TCBI eLearning

Accessing the Site and Registration

Version Date:
02/02/2022
Accessing the Site

Site URL: training.tbdiah.org
Registration
Creating a New Account

1. Click the Create New Account link (either in the Welcome block or the Login block)
Registration
Create New Account Form

2. Complete the required fields using the guidance in the box to the right
3. Click the Create My New Account button

Username: The field should use lowercase letters only.
Password: The password must contain at least 8 characters that include: 1 number and 1 lower case letter.
Email Address: Should be an active e-mail that you can currently access. E-mail will be sent to this address from the system.
Email (again): Enter the e-mail address from the field above again
First Name: Enter your first name
Last Name: Enter your surname
Registration
Confirm your account

2. Click the Continue button to return to the home page
Registration
Confirm your account

3. Check your email for the confirmation email
4. Click on the link, within the email, to confirm your account

From: e-Learning Support (via TBDIAH)
Date: Mon, Jan 24, 2022, 1:03 PM
Subject: TBDIAH eLearning: account confirmation
To: Jane Doe <your email address here>

Hi,

A new account has been requested at 'TBDIAH eLearning' using your email address.

To confirm your new account, please go to this web address:

https://training.tbdiah.org/login/confirm.php?data=3dqLjV09YnBzW0ljJG

In most mail programs, this should appear as a blue link, which you can just click on. If that doesn’t work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

e-Learning Support
elearning@tbdiah.org
5. Click the Continue button to confirm your account
Registration
Logged In

You are logged in and the home page is displayed.
Enrollment
Enrolling into a Course
To enroll into a course
1. Click the Course button below the name of the desired course.
Enrollment
Enrolling into a Course

This brings you to the enrollment page. If you are prompted for an enrollment key, it will appear under the Enrollment Options.
Enrollment
Enrolling into a Course

2. Enter the Enrollment Key into the text box
3. Click the Enroll me button
Enrollment

Enrolling into a Course

You are enrolled into the course and can begin training.