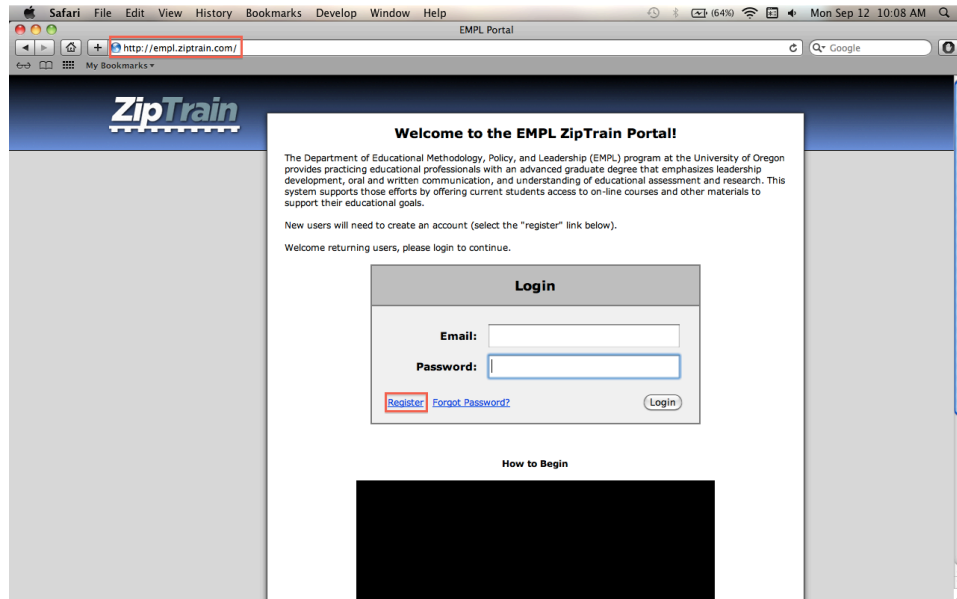


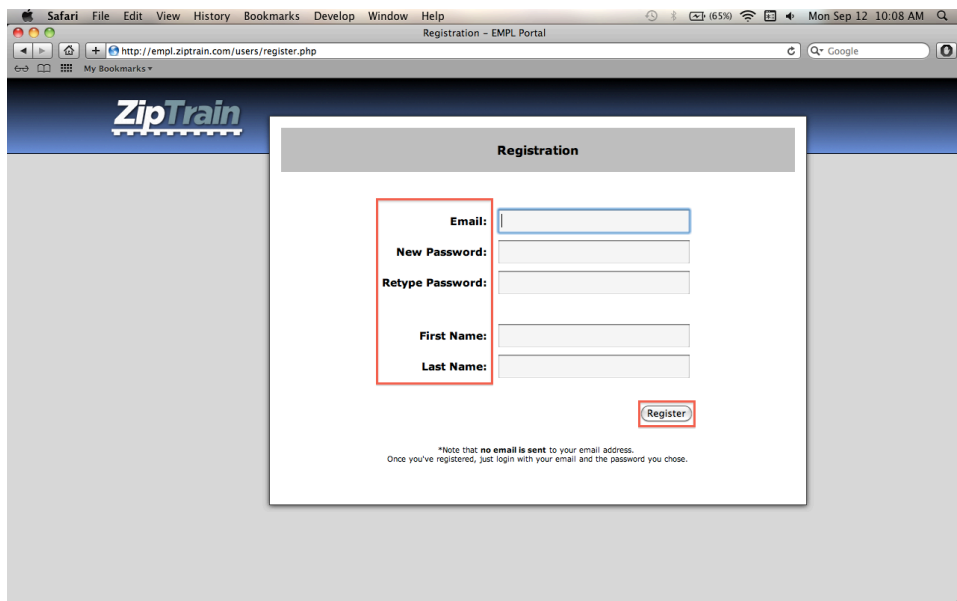
ZipTrain Guide: Registration & Course Access for New Students

1. To begin, navigate to <http://empl.ziptrain.com/> using their preferred web browser.



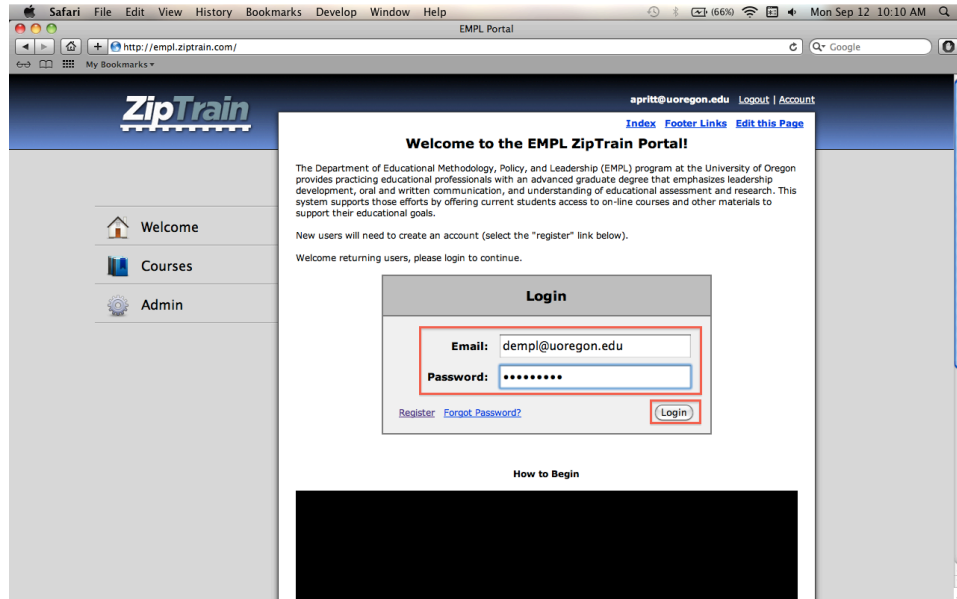
New students will need to select the “Register” tab to begin the registration process. **Note:** Students who have an existing EMPL ZipTrain account will NOT need to re-register. They should proceed to **step 3**.

2. New students will need to complete the registration process by completing the registration form fully and truthfully. Students should use their UOregon email address for registration. Select “Register.”

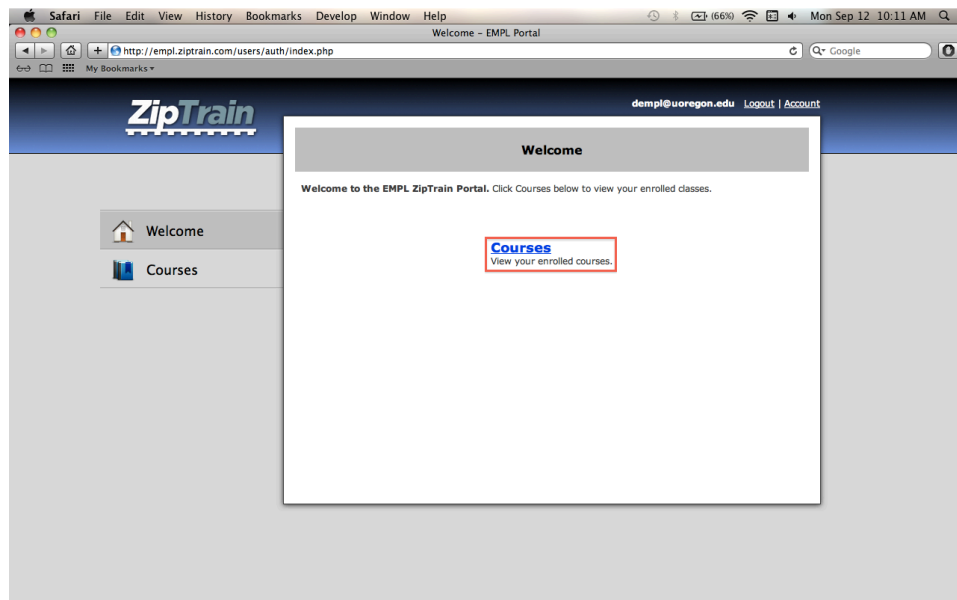


ZipTrain Guide: Registration & Course Access for New Students

3. You should be automatically re-directed to the EMPL ZipTrain login screen. However, if your web browser does not automatically re-direct back to the login screen, please have students navigate to <http://empl.ziptrain.com/> and login.

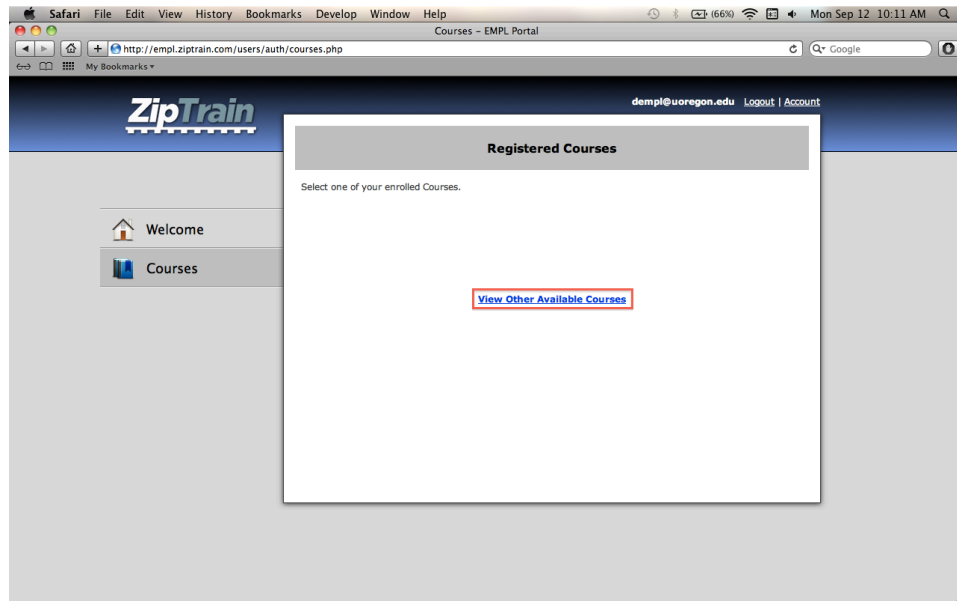


4. After successful login, you will see a "Courses" link in the center of the page.

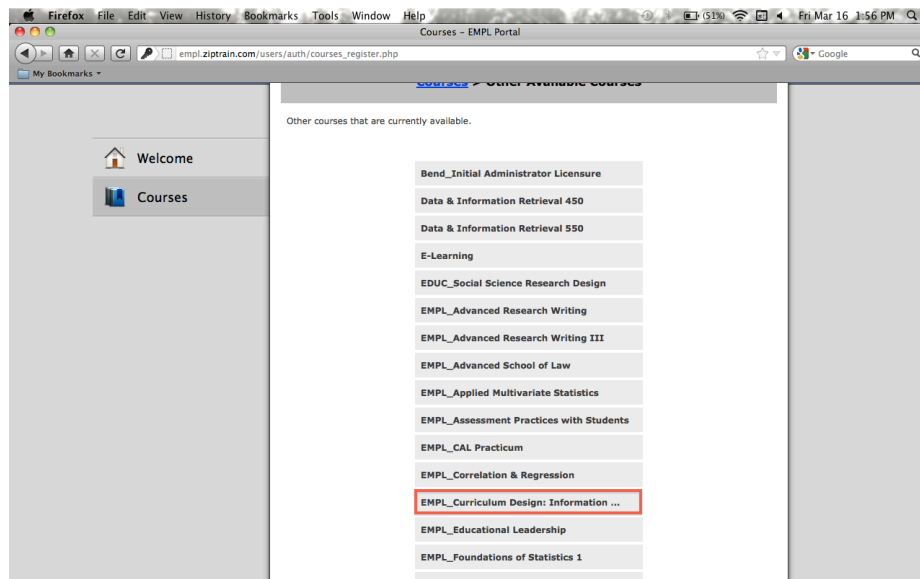


ZipTrain Guide: Registration & Course Access for New Students

5. You will be directed to a screen that allows you to see the courses you are currently registered for (none for new students) and a link to register for new courses. Select the “View Other Available Courses” link.



6. Students will need to navigate to the **EMPL_Curriculum Design: Information Technology** course tab and select it.

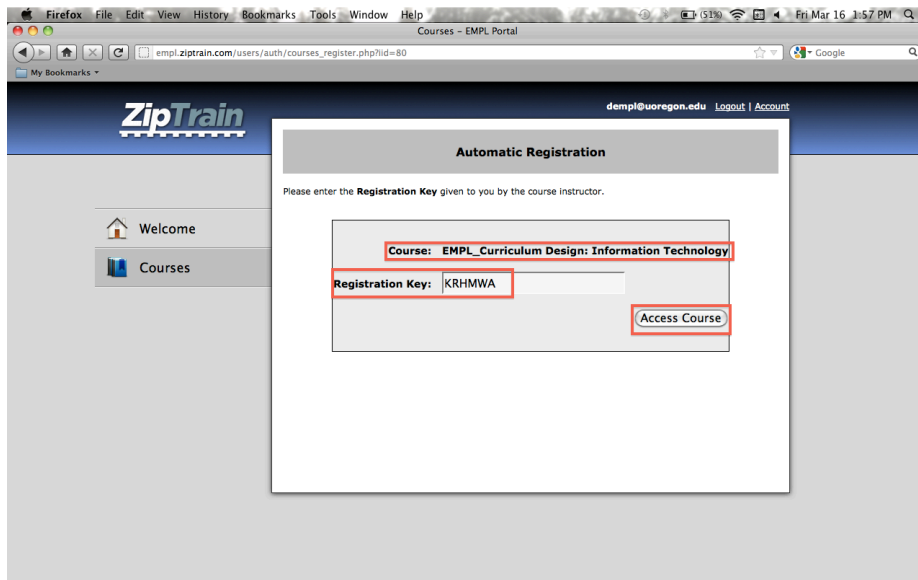


ZipTrain Guide: Registration & Course Access for New Students

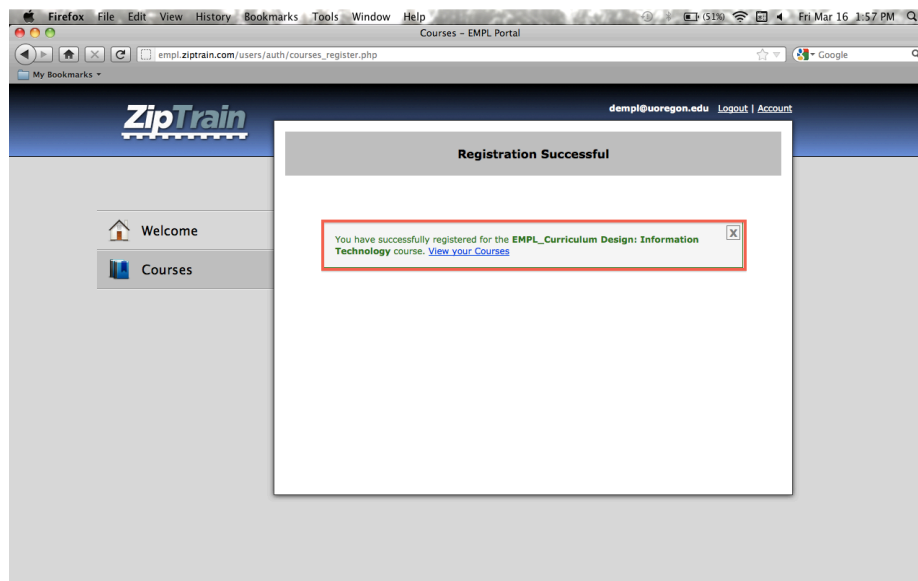
- Students will need to enter a registration key for the course. The registration key associated with this course is:

EMPL_Curriculum Design: Information Technology: KRHMWA

Note: Registration keys are case sensitive.
Proceed to the “Access Course” button.

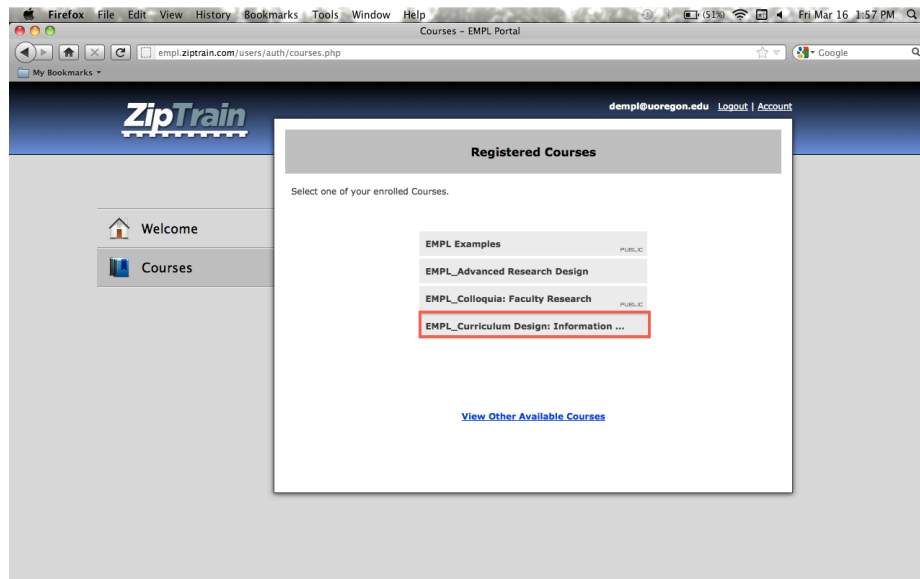


- The system will display a confirmation message of successful course registration.



ZipTrain Guide: Registration & Course Access for New Students

9. You will need to re-select the “Courses” tab to see the course added to your menu.



10. Select desired course to access course trainings, materials, and proficiencies.

