

How to Access the Training Center



1 | In the **Resource Library** click the **Training Center** tile.

2 | Find the training you want to watch.

3 | Sign In.

First-time users.

You must have your own “My Advantage” account to access the webinar, so that you can track your progress and access your completion certificate. Creating an account is FREE to you and is provided by your employer.

Follow the prompts under the REGISTER.

Once you register for an account, you will be able to use your login information to watch future featured webinars and access other resources, such as assessments and courses, also available in the BHS Resource Library.

Username Parameters:

Create a username that is unique to you, and one that will be easy to remember. Your username cannot contain:

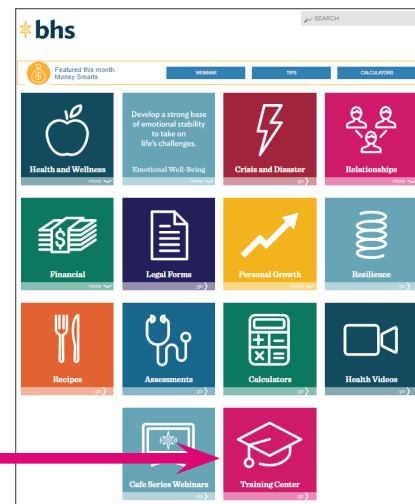
- Spaces
- Special characters (i.e. @, !)

Example usernames include:

- Name1234
- FirstNameLastName
- Nick_name213

Returning users.

Sign in to your My Advantage account using the SIGN IN prompts.



Register

User Name

Password

Verify Password

Reminder
What is your mother's maiden name

Passphrase

I agree to the terms of use
 Sign me in for 30 days

REGISTER

CANCEL

Sign In

User Name:

Password:

Recover Password

Keep me signed in for thirty (30) days unless I sign out. (Uncheck if on a shared computer)

SIGN IN

4 | Click on **Open In New Window**.



How to Access the Training Center *(continued)*

5 You will be asked to enter your name, **enter your first and last name**, the way you would like it to appear on the Certificate of Completion.

Note: Once you click SUBMIT, you will not be able to hit the back button to change your name. However, you will have another chance to review this information before you print out your certificate.

Trainee Information
At the end of each course, we will provide you with a Certificate of Completion. Friday, December 14, 2018
*Please enter your name the way you would like it to appear on the Certificate of Completion.
First Name:
Last Name:
SUBMIT

6 **Accept the Terms of Use Agreement.**

Read the Terms of Use agreement, choose the I ACCEPT* option and click SUBMIT.

**If you DECLINE the agreement, you will not be able to view the webinar.*

Terms Of Use
Trainee: Kim Miller
Course: Becoming an Effective Team Member
Date: Friday, December 14, 2018
No part of these training materials may be reproduced, revised, distributed, or transmitted in any form, or by any means including, but not limited to, electronic or mechanical, including photocopying, recording, or by any other information storing and retrieval system without permission in writing from QuickKnowledge, Inc.
Read the QuickKnowledge, Inc. [Agreement](#)
By clicking "I Accept" and continuing, you are agreeing to the terms and conditions set forth in the Agreement.
 I Accept I Decline
SUBMIT

7 **Complete the training course.**

After completing the course at your own pace, follow the prompts to access your Certificate of Completion.

To complete this course in full, please [click here to verify your first and last name and print your certificate](#). Note: you will not get completion credit for this course unless you access your certificate.

8 **Print Certificate of Completion.**

Click on the link provided to access your Certificate of Completion.

Review your name and click SUBMIT.

Print your *Certificate of Course Completion* by clicking on PRINT THIS PAGE in the top left corner and selecting your printer of choice.

If you would like to save an electronic copy (PDF), select SAVE TO PDF.*

**Note: this process may be different depending on your printer set up.*

