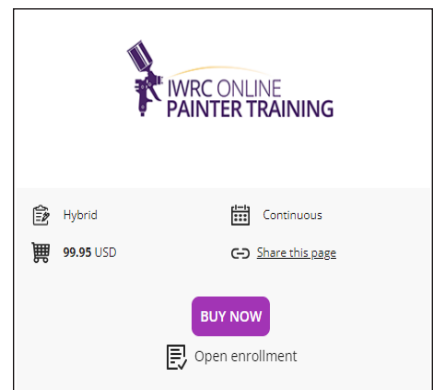


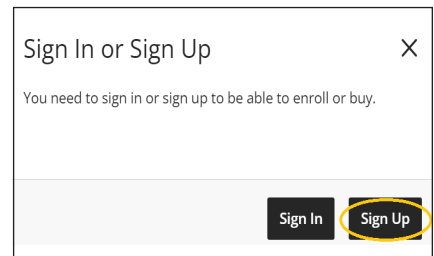
Student Painter Training Guide

Getting Started / Signing Up

- 1 An email will be sent by the company administrator with a direct link to the course and a payment code.
Click the link and then click **“BUY NOW”** on the page that opens.

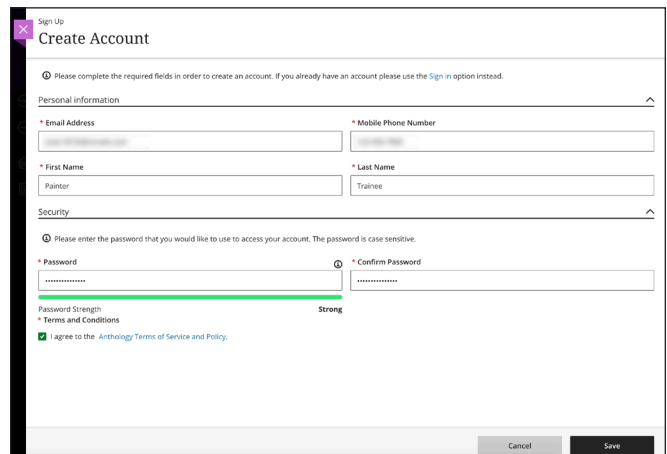


- 2 This will open a pop-up window, so make sure to enable pop-ups in the browser for this website.
Click **“Sign Up”** to create an account.

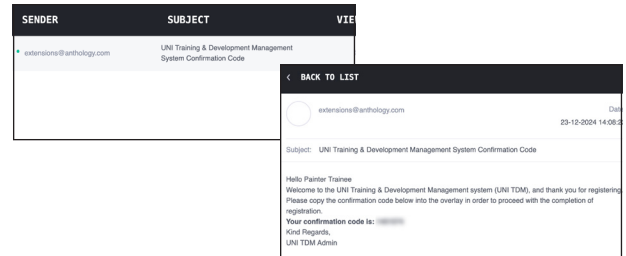


- 3 Enter the information in the required fields marked with a red asterisk (*). The password used must have 15 characters and use a combination of upper-case letters, lower-case letters, and numbers. The mobile phone number entered will be on record in case any password issues are encountered, so the number used should belong to the account holder.

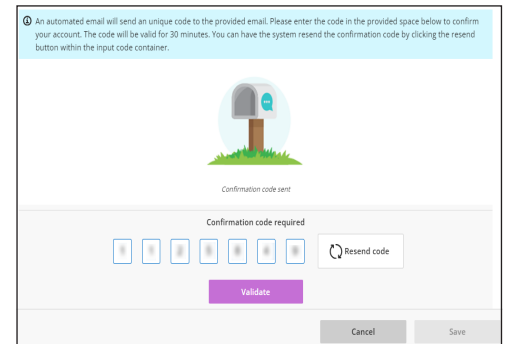
Review the Anthology Terms of Service and Policy before selecting **“I agree”** and click **“Save”**.



- 4 A verification code will be sent to the email used in this form; make sure to also check the Spam folder for a message from UNI's Training & Development Management System (UNI TDM). The code is only able to be used within 30 minutes of submitting the account creation information.

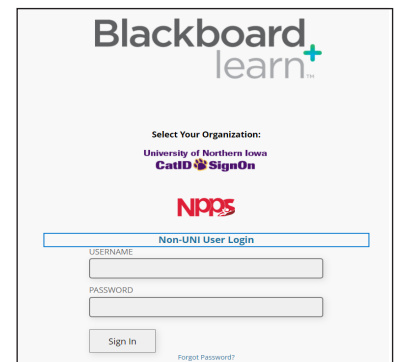
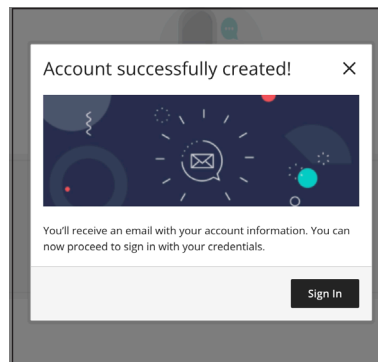


Enter the code and click **“Validate”**.



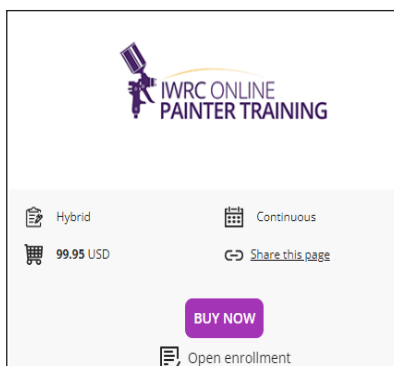
- 5 Once the account is validated, a confirmation message will pop up on the screen with the ability to sign in using the email and password.

When signing in, select the option **Non-UNI User Login** and enter your email address in the username field. An email will also be sent with the username for future reference.



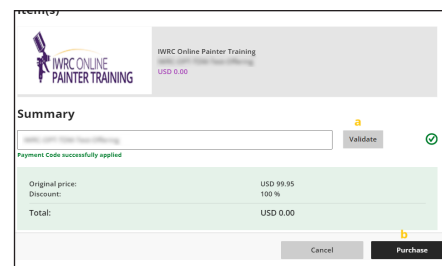
Signing In to the Company Course Offering

- 6 After signing in, the course page should reopen; click **“BUY NOW”**.



- 7 Enter the payment code (received from your company admin) and click **“Validate”** [a].

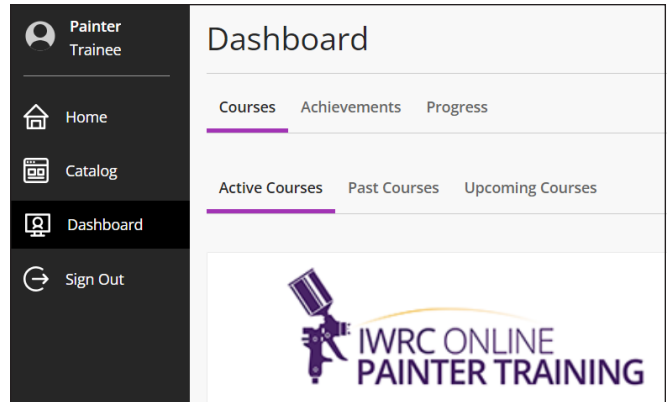
After confirming the code has been applied, click **“Purchase”** [b].



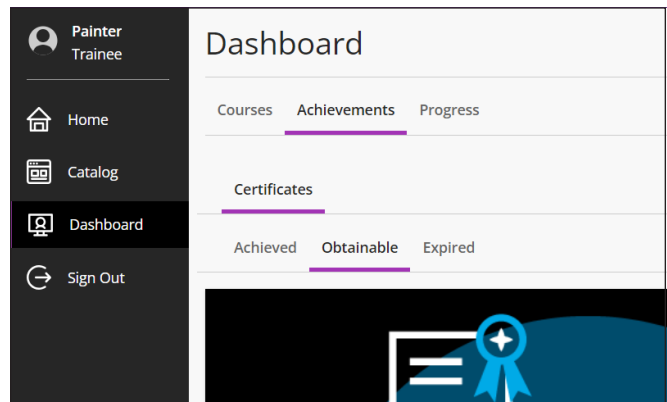
Starting Your Course

8 After the payment has gone through, the account Dashboard will open.

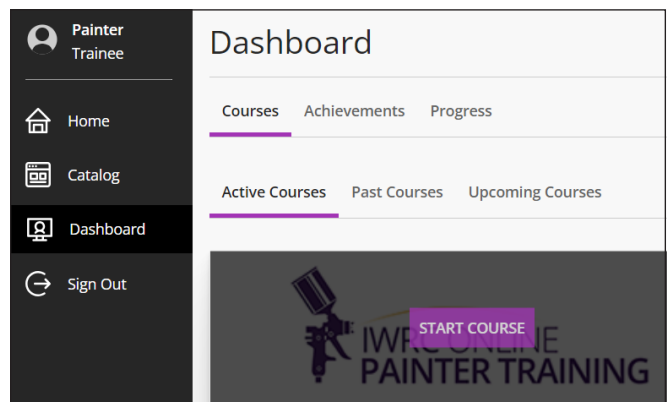
The *Courses tab* shows the current (Active) and past courses taken by the painter.



The *Achievements tab* shows the certificates that have been completed (Achieved) and can be received (Obtainable), as well as any expired certifications (Expired).



To access the course, hover over the course in the Dashboard and click “**START COURSE**”. This will open a new tab in the browser. Instructions for taking the course are listed in the Introduction unit.

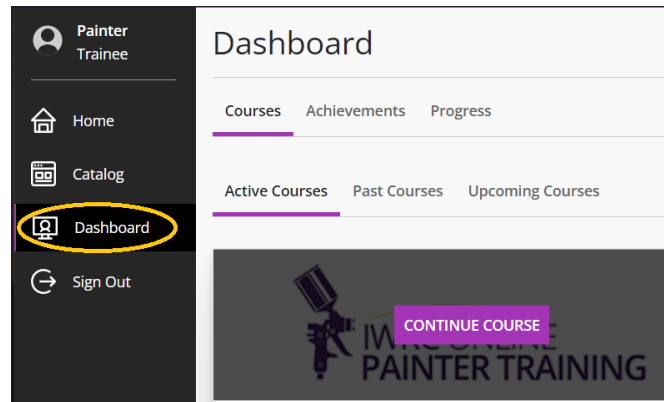


Coming Back Later

If the course needs to be taken in multiple sittings, navigate to <https://TDM.uni.edu> and click “Sign In” in the left side bar. The Blackboard Learn login screen will pop up, select **Non-UNI User Login** using your email address in the username field.



Click on Dashboard in the left side bar menu, and hover over the course to reveal the “Continue Course” button. Clicking this will open a new tab in the browser.



After the hands-on training assignment is submitted in Blackboard and the final score posted, a certificate will be available through the portal in the Dashboard under the Achievements tab. A copy of this certificate can be downloaded and printed as needed.