Step by Step Instructions User

These instructions are intended for those who will be participating in Training Department. The following instructions are a step by step process for taking the training and logging your results.

Step 1. Go to www.nationaltrainingcenter.net

Step 2. Click on the Login Button in the upper right

Step 3. Enter your Login and Password (if you do not know what your login and password are, contact us at NTC).
Step 4. Click on the title **Start / Continue My Training**

Step 5. Click on the + button to choose the course you wish to take.
Step 6. Click on **Course Title**

Step 7. Click on **Take Course**

Step 8. Click on **Start Training Now**
Step 8. View the Training and Enjoy.

Step 9. Take the Test. Passing is 70%. To start the test click Continue at the lower right. When finished with the test, it is absolutely essential that you click on Export/Print Final Results.
Step 10. Click **Export/Print Final Results**. Then click Finish.

**NOTE:** IF YOU DO NOT CLICK Export/Print Final Results, YOU WILL NOT GET CREDIT FOR YOUR TRAINING OR YOUR TEST SCORE.