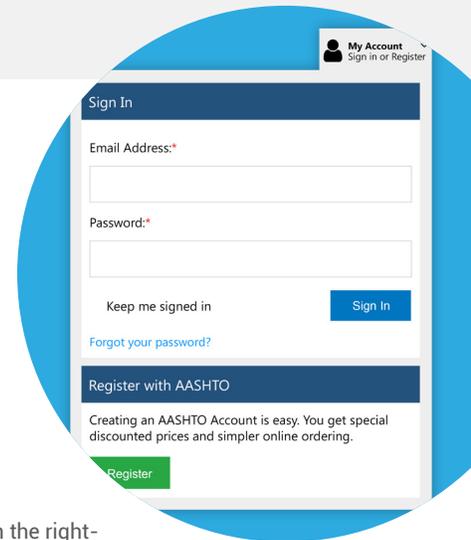


First-Time Users:

1. If you are not a registered user, you can create your AASHTO account to receive discounts and other services only available to registered users.
2. Go to My Account and select Register to create your AASHTO Account (free) using your organization email address.

All TC3 LMS Users:

1. Log on to the AASHTO Store using your AASHTO account.
2. Use the "Technical Training" dropdown menu to browse and locate a specific training.
3. To enroll in the training, select the "Add to Cart" button on the Training Detail page, then select "Go to Cart" on the right-hand side of the page when you have finished shopping.
4. Follow the checkout steps. Once you have completed the checkout process, you will receive an order confirmation email notification.
5. Your course is now available in the My Training tab on the My Account page.
6. Selecting a purchased course will automatically redirect you to the AASHTO e-Learning System.
7. Start and stop training sessions as often as you like to fit your schedule. (The system will keep track of your process and open where you left off.)
8. Personalized certificates and transcripts are available on the AASHTO e-Learning System for all your completed courses.



FREQUENTLY ASKED QUESTIONS:

How do I get a personalized certificate for a training I have completed?

Log in to the AASHTO Store and select a purchased course from the My Training tab to go to the AASHTO e-Learning System and select My Course List, located on the menu bar on the left side of the screen. Select the training for which you wish to print a certificate. Remember, only trainings that are "complete" will have an associated certificate. From the Course Information page, select the Print Certificate button. When you select this button, the certificate will automatically download. Once the download is complete, you can save your certificate, or open and print it.

How do I create an AASHTO Account using my email address and password?

To create an AASHTO Account, which is free, visit the AASHTO Store at <https://store.transportation.org>, click on the My Account button at the top, and click the Register button. This will take you to the AASHTO "Sign In or Register" page where you can create your account using your organization email address and fill in your account information, including your full name, organization, address, and phone number.

How do I view my transcript or training history?

Log in to the AASHTO Store and select a purchased course from the My Training tab to go to the AASHTO e-Learning System and select My Transcript, located on the menu bar on the left side of the screen. In your My Transcript section you will find a training list of your current and past web-based trainings along with completion status, registration date, and completion date.

The system uses your organization email domain to recognize the pricing tier for which you qualify. You must also check a box to acknowledge that you've read and agree with the Terms and Conditions. Once you have entered all the required information, click "Submit" at the bottom of the page. You will then be taken to your "My Account" page. You will also receive an email notification confirming your new account.