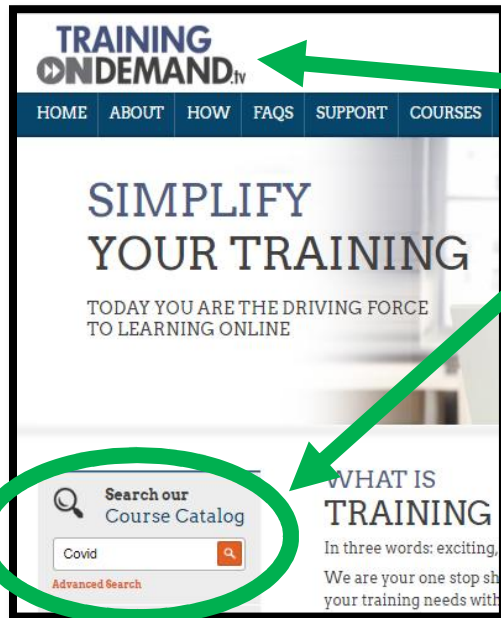


# Instructions to Access Content on Training On Demand

browse for training • create account • checkout • learn



## STEP 1

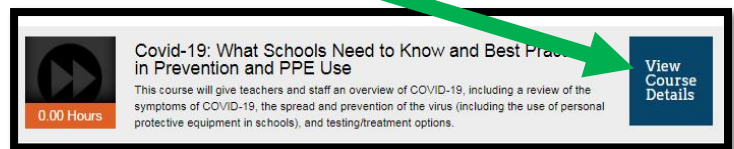
Go to [www.trainingondemand.tv](http://www.trainingondemand.tv)

## STEP 2

Search the Course Catalog using keyword: covid

## STEP 3

Click on *View Course Details*



## STEP 4

Click to add this course to your cart. Although **there is no cost to this course**, you need to click *Add to Cart* to “checkout.”



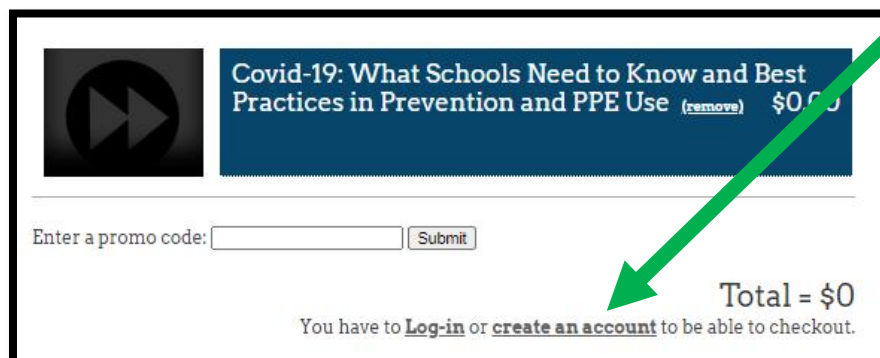
## STEP 5

Now that this course is in your cart, click *In Cart View*



## STEP 6

To complete the checkout process and begin training, you need to create an account. If you already have an account on this publicly accessible site, click *Log-in*, otherwise click on *Create An Account* to proceed.



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## STEP 7

Complete the registration form and click on the *Submit* button at the bottom of the form.

The screenshot shows a registration form titled "SIGN UP FOR FREE". It includes fields for Username, Password, Retype Password, First Name, Last Name, Email, Address, Address #2, City, State, Zip, Phone Number / Ext, and Alternate Phone Number / Ext. A green arrow points from the top right towards the "SUBMIT" button at the bottom left.

## STEP 8

Now that your account is made, you are on the *My Account* page that lists your current courses and certificates. Click on the *Cart* to complete the checkout process.



## STEP 9

Please review and check the box to agree to the terms and conditions. Next, click the *Checkout* button.

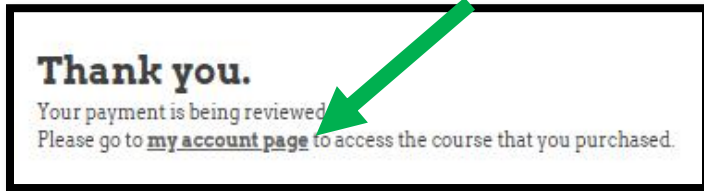
The screenshot shows the checkout page with a "Total = \$0" at the top right. A large block of text contains the terms and conditions. A green arrow points to the checkbox labeled "I have read terms and conditions and YES I Agree". Another green arrow points to the "Checkout" button at the bottom right.

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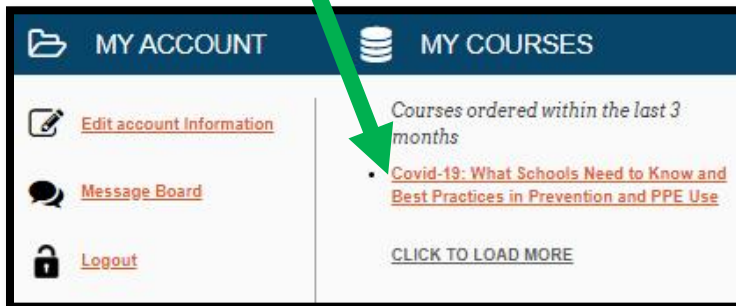
## STEP 10

Click *My Account Page* to access the course.



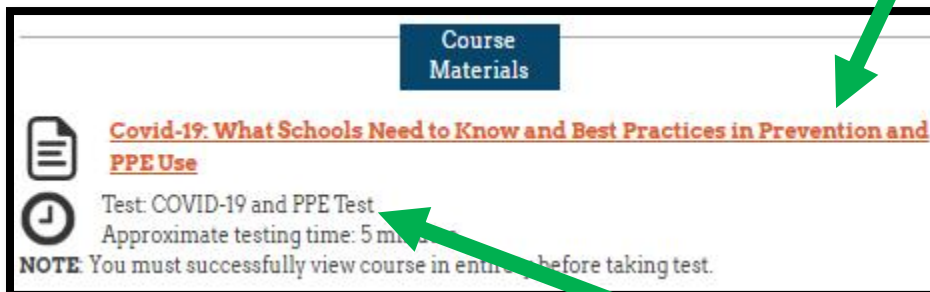
## STEP 11

Click the name of the course.



## STEP 12

For a successful training experience, carefully read all of the information at the top of the course page that explains what you need to do. After reviewing that information, scroll down the page to click on the training link.



## NOTE

After you complete your training, you will return to this page to click the test link. After passing this test (1 question), you will have access to your Certificate of Completion.

## Having Trouble with Your TrainingOnDemand.tv Experience?

Submit a [TOD HelpDesk request](#) for support by clicking here.