SELF-REGISTRATION PROCESS FOR NEW USERS

**Step 1:** All group members start by visiting this unique login page\*:

[**http://learningxchange.aleretoxicology.com/Group/Login/floydmed**](http://learningxchange.aleretoxicology.com/Group/Login/floydmed)

**Step 2:** Login with the group’s initial password ‘**welcome.**’ All group members will be asked to create their own account by choosing a unique user name, then providing their name, email address, phone, and setting a password. The user will then be required to login from the primary login page. The users information will remain associated with this specific group.

TRAINING AND CERTIFICATIONALL MEMBERS

After users complete the registration process, they can view training assets assigned to them on the “Courses” page. When a course is completed, users may test their knowledge by successfully completing a quiz. They can print or save Certificate of Completion PDF’s. Certificates include their name, score, and completion date. Users   
can view completed courses from the “Certificates” page.