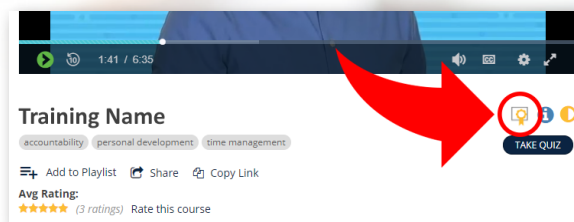


Accessing the EAP Training Center

Over 8,000 free online personal & professional development trainings!



1. Go to www.theEAP.com
2. Click the **Employee and Family login** button.
3. 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.**
4. Click the **“Training Center”** icon.
5. Then click the **“New & Improved Trainings”** icon.
6. In the **Search Content** bar at the top of the screen, type the course code. *(Find code in the ‘Training Assignments’ section below)*
7. Click on the course icon.
8. Click the **‘Play’** or **‘Start’** button to begin the course.
9. 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



Course Code: _____

Training Name: _____

Course Code: _____

Training Name: _____

Course Code: _____

Training Name: _____

Course Code: _____

Training Name: _____

Course Code: _____

Training Name: _____

* 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

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