

**CVT Desktop Standard Operation Procedures**  
***Creating a New User Account***

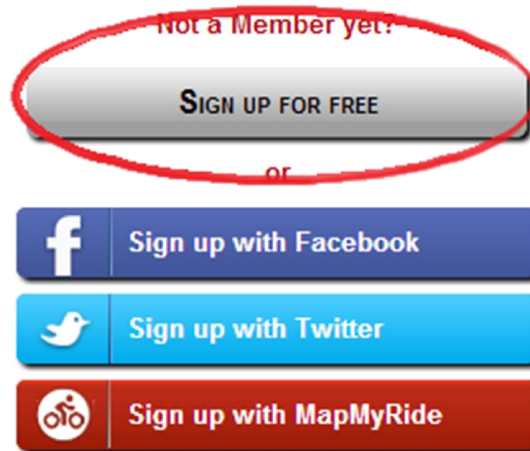
- 1) Click on “Users” tab in the upper left hand corner



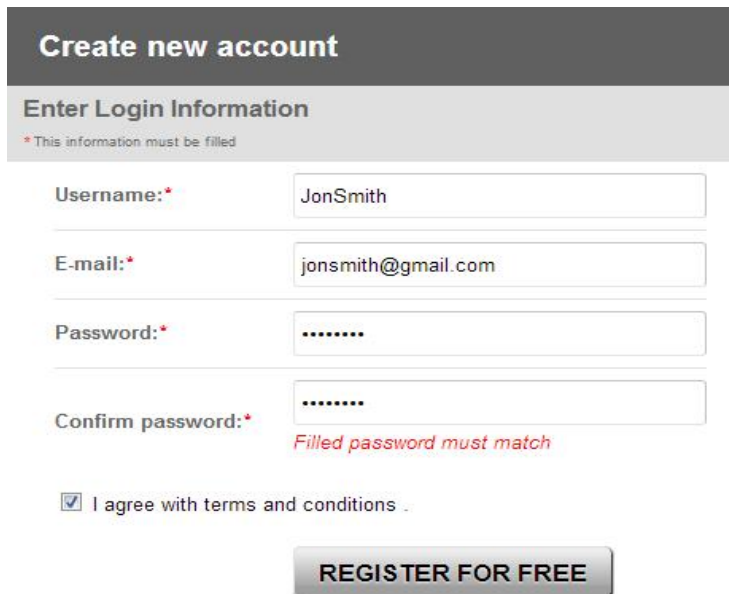
- 2) Click on “Create New User Account”. This will bring you the VirtualTraining website to fill in your user information.



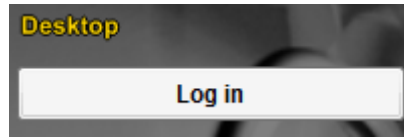
- 3) Next, click on “sign up for free” or sign up through one of the social network sites



- 4) Fill in your information and then click on “register for free”

A registration form titled "Create new account" in a dark grey header. Below the header is a section titled "Enter Login Information" with a red asterisk and the text "\*This information must be filled". There are four input fields: "Username:\*" with "JonSmith", "E-mail:\*" with "jonsmith@gmail.com", "Password:\*" with ".....", and "Confirm password:\*" with ".....". Below the confirm password field is the red text "Filled password must match". At the bottom left is a checked checkbox with the text "I agree with terms and conditions". At the bottom center is a grey button with "REGISTER FOR FREE" in bold.

- 5) Close out of the web browser and head back into VirtualTraining. Click on “Log In”



- 6) Enter your Username and password and click “log in”

A screenshot of the VirtualTraining login interface. At the top, it says "or use a VirtualTraining account". Below this, there are two input fields: "Username" with the text "JonSmith" and "Password" with four black dots. The background is a dark, textured image.

- 7) Your profile will appear with the name “- -”. Double click on it to bring up the “edit user” screen.



- 8) From this point you can enter all of your statistics. Click on each tab to enter relevant information.

