



THE *johnpraed*  
FOUNDATION

Online Academy



## NEW USERS TO TCOM TRAINING

*This resource is for users who are new to TCOM Training. If you previously had an account on the previous platform (LearnerNation), reference the **Returning Users** support handout.*

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

*\*\*If you do not see your agency, begin typing in your agency name in the 'Choose Agency' field and it will auto-populate.*

4. Complete the "I'm not a robot" verification and click "Sign Up Now."  
*Need help with the verification? Reference the **Technical Requirements** support handout.*

### Logging in after Registration

1. Enter your email/username and password.
2. Click "Login."

### Forgot your Password?

Click on the "Forgot your password?" link below the log-in fields. Enter your email and the system will send you a message with reset instructions.



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