

Getting Started

Quick Reference Guide

1

Step 1 - Create a new account

- Select the **Get Started** button.
- On the Department of Defense Notice and Consent page, select **I have read and understood the statement and I agree to comply with all applicable regulations concerning use of the information from this website.**
- Select the **Proceed to Login** button.

2

Step 2 - Register a new account

- When the Welcome page displays, select the **Register Now** button. Complete the one-time registration page and then select the **Register** button at the bottom of the page.

3

Step 3 - Check email for confirmation

- Check your email for a verification email. Select the link to verify your registration.

4

Step 4 - Log in to My Training Hub

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

5

Step 5 - Create a user profile

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

6

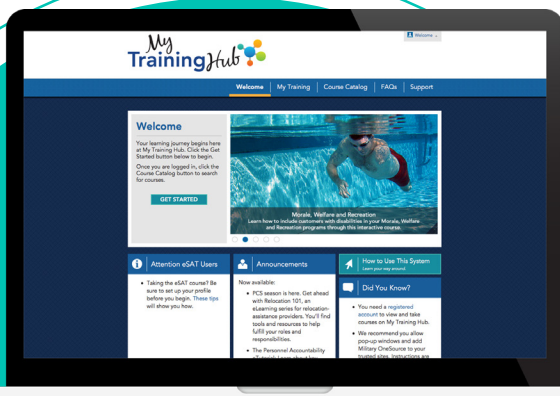
Step 6 - Locate, enroll and launch a course

1. To find a course once the Course Catalog window displays, you can either:
Enter the name of a course in the Search Catalog box and select the **magnifying glass icon**. The search result will display in a Courses/Results table.
Or
Scroll down the Course Catalog page to find a course in the available course offerings.
2. Select the **Enroll** link in the in the Actions column. This will redirect you to the My Training page.
3. Select the **Launch Course** button. This will take you to the Course Home page.
4. Select the **Course Name** link to start the course.

7

Step 7 - View and print Certificate of Completion

1. Upon completing your course, select **X** in the top right corner of the browser displaying your course.
2. Select **My Training** on the menu bar. This page shows you the courses you are enrolled in, as well as those you have completed.
3. Select the **Get Certificate** button that is displayed under the course you completed.
4. Once the Certificate of Completion is displayed, you can print it or select the **PRINT FRIENDLY VIEW** link to open the certificate in Adobe Acrobat and save it to your computer.
5. Once you print or save your certificate, close the Certificate of Completion windows.



My Training Hub <https://myhub.militaryonesource.mil>