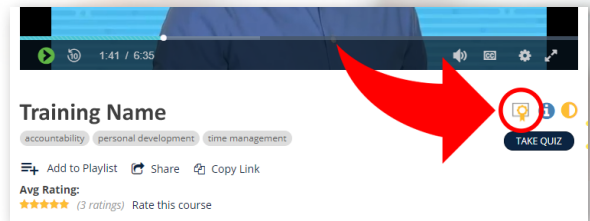


# Accessing the EAP Training Center

Over 8,000 free online personal & professional development trainings!



1. Go to [www.HealthCareEAP.com](http://www.HealthCareEAP.com)
2. Click the **Employee and Family login** button.
3. If you have already created a User Name and Password, simply enter that info in the appropriate boxes. **If you have not registered, complete steps (a) & (b).**
  - a) Click on **REGISTER**.
  - b) Fill out the Registration Form to create your own User Name and Password, then click **Register**. **You only need to register once.**
4. Click the **"Training Center"** icon.
5. Then click the **"New & Improved Trainings"** icon.
6. In the **Search Content** bar at the top of the screen, type the course code. *(Find code in the 'Training Assignments' section below)*
7. Click on the course icon.
8. Click the **'Play'** or **'Start'** button to begin the course.
9. After viewing the course and taking the quiz *(you must score at least an 80% to receive a certificate)*, click on the ribbon icon below the right corner of the video. *(See picture to the right)*



**Please Note: The certificate will download to your computer.**

## YOUR TRAINING ASSIGNMENTS



Course Code: \_\_\_\_\_

Training Name: \_\_\_\_\_

Course Code: \_\_\_\_\_

Training Name: \_\_\_\_\_

Course Code: \_\_\_\_\_

Training Name: \_\_\_\_\_

Course Code: \_\_\_\_\_

Training Name: \_\_\_\_\_

Course Code: \_\_\_\_\_

Training Name: \_\_\_\_\_

✱ If you have any issues using this system or content, please don't hesitate to contact us during normal business hours (**Mon-Fri 8am - 5pm EST**) for immediate assistance. **800.535.4841 Ext. 575** | [itdepartment@theEAP.com](mailto:itdepartment@theEAP.com)

[www.HealthCareEAP.com](http://www.HealthCareEAP.com)  
800.535.4841