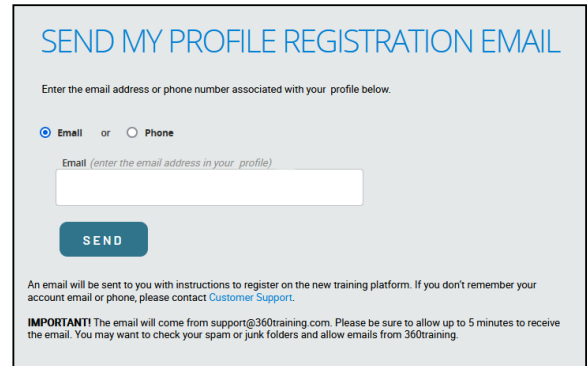


## STEP 1 – Register on the New HIPAA Exams Training Platform

After clicking on REGISTER ON NEW PLATFORM, you can either enter your email or the phone number that was connected to your email when you initially enrolled for a course.

a. Choose EMAIL to enter your email address.



SEND MY PROFILE REGISTRATION EMAIL

Enter the email address or phone number associated with your profile below.

Email or  Phone

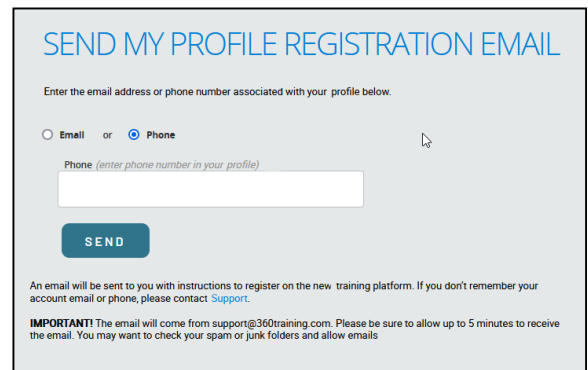
Email (enter the email address in your profile)

SEND

An email will be sent to you with instructions to register on the new training platform. If you don't remember your account email or phone, please contact [Customer Support](#).

**IMPORTANT!** The email will come from support@360training.com. Please be sure to allow up to 5 minutes to receive the email. You may want to check your spam or junk folders and allow emails from 360training.

b. Choose PHONE to enter your phone number.



SEND MY PROFILE REGISTRATION EMAIL

Enter the email address or phone number associated with your profile below.

Email or  Phone

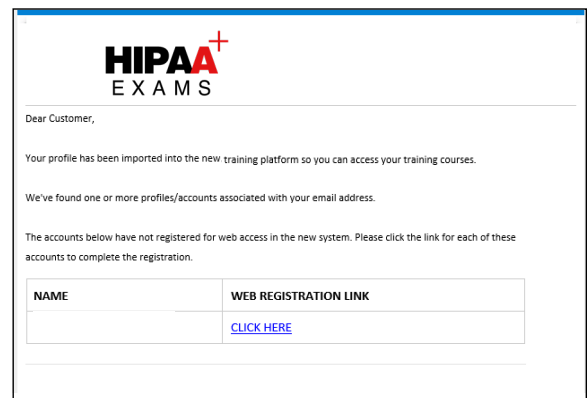
Phone (enter phone number in your profile)

SEND

An email will be sent to you with instructions to register on the new training platform. If you don't remember your account email or phone, please contact [Support](#).

**IMPORTANT!** The email will come from support@360training.com. Please be sure to allow up to 5 minutes to receive the email. You may want to check your spam or junk folders and allow emails

c. Whichever option is chosen, an email will be sent to the email address on file from support@360training.com. To continue the registration process, select the **CLICK HERE** in your email as shown below.



**HIPAA<sup>+</sup>  
EXAMS**

Dear Customer,

Your profile has been imported into the new training platform so you can access your training courses.

We've found one or more profiles/accounts associated with your email address.

The accounts below have not registered for web access in the new system. Please click the link for each of these accounts to complete the registration.

NAME	WEB REGISTRATION LINK
	<a href="#">CLICK HERE</a>

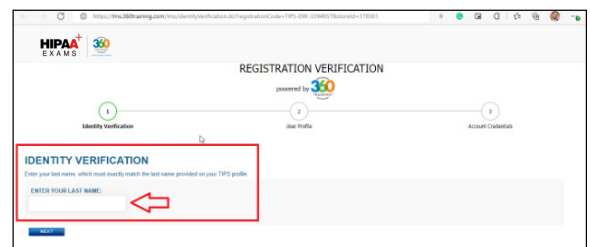
**NOTE:** If the HIPAA User Account Registration email shows multiple user profiles associated with the email address submitted:

- Each individual listed by name will be required to click the link to register on the new training platform.
- If the accounts listed all belong to you and are not associated with an employer account, you can register one time and then contact support@360training.com to request that your other accounts be merged.
- If the accounts listed belong to you and you are listed under multiple different employer accounts, proceed with the registration of each link on the new training platform. These accounts cannot be merged.

## STEP 2 – Follow the HIPAA Exams Registration Verification Process

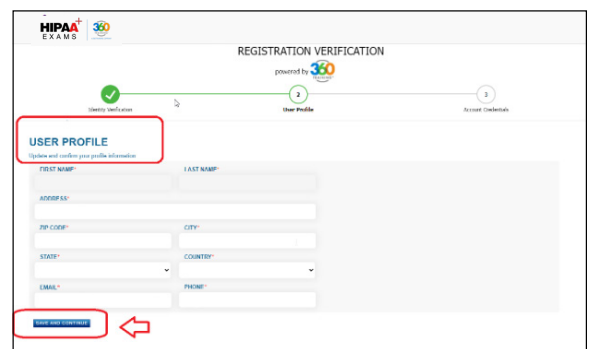
After clicking on REGISTER ON NEW PLATFORM, you can either enter your email or the phone number that was connected to your email when you initially enrolled for a course.

- a. Type your last name in the field. The last name must match the last name shown in the email.



The screenshot shows the 'REGISTRATION VERIFICATION' page, powered by 360. A progress bar at the top indicates three steps: 1. Identity Verification (active), 2. User Profile, and 3. Account Creation. The main content area is titled 'IDENTITY VERIFICATION' and includes the instruction: 'Enter your last name, which must exactly match the last name provided on your ID's profile.' Below this is a text input field labeled 'ENTER YOUR LAST NAME:' with a red arrow pointing to it. A 'NEXT' button is visible at the bottom left.

- b. Verify and confirm the profile information on the screen. You will be required to enter a phone number.



The screenshot shows the 'REGISTRATION VERIFICATION' page, powered by 360. The progress bar now shows Step 1 as complete with a green checkmark, and Step 2, 'User Profile', as the active step. The main content area is titled 'USER PROFILE' and includes the instruction: 'Update and confirm your profile information.' Below this are two columns of form fields: 'FIRST NAME' and 'LAST NAME' at the top; 'ADDRESS' below; 'ZIP CODE' and 'CITY' below; 'STATE' and 'COUNTRY' below; and 'EMAIL' and 'PHONE' below. A red box highlights the 'NEXT' button at the bottom left, with a red arrow pointing to it.

- c. Next, setup your new username and password. You may choose to use the default username as shown, you may use your email, or any other username as long as it is unique. Click FINISH when complete.

Password must have a minimum of 8 characters and must include at least three of the following character types: uppercase, lowercase, numerals, and symbols.

### STEP 3 – Complete HIPAA Registration Verification

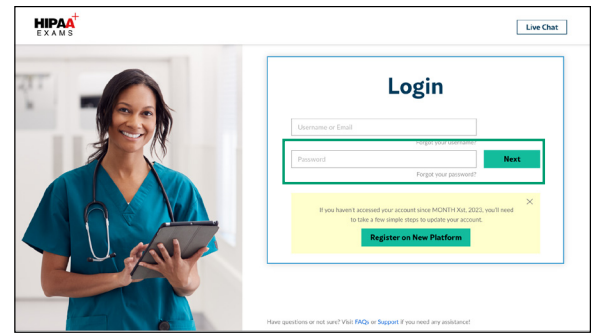
- a. Type your email or username and click NEXT.

### STEP 4 – Login

You can now login using the credentials you created during the verification process. (For demonstration purposes, we have shown the Student Login screen. If you are logging in as a manager, your screen will look different, but function the same way.)

- a. Type your email or username and click NEXT.

b. Enter your password and click LOGIN.



c. Once you have logged in with your credentials, you will see your dashboard and a message that confirms your enrollment was successfully completed. (For demonstration purposes, we have shown the student dashboard. If you log in as a manager, your view may look different.)

