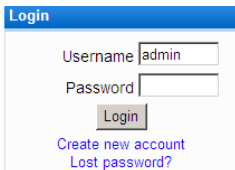


Getting Started

Creating an Online Training account in 3 easy steps

Step 1 CIE Training Website

- Go to the Virtual Learning Environment website
<http://training.cie.org.uk/courses>
- Ensure you have added cieonlinecourses@cie.org.uk to your safe sender list
- Go to the 'Login Box on the left of the screen



- Click on 'Create new account'

Step 2 Create Username and Password

- Choose your own username and password.

NB – The password must have at least 8 characters, at least 1 digit (s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 alphanumeric character(s)

- Fill in your details ensuring that you include a valid Centre number and contact email.
- Click on 'Create my new account'
- Click 'Continue' to return to the front page of the site

Step 3 Account confirmation

- You should automatically receive an email asking you to confirm your account.
- Click on the web link in the email to confirm your account
- You can now access the site fully
- If you have not received the email, please contact cieonlinecourses@cie.org.uk

Please note that you will not be able to access the course website fully until you have confirmed your account on the website.