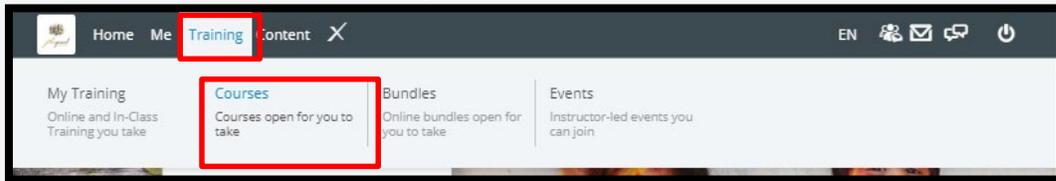




TCOM Training Course Enrollment

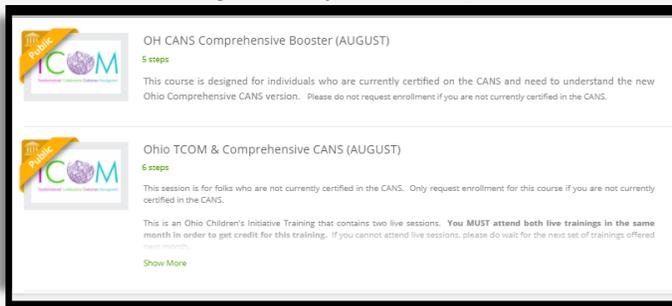
Locating your courses

1. After logging in you will navigate to the "Courses" page by selecting "Training" then "Courses" on the top toolbar.

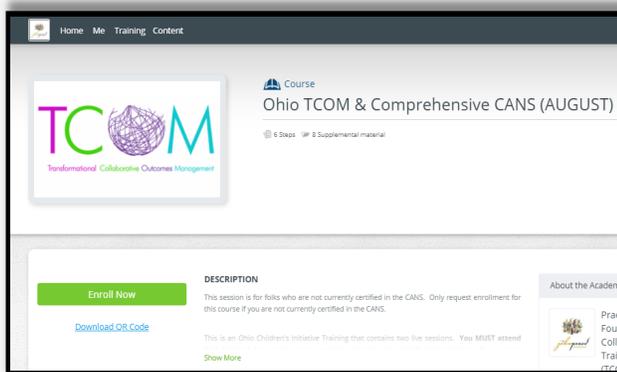


Enrolling in your course

1. You will see courses listed under your course Catalogue
2. Select the Training course you are required to enroll in.



3. After selecting the course you will be taken to the course page. On the course page select the green "Enroll Now" button. The button will then say "Pending Approval"

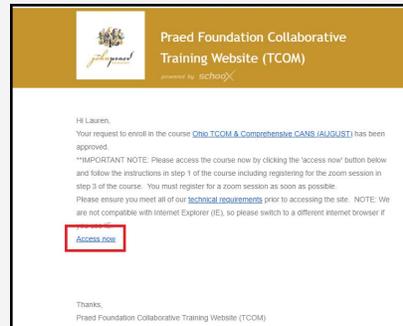


4. **IMPORTANT:** Once your enrollment has been approved you will receive an email from The Praed Foundation Collaborative Training Website (no-reply@schoox.com) within 1 business day.

Praed Foundation Co. Your course enrollment has been approved

5. Promptly log into the Training Website, go to the course, and follow the instructions in Step 1 of the course. This includes ensuring that you register for the zoom session(s) of the course that applies to you.

****You can find the course by logging into www.TCOMtraining.com and clicking on 'courses' in the top tool bar OR click on the 'access now' button in your approval email.**



IMPORTANT: if you need assistance, please email us at livetraining@tcomtraining.com