



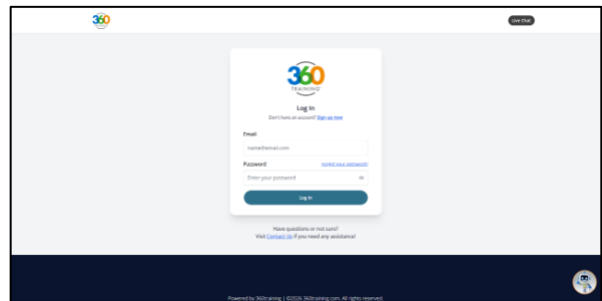
Account Set Up & Login Process

This guide walks you through the process of setting up a new username and password and logging in for the first time to access your training account.

ACCOUNT SET UP

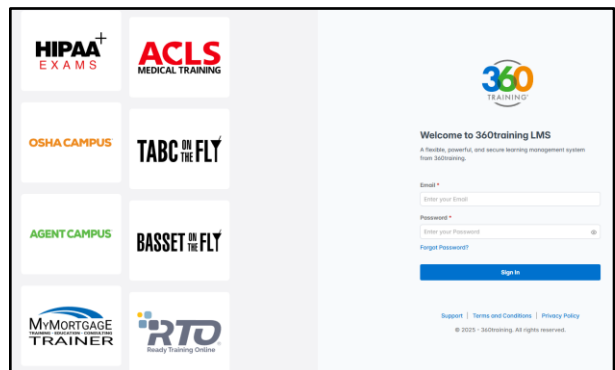
First, visit the training website and click **Login** at the top of the page.

Enter your email address and password, then click **Login**.



OR

You can also login through <https://learn.360training.com/sign-in>. Enter your email and password, then click **LOGIN**.



- If the system does not recognize your email or password AND you have access to the email address, select **Forgot Password** and follow the steps.
- If you no longer have access to the email address but have courses on your profile, please contact Customer Support through chat or at support@360training.com for assistance.

Forgot your password

Please enter the email address you'd like your password reset information sent to

Email:

Verifying...

[Request reset link](#)

For your initial login, you'll receive a notice. Review this information and click **Continue to the New 360training LMS**.

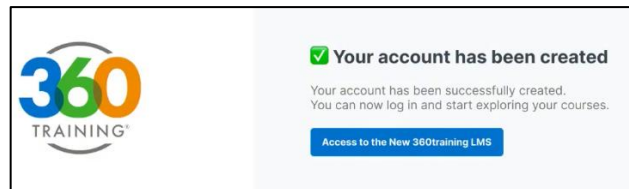


Create your account by filling in the fields for Personal Information and Primary Address. Click **Continue**.

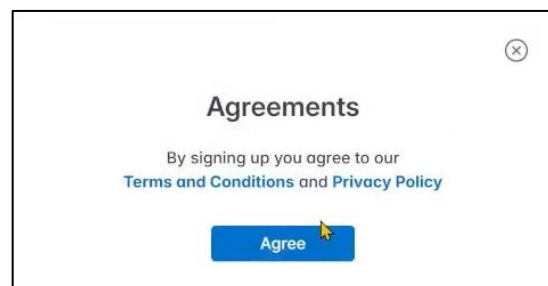
Submit and confirm a new password. Click **Create Account**.

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

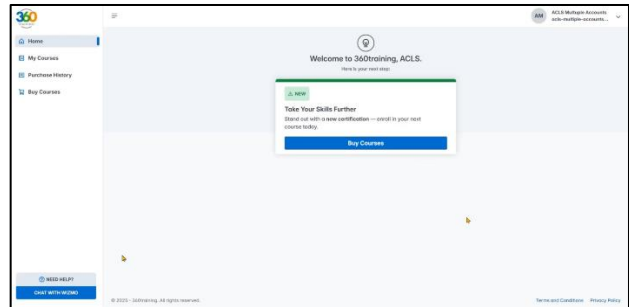
The system will indicate that the request was successful. Click **Access to the New 360training LMS**.



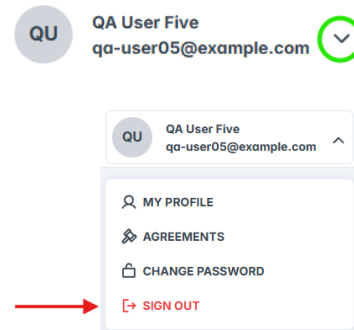
Before access your learning account, you will be asked to agree to the **Terms and Conditions** and **Privacy Policy**. You can open and review these policies, and click **Agree** when finished.



Once you have logged in, you will see your dashboard.



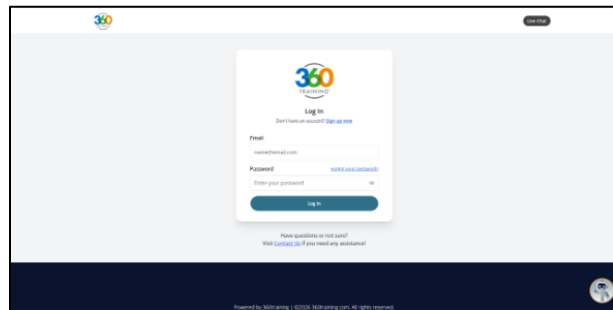
To log out, expand the menu on the top right and click **SIGN OUT**.



LOGIN

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

Return to the website and click **Login**.



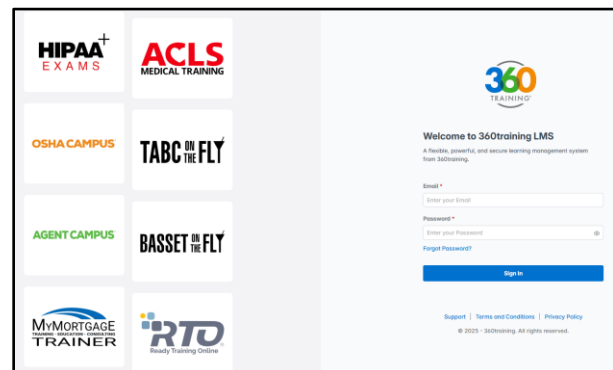
Enter your email address and password, then click **Login**.

OR

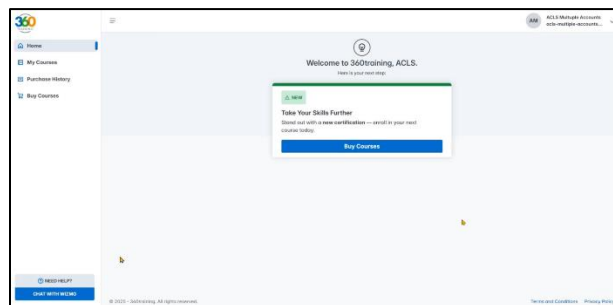
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Proceed with your training!