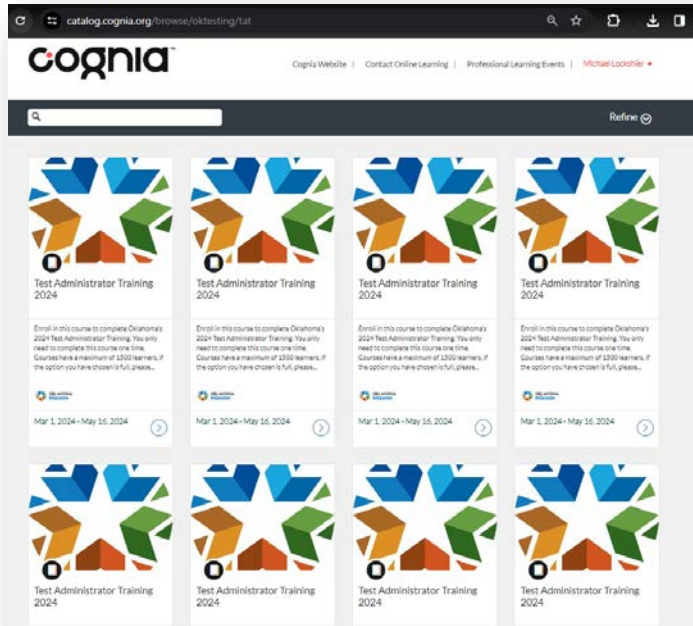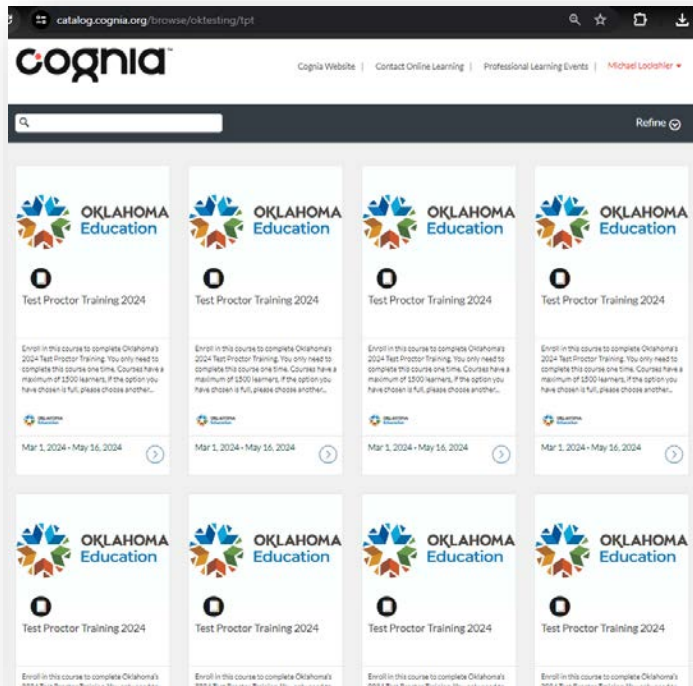1. Go to the appropriate Catalog page.
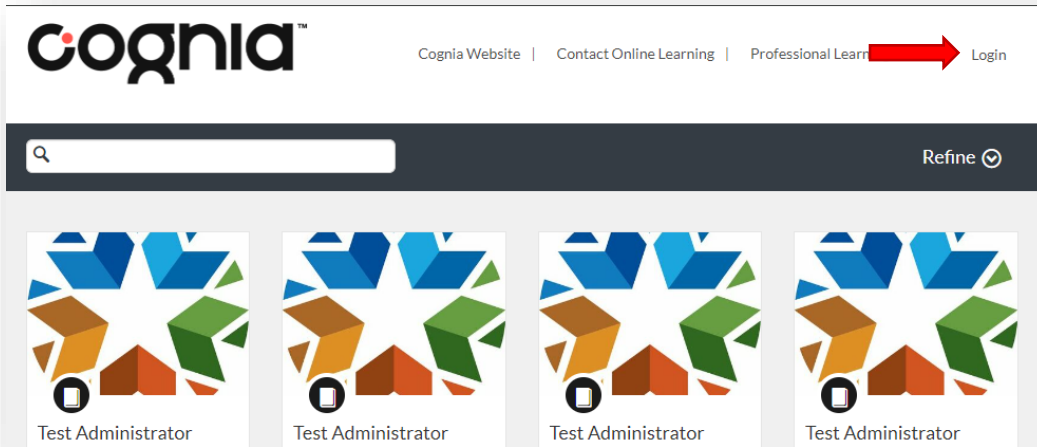
For Test Administrators Training: https://catalog.cognia.org/browse/oktesting/tat

For Test Proctor Training: https://catalog.cognia.org/browse/oktesting/tpt
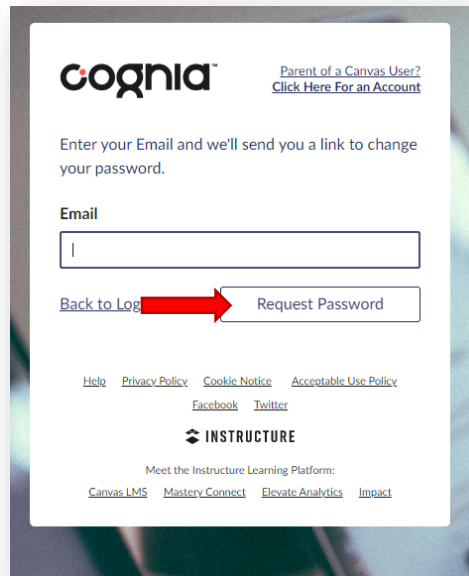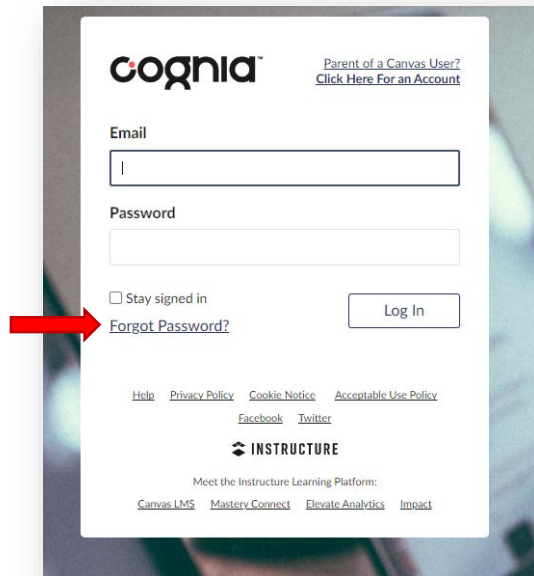
2A. **If you took this training last year,** login with your username and password.

If you don't remember your username and password:

    I.   Request your password at the login screen by clicking Forgot Password, entering your email, and then click request password.

    II.   Contact clientcare@cognia.org for assistance.

2B) Click on any course listed (they are all the same and you only need to complete one) then click **enroll**. You can now access and complete the training.

3. **If this is your first time taking this training, you must create a new Canvas login for Cognia's Canvas.** An account used for other schools will not exist here. Use #4 below to guide you through creating a new account.

Click on any course listed (they are all the same and you only need to complete one) then click **enroll**.

> **Note:** If the course listing is full, please go back and choose another listing.

This will bring you to the sign in/create an account page.

4 . Fill out the information under 'Don't have an account? Sign up here!', click the appropriate checkboxes, and then click 'Register New Account'.

After you click 'Register New Account', an email will be sent to you to confirm your account and create a password.

> **Note**: If you get a message saying you already have an account, please contact clientcare@cognia.org for assistance.

5. Check your email for further instructions.

> Emails from Canvas Catalog generally process within a few minutes. If you don't see the email, check your spam folder.

6. Once you have confirmed your account, you can access and complete the training.