

Signing up for an online training account





Introduction

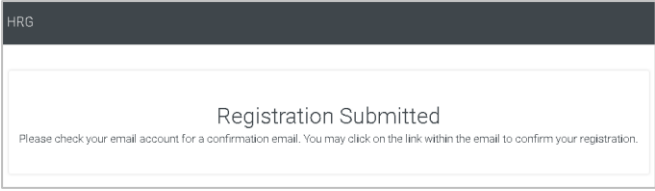
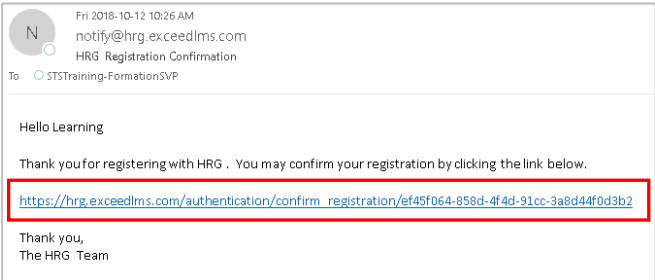
An array of training materials to help travellers, travel arrangers and travel specialists complete tasks in the Government of Canada travel management solution is available via an online learning management system.

Procedure

Follow the steps in the table below to sign up for an account.

Step	Action	Screenshot
1	Enter http://hrg.s3.amazonaws.com/index.html in your internet browser and select your preferred language. ✓ Result: The login page appears.	
2	Click Sign up for a new account . ✓ Result: The New User Registration page appears.	

<p>3</p>	<p>Complete the following mandatory (*) fields:</p> <ul style="list-style-type: none"> • Username <p> Tip: We recommend that you use your Government of Canada email address as your username.</p> <ul style="list-style-type: none"> • Password • Confirm Password • First Name • Last Name • Preferred Language • Email <p> Tip: You only need to type in the first part of your email address since the at sign (@) is hardcoded. Simply select your email domain from the drop-down menu.</p> <ul style="list-style-type: none"> • City • Province • Country • Department • Role <p> Tip: If you have more than one role, you can complete a 2nd, 3rd and 4th role fields.</p>	<div data-bbox="857 268 1133 300"> <h3>New user registration</h3> </div> <div data-bbox="857 352 941 373"> <p>Account</p> </div> <div data-bbox="857 390 1490 541"> <p>Username * <input type="text"/></p> <p>Password * <input type="password"/></p> <p>Confirm Password * <input type="password"/></p> </div> <div data-bbox="857 573 938 594"> <p>General</p> </div> <div data-bbox="857 611 1490 877"> <p>First Name * <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Preferred language * English <input type="text"/></p> <p>Email * <input type="text"/> @ <input type="text"/></p> <p>Select/Sélectionner <input type="text"/></p> </div> <div data-bbox="857 909 938 930"> <p>Contact</p> </div> <div data-bbox="857 947 1490 1213"> <p>Work Phone <input type="text"/></p> <p>Address One <input type="text"/></p> <p>City * <input type="text"/></p> <p>State / Province / Region * <input type="text"/></p> <p>Country * <input type="text"/></p> </div> <div data-bbox="857 1245 938 1266"> <p>Custom</p> </div> <div data-bbox="857 1283 1490 1549"> <p>Department/Ministère * None <input type="text"/></p> <p>Role/ Rôle * None <input type="text"/></p> <p>2nd Role/ 2ième Rôle None <input type="text"/></p> <p>3rd Role/ 3ième Rôle None <input type="text"/></p> <p>4th Role/ 4ième Rôle None <input type="text"/></p> </div> <div data-bbox="1052 1608 1377 1629"> <p>Note: Fields marked with a * are required</p> </div> <div data-bbox="1052 1640 1179 1682"> <p><input type="button" value="Register"/></p> </div> <div data-bbox="1214 1650 1263 1671"> <p>Cancel</p> </div>
<p>4</p>	<p>Click Register.</p> <p> Result: The Registration Submitted confirmation message appears and a confirmation email is sent to your inbox.</p>	

<p>5</p>	<p>Close the window.</p>	 <p>HRG</p> <p>Registration Submitted</p> <p>Please check your email account for a confirmation email. You may click on the link within the email to confirm your registration.</p> <p>Note: If you do not receive the confirmation email within an hour, contact the HRG Training Support team at STSTraining-FormationSVP@hrgworldwide.com for assistance.</p>
<p>6</p>	<p>Once you've received the confirmation email, click on the link to activate your online training account.</p> <p>Result: You will be redirected to the login page where you must enter your username and password.</p>	 <p>Fri 2018-10-12 10:26 AM notify@hrg.exceedlms.com HRG Registration Confirmation</p> <p>To: STSTraining-FormationSVP</p> <p>Hello Learning</p> <p>Thank you for registering with HRG . You may confirm your registration by clicking the link below.</p> <p>https://hrg.exceedlms.com/authentication/confirm_registration/ef45f064-858d-4f4d-91cc-3a8d44f0d3b2</p> <p>Thank you, The HRG Team</p>