



THE *johnpraed*
FOUNDATION

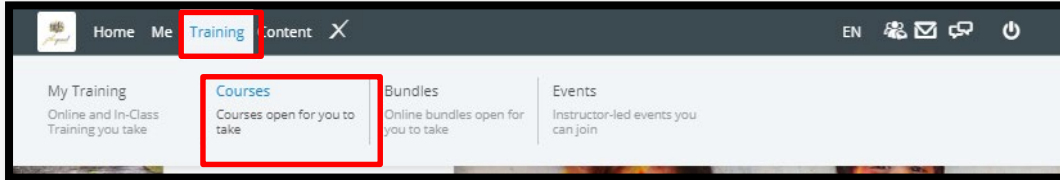
Online Academy



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.

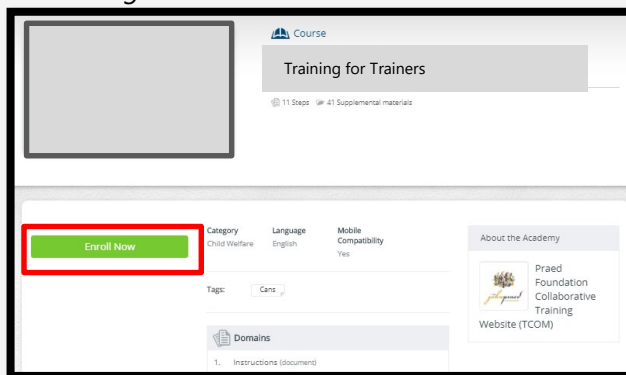


Enrolling in your course

1. You will see the following courses listed.
2. Select the *Training for Trainers* Course



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. Once your enrollment has been approved you will click on the course and you will see the course steps listed. You can now start your course.