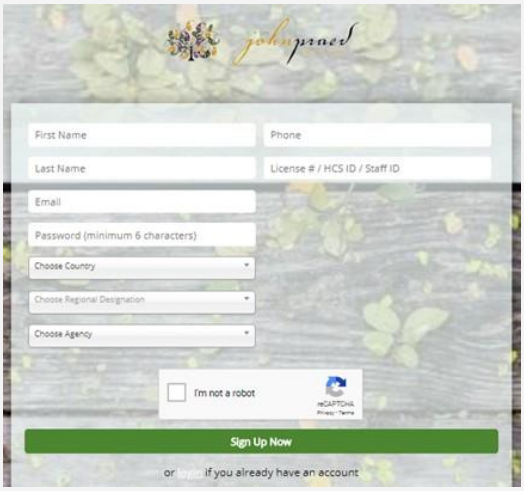
TCOMTraining Quick Guide- LAC

NEW USER REGISTRATION

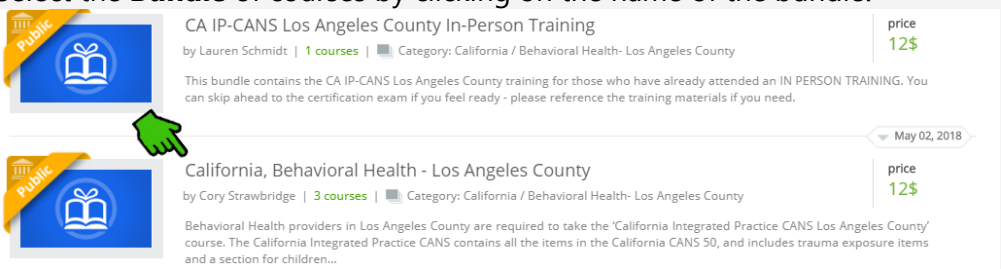


1. Enter **https://www.tcomtraining.com** into your browser.
2. Click the "Sign Up" link above the login field.
3. Input the following *required* information:
   - First Name
   - Last Name
   - Email
   - Password
   - Country
   - Region
   - Agency (Type in your provider number, or agency name, and it will pre-populate as you type)
4. Complete the "I'm not a robot" verification and click "Sign Up Now."

ENROLLING IN YOUR COURSES

1. To select your bundle, navigate to the training tab and click "Bundles" as shown below

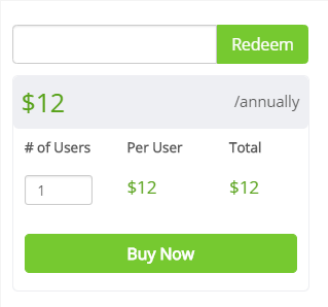
2. Select the **Bundle** of courses by clicking on the name of the bundle.



3. Purchasing your Bundle

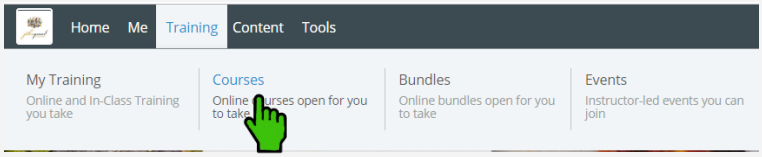
   a. Enter the code "**Mj09uDa6bq**" and click "Redeem"

   b. View adjust price (or free) and click "Enroll"

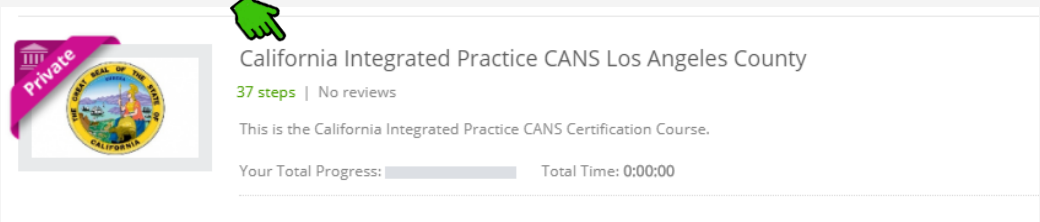


TAKING YOUR COURSE/CERTIFICATION

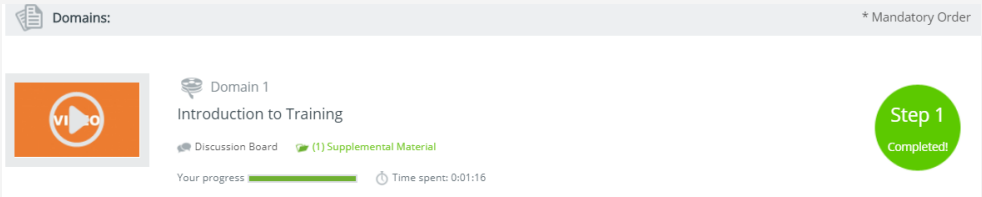
1. To select your course, navigate to the training tab and click "Course" as shown below.



2. Start your **Course** by clicking on the name of the course.



3. After opening the course you will start with Step 1. Once you complete a step the step will turn green and indicate "Completed" you can then proceed to the next step. Each domain within the course has a Video, Document and Quiz.



4. The last two steps of the course are the Practice and Certification Exam.
   - To Start your exam click on the Exam name
   - Read the Vignette Assumption
   - Select "Start Vignette"
   - NOTE: The Exams have a two hour time limit. If you exceed the time limit you will need to need to restart with a new exam.
   - NOTE: If Re-certifying your exam will show at 100% complete and your prior score will be listed. You will click on the Exam and select "Retake Vignette".

5. Once you finish your Certification Exam your score will show immediately.
6. Once you earn a passing score on the Certification Exam you can view your certification by clicking on the "ME" tab on the top toolbar and selecting "My Certificates".

RE-CERTIFICATION

* Please remember to re-certify before your anniversary date, which is 365 days after the date you first accessed the on-line training bundle, NOT the date of your CANS certification. If your account has passed one year and expired, use steps and coupon code above to re-access bundle and test for recertification.

If you have any difficulty registering or accessing the module, please contact: support@TCOMTraining.com

TCOM Transformational Collaborative Outcomes Management
www.TCOMTraining.com
e: support@TCOMTraining.com