

Registration Process for Learners

When to use: When guiding a user through the registration process.

Receive Invitation Email from Tracom Learning

- 1) You will receive an email from admin@maxproddata1.tracom.com.
- 2) Click on the link contained in the email (it is unique to the recipient and should not be shared.)
- 3) Click **“REGISTER”**
- 4) Enter your email address in the designated field
- 5) Click **“SUBMIT”**
- 6) Verify the name displayed and click **“SUBMIT”** (Spelling corrections can be made once you arrive at the registration page.)
If it is not your name, click **“NOTIFY”** and click **“OK”** then close your browser. (An email is sent to the Session Administrator who will contact you.)

Continue the Registration Process

- 1) You will receive a second email from admin@maxproddata1.tracom.com
- 2) Click on the link contained in the email (it is unique to the recipient and should not be shared). You will be brought to the registration page.

Tracom Learning Registration Page

- Correct the spelling of your name here, if necessary
 - Localized First Name (Optional – intended for character-based languages such as Chinese)
 - Localized Last Name (same as above)
 - Email Language
 - Username – create your username
 - Password – create a password with minimum of 8 characters, at least 1 uppercase letter, 1 lowercase letter, and 1 number.
 - Password – confirm the password you entered
 - Accept the privacy policy
- Click **“REGISTER”**
- Reenter Password
 - Select Security Question 1
 - Input Answer 1
 - Select Security Question 2
 - Input Answer 2

The To-Do List is displayed. Click on an underlined activity to begin the task.