

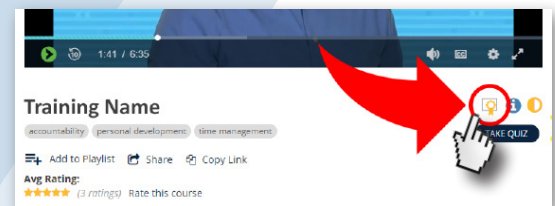
Accessing the EAP Training Center



Our extensive library of free online personal & professional development trainings!

1. Go to www.theEAP.com and click the **Member Login** button.
2. If you have already created a User Name and Password, simply enter that info in the appropriate boxes. **If you have not registered, complete steps (a) & (b).**
 - a) Click on **REGISTER**.
 - b) Fill out the Registration Form to create your own User Name and Password, then click **Register**. **You only need to register once.**
3. Click the **"Training Center"** icon. Then click the **"Comprehensive Training Library"** icon.
4. In the **Search Content** bar at the top of the screen, type the course code. *(Find code in the 'Training Assignments' section below)*
5. Click on the course icon.
6. Click the **'Play'** or **'Start'** button to begin the course.
7. After viewing the course and taking the quiz *(you must score at least an 80% to receive a certificate)*, click on the ribbon icon below the right corner of the video. *(See picture to the right)*

Please Note: The certificate will download to your computer.



YOUR TRAINING ASSIGNMENTS

Scan to Explore
Your EAP Benefits!



COURSE CODE:
TRAINING NAME:

COURSE CODE:
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If you have any issues using this system or content, please don't hesitate to contact us during normal business hours **(Mon-Fri 8am - 5pm EST)** for immediate assistance.
800.535.4841 Ext. 575 | itdepartment@theEAP.com

www.theEAP.com
800.252.4555