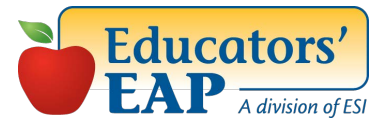
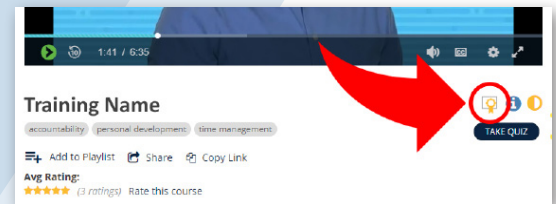


Accessing the EAP Training Center



Over 10,000 free online personal & professional development trainings!

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

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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.
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