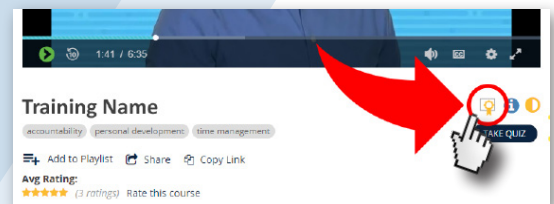
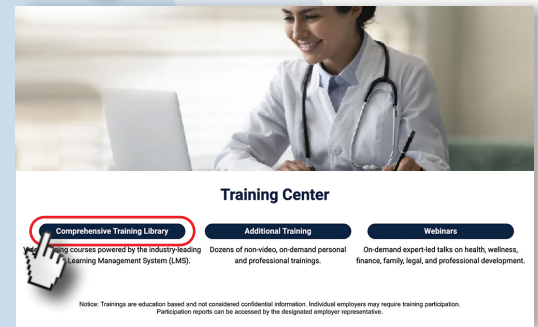
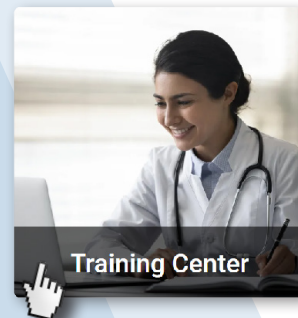


# Accessing the EAP Training Center

*Our extensive library of free online personal & professional development trainings!*

1. Go to [www.HealthCareEAP.com](http://www.HealthCareEAP.com) and click 'Member Login'.
2. 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.**
3. **Please Note:** You will receive a link at the email address you provided and will need to verify your account before logging in and accessing the site.
4. Click the **"Training Center"** icon. Then click the **"Comprehensive Training Library"** icon.
5. In the **Search Content** bar at the top of the screen, type the course code. *(Find code in the 'Training Assignments' section below)*
6. Click on the course icon.
7. Click the **'Play'** or **'Start'** button to begin the course.
8. 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

*Need help with this flyer?*  
Click to watch this video.



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)**



800.252.4555  
[www.HealthCareEAP.com](http://www.HealthCareEAP.com)