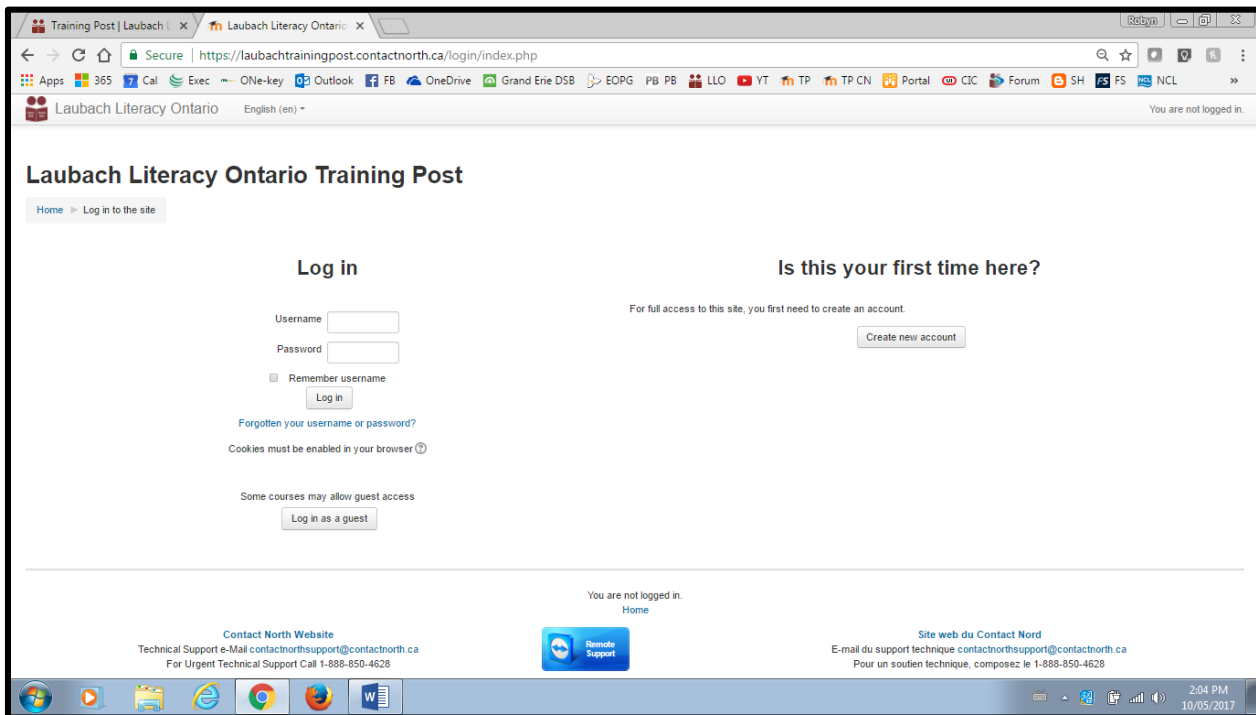


Instructions to create a new user account for LLO's Training Post

Step 1

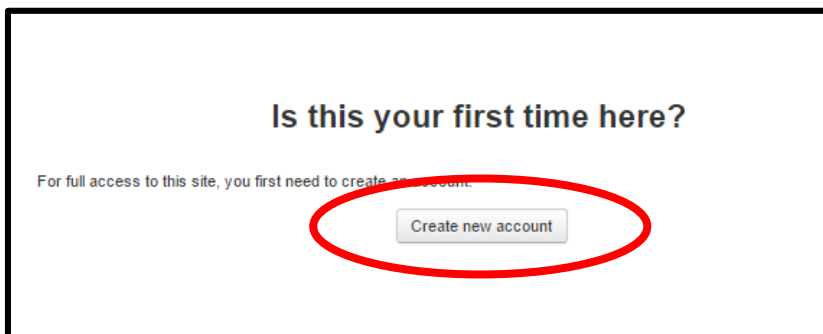
Go to <https://laubachtrainingpost.contactnorth.ca/login/index.php>

This screen will appear:



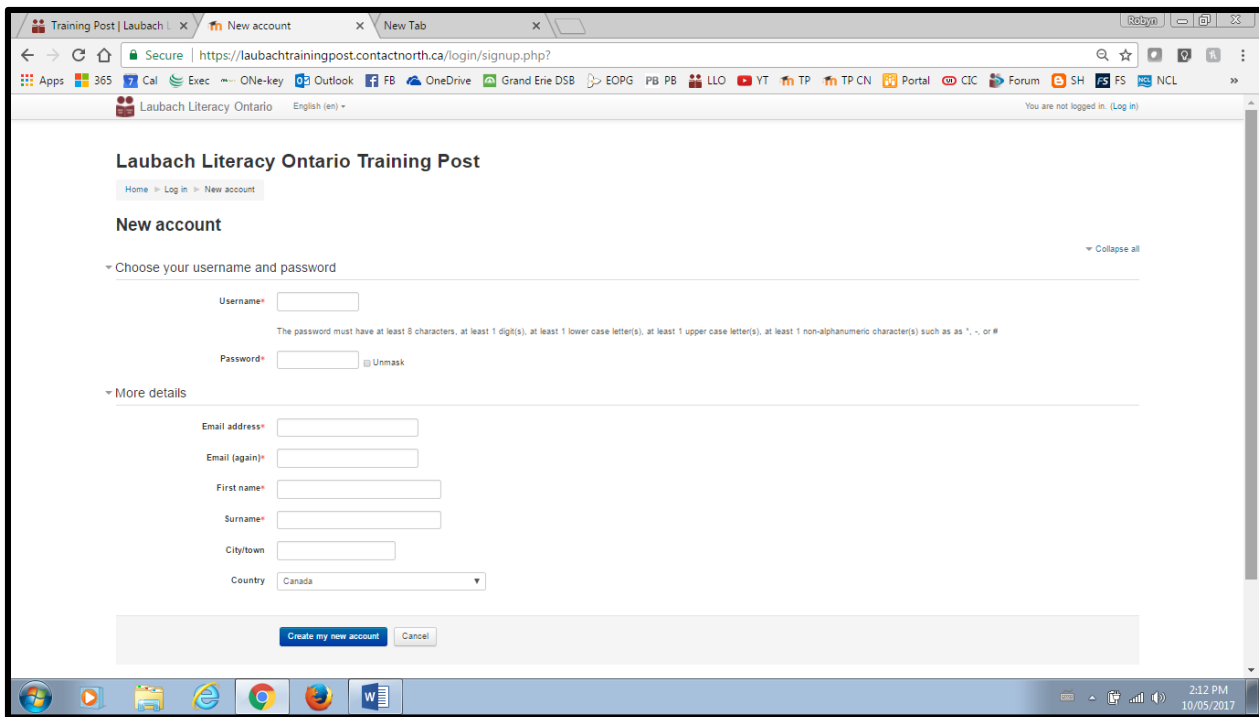
Step #2

Click on the "Create new account" button found on the right hand side of the screen:



Step #3

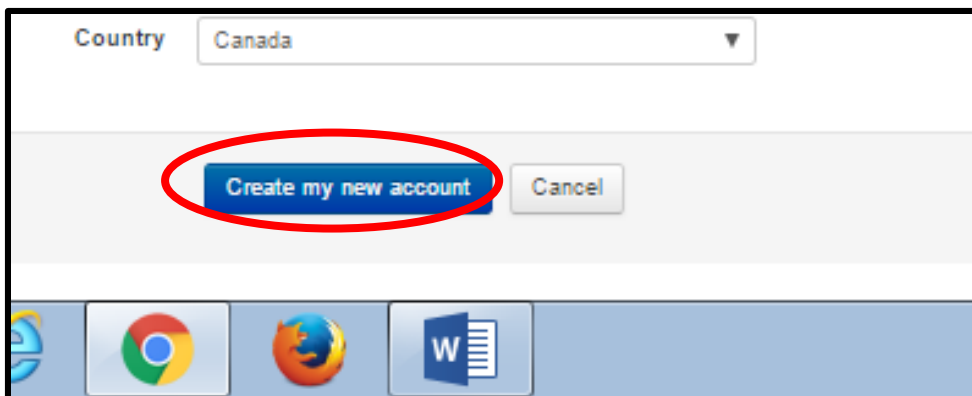
Fill out the “New account” information page.



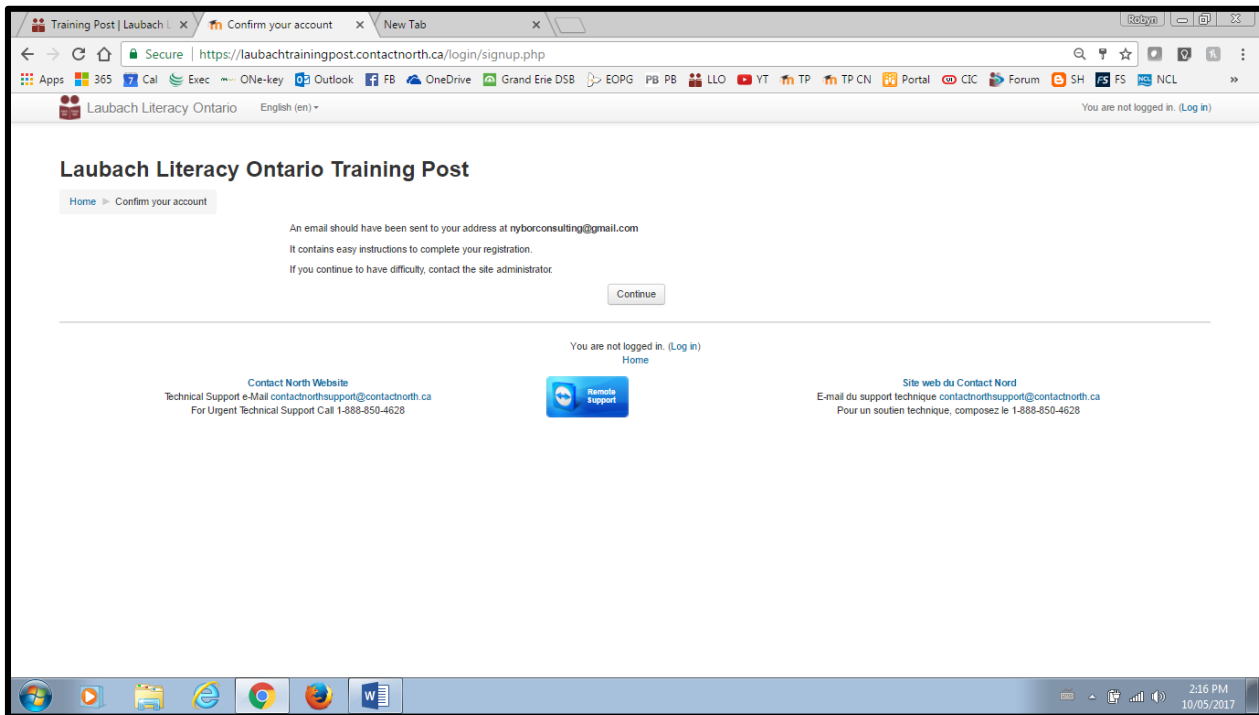
Make sure you record your username and password!

Step #4

Click on “Create my new account” button at the bottom of the page.

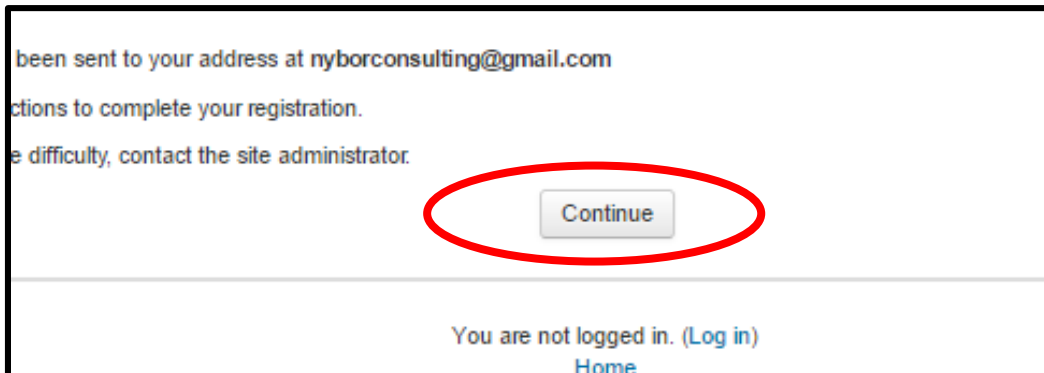


This screen appears:

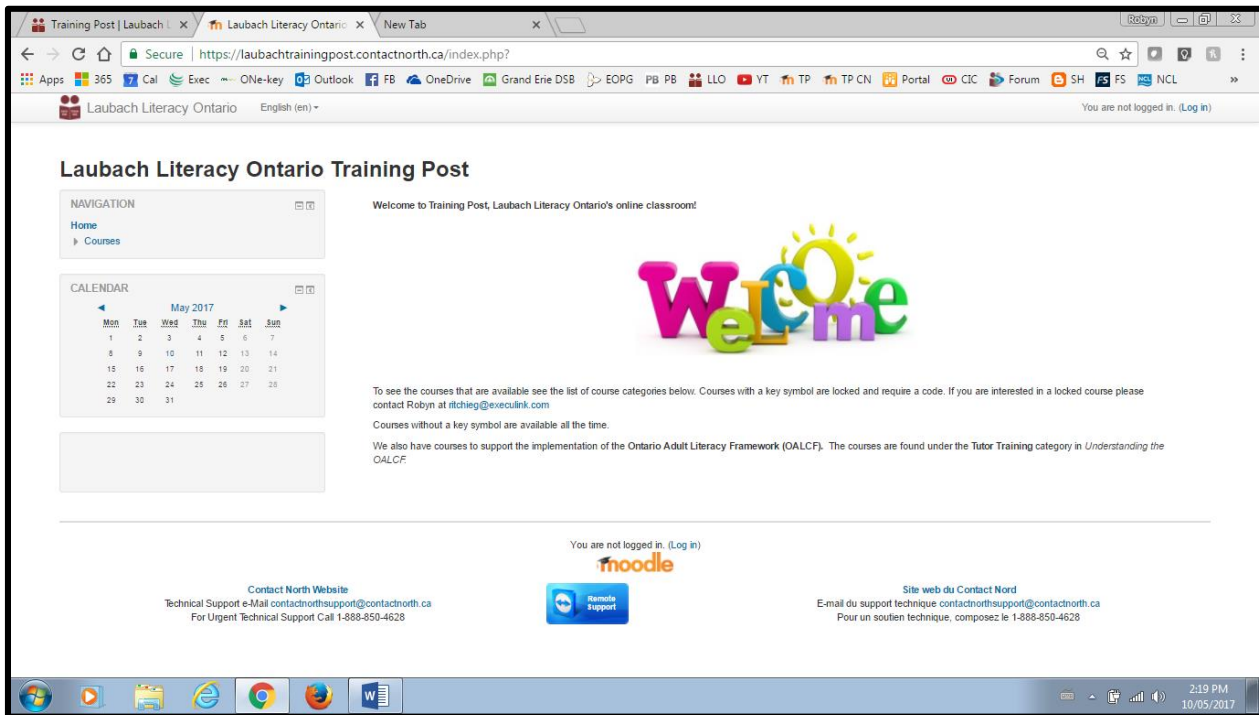


Step #5

Click on "continue".



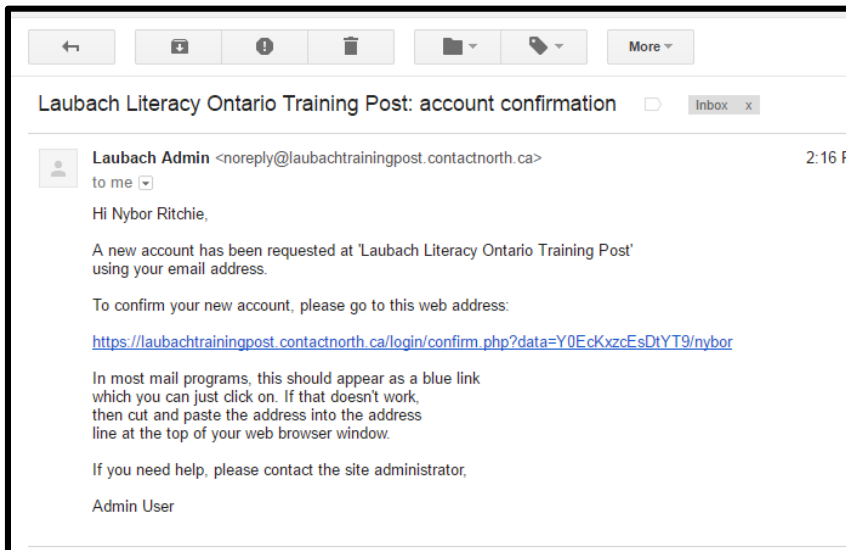
This screen appears:



Step #6

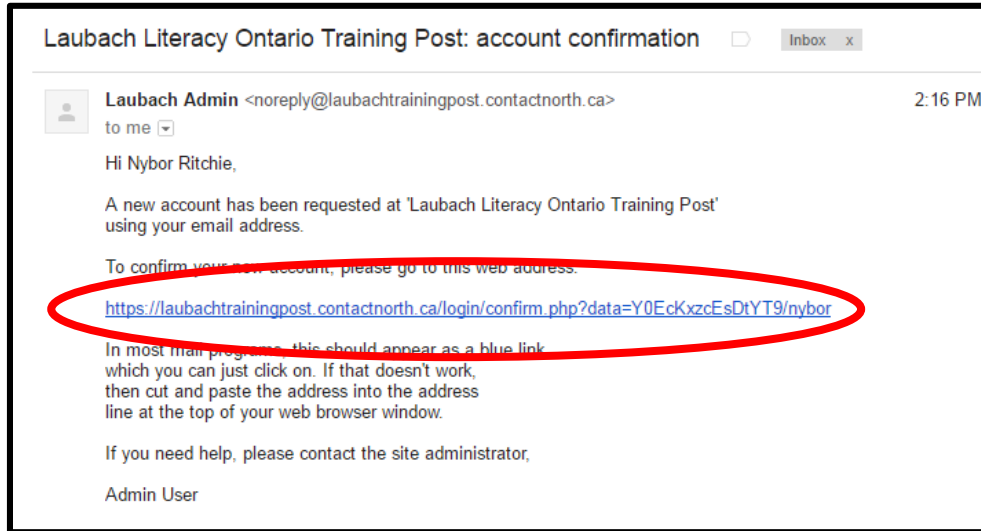
Go to your email account, find the email from the Laubach Admin and follow the steps to and verify your Training Post account.

The email should look like this:

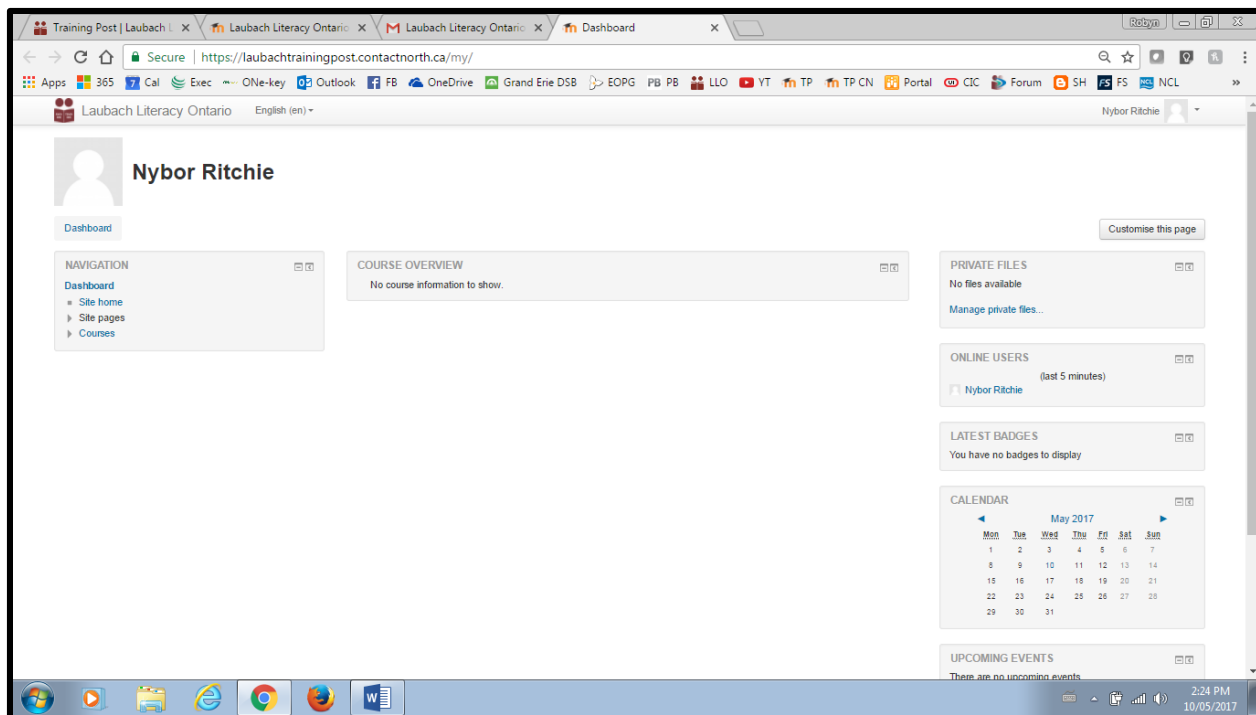


Step #7

Click on the link in the email.



This screen should pop up:



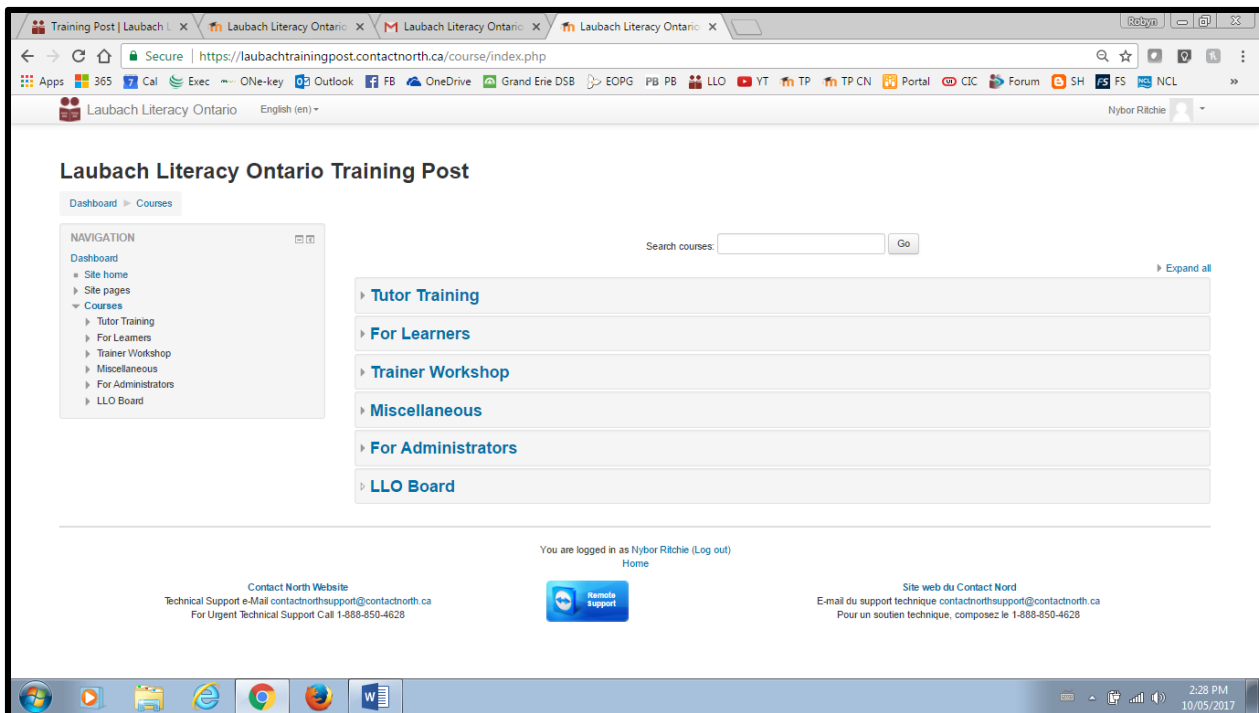
This is called your dashboard.

Step #8

Click on “Courses” in the menu on the left hand side to see what courses are available:



This screen appears:

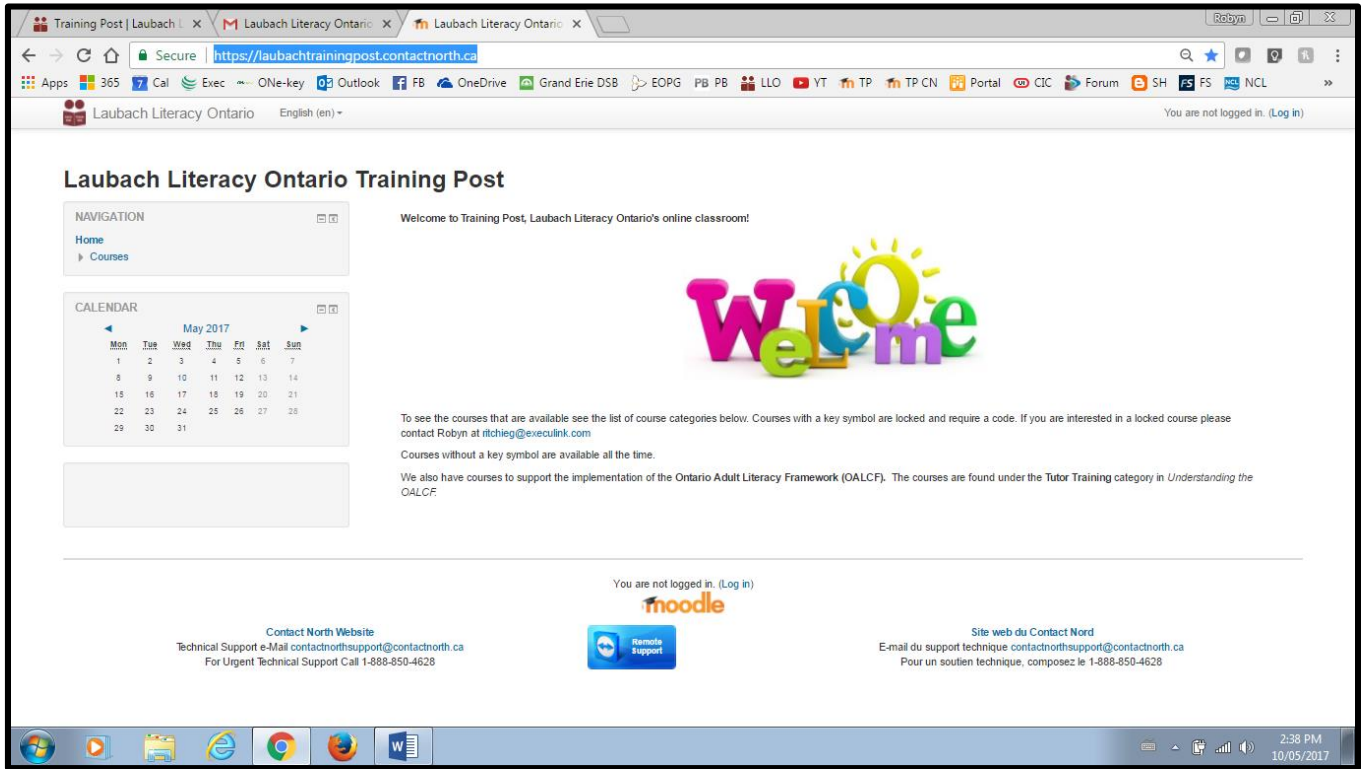


You can click on each section to see what courses are there.

Note: Some courses require an enrolment key. If you are allowed to access a course with an enrolment key, the key will be given to you by the course instructor.

The next time you want to login you can go to: <https://laubachtrainingpost.contactnorth.ca/>

This screen appears:



Click on “log in” in the upper right hand corner of the screen to login.

