Step 1 - Create a new account

- Click the **Get Started** button.
- When the DoD Notice and Consent page displays, click ***I have read and understood the statement and I agree to comply with all applicable regulations concerning use of the information from this website.***
- Click the **Proceed to Login** button.

2 Step 2 - Register a new account

- When the Welcome page displays, click the **Register Now** button. Complete the one-time registration page and click the **Register** button at the bottom of the page when you are finished.

3 Step 3 - Log in to My Training Hub

- From the Welcome page, type the same email and password you entered during the registration process and click the **LOGIN** button.

4 Step 4 - Create a user profile

- Complete the required fields (with the red asterisks) and then click the **Save and Continue** button. This creates your account.

5 Step 5 - Locate, enroll and launch a course

To find a course once the Course Catalog window displays, you can either:

1. Type the name of a course in the Search Catalog box and click the **magnifying glass** icon. The search results will display in a Courses/Results table.
2. Click the **Enroll** link listed in the Actions column for the course you want to take. The course catalog page will refresh.
3. Click the **Launch Course** link now displayed in the Actions column for your course. The Course Home page will display.
4. Click the course name to start the course.

Or

1. Scroll down the Course Catalog page to view the available course offerings.
2. Click the name of the course you want to take. The Course Details page appears.
3. Click the **Enroll** button. The page will refresh and the **Launch Course** button appears.
4. Click the **Launch Course** button. The Course Home page will display.
5. Click the course name to start the course.

6 Step 6 - View and print Certificate of Completion

1. Once you have completed your course, click the red **X** in the top right corner of the browser displaying your course.
2. Click **My Training** on the menu bar. This page will show you the courses you are currently enrolled in, as well as those you have completed.
3. Click the **Get Certificate** button that is displayed under the course you completed.
4. Once the Certificate of Completion is displayed, you can immediately print it on a printer of your choice, or you can click the **PRINT FRIENDLY VIEW (PDF)** link to open the certificate in Adobe Acrobat and save it to your computer.
5. Once you either print or save your certificate, close the certificate of completion windows until you are back on the My Training page.

