Individuals Register Tip Sheet

1. Go to HazComOnlineTraining.org
2. Go to "Quick Set-Up Process" section at the bottom of the page
3. In Step 2 – Individuals Register – click on "Create a Profile" button

Complete Information Section

- Verify that your employer has signed up, if needed
- Complete all required fields
- Click "Submit"

Information

Employer: *	--- Select Employer --- ▼
	If your employer is not listed, go to *Employer Sign-Up* to initiate the process.
Your Department:	
First Name: *	
Middle Name:	
Last Name: *	
Work Email: *	
Retype Work Email: *	
Other Identification:	e.g.: School ID Number, Employee Badge Number

Submit »

Confirm Information

- Edit information as necessary
- Click "Confirm" button to submit

Verification

Employer:	Wichita State University
Your Department:	t3
First Name:	John
Last Name:	Doe
Middle Name:	
Work Email:	john.doe@wichita.edu
Other Identification:	h555u555

« Edit   Confirm

Receive Sign-In Information

- Member ID and Password information are generated.
- You are now signed in
- Click "Go To Training" to get started

Confirmation

| Member ID: | john.doe@wichita.edu |
| Password: | ▮▮▮▮ |

NOTE: Move the cursor over the black box to view your password.

Go To Training