

HOW TO REGISTER AND ENROLL IN TC3 TRAINING

training.transportation.org

First-Time Users:

1. Become an e-affiliate (free) with your email address.
2. Create an AASHTO user ID and password.
3. Complete the following steps for all TC3 LMS users.

AASHTO Account

E-Mail Address:

Password:

Log In

- Register - Become an e-affiliate
- Get Password

All TC3 LMS Users:

1. Log into your AASHTO account.
2. Use the "Browse Training" link to locate a specific training, and select "Detail" to learn more about the course.
3. To enroll in the training, select the "Add to Shopping Cart" button on the Item Detail page, and select "Checkout" on the bottom of the Shopping Cart screen when you have finished shopping.
4. Follow the checkout steps. Once you have completed the registration process, you will receive an order confirmation via e-mail.
5. Your course is now available in the "My Training" tab in the top menu at training.transportation.org.
6. Start and stop training sessions as often as you like to fit your schedule. (The system will keep track of your process and open where you left off.)
7. Personalized certificates and transcripts are available in the Training Store for all your completed courses.

Frequently Asked Questions:

How do I become an e-affiliate and create a user ID and password?

To create a user ID and password, you must first become an e-affiliate (a new user), which is free. In the Training Store (www.training.transportation.org), click the "Become an e-affiliate" link located below the "Log In" button on the left side of the screen. Enter your e-mail address in the box at the bottom of the screen and click "Next."

This will take you to the AASHTO Account Information screen where you can create an account password and fill in your account information, including your full name, organization, address, and phone number. This is how the system recognizes the pricing tier for which you qualify. You must also check a box to acknowledge that you've read and agree with the Terms and Conditions. Once you have entered all of the required information, click "OK" at the bottom of the screen. A new screen will appear letting you know that your registration is complete. You will also receive an email confirming your new account.

How do I get a personalized certificate for a training I have completed?

Log in to the Training Store and select "My Course List," located on the menu bar on the left side of the screen. Select the training for which you wish to print a certificate. Remember, only trainings that are "complete" will have an associated certificate. From the Course Information page, select the "Print Certificate" button. When you select this button, the certificate will automatically download. Once the download is complete, you can save your certificate, or open and print it.

How do I view my transcript or training history?

Log in to the Training Store and select "My Transcript," located on the menu bar on the left side of the screen. In your My Transcript section you will find a training list of your current and past web-based trainings along with completion status, registration date, and completion date.