



STEP 1 – Register on the New VanEd LMS Platform

- a. Go to vaned.com and click **Log In** at the top of the page.



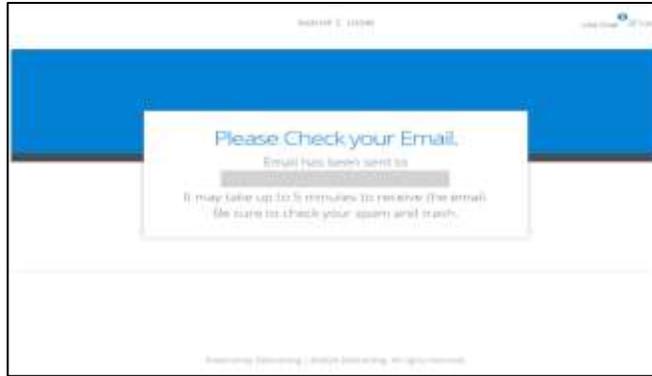
- b. Click on [Register on New Platform](#).



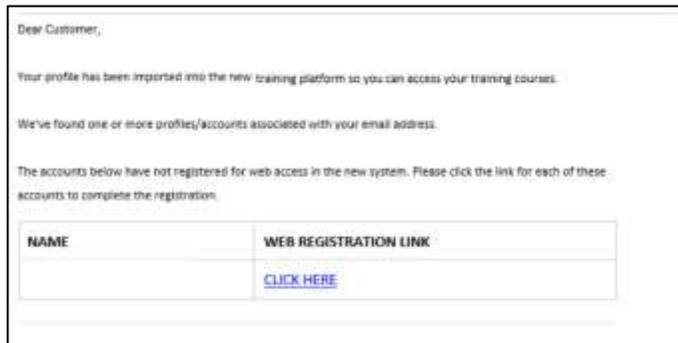
- c. Choose Email to enter your email address, then click **SEND**.



- d. An email will be sent to the email address on file from support@360training.com.



- e. To continue the registration process, select the **CLICK HERE** in the email to begin the Account Registration process.



NOTE: If the Account Registration email shows multiple user profiles associated with the email address submitted:

- Each individual listed by name will be required to click the link to register on the new training platform.
- If the accounts listed all belong to you and are not associated with an employer account, you can register one time and then contact support@360training.com to request that your other accounts be merged.
- If the accounts listed belong to you and you are listed under multiple different employer accounts, proceed with the registration of each link on the new training platform. These accounts cannot be merged.

STEP 2 – Follow the Account Registration Verification Process

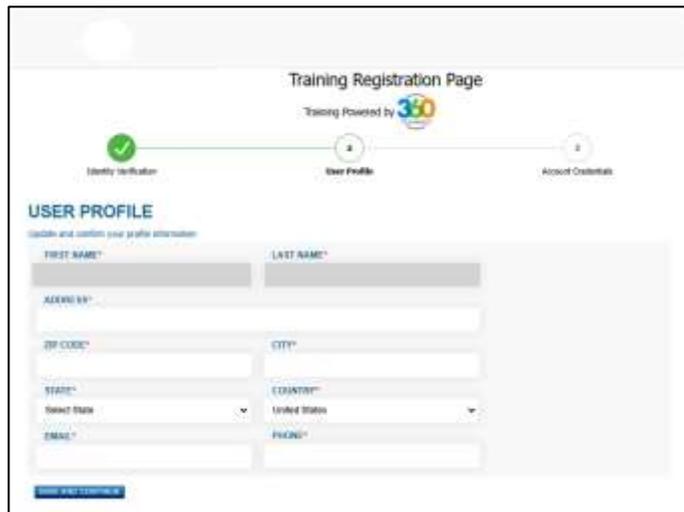
After clicking on REGISTER ON NEW PLATFORM, you can either enter your email or the phone number that was connected to your email when you initially enrolled for a course.

- a. Type your last name in the field. The last name must match the last name shown in the email. Click **NEXT**.



The screenshot shows the 'Training Registration Page' with a progress bar at the top. The first step, 'Identity Verification', is highlighted with a green circle and a checkmark. Below the progress bar, the text reads 'IDENTITY VERIFICATION' and 'Enter your last name, which must exactly match the last name provided on your Training profile'. There is a text input field labeled 'ENTER YOUR LAST NAME:' and a blue 'NEXT' button at the bottom left.

- b. Complete your profile information as indicated on the screen. You will be required to enter a phone number. Click **SAVE AND CONTINUE**.



The screenshot shows the 'Training Registration Page' with a progress bar. The second step, 'User Profile', is highlighted with a green circle and a checkmark. Below the progress bar, the text reads 'USER PROFILE' and 'Update and confirm your profile information'. The form includes fields for 'FIRST NAME*', 'LAST NAME*', 'ADDRESS*', 'ZIP CODE*', 'CITY*', 'STATE*' (with a dropdown menu), 'COUNTRY*' (with a dropdown menu), 'EMAIL*', and 'PHONE*'. A blue 'SAVE AND CONTINUE' button is at the bottom left.

- c. Next, set up your new username and password. You may use your email, or any other username as long as it is unique. Click **FINISH** when complete.



The screenshot shows the 'Training Registration Page' with a progress bar. The third step, 'Account Credentials', is highlighted with a green circle and a checkmark. Below the progress bar, the text reads 'ACCOUNT CREDENTIALS'. The form includes fields for 'Username*' (containing 'TestReg10AQ4'), 'Password*', 'Confirm Password*', and a 'FINISH' button at the bottom left. There is also a note about password requirements: 'Password with 8 supported characters or enter a new password, which can also be an email ID. Minimum 8 characters with any 3 of the following: uppercase, lowercase, numbers, and symbols.'

- d. Finally, complete the Account Registration process by clicking **CLICK HERE TO LOGIN.**



Password must have a minimum of 8 characters and must include at least three of the following character types: uppercase, lowercase, numerals, and symbols.

STEP 3 – Login

You can now log in using the credentials you created during the verification process.

- a. Enter your Username and Password, then click **Login**.



- b. Once you have logged in with your credentials, you will see your dashboard and a message that confirms your enrollment was successfully completed.

