

How to Register to an eLearning Course

Step-by-step guide:

1. Visit the Thomson Reuters training website at <https://onesourcetraining.thomsonreuters.com.au/w/au/>
2. From the 'Home' page, please select the 'Course Catalogue' menu option



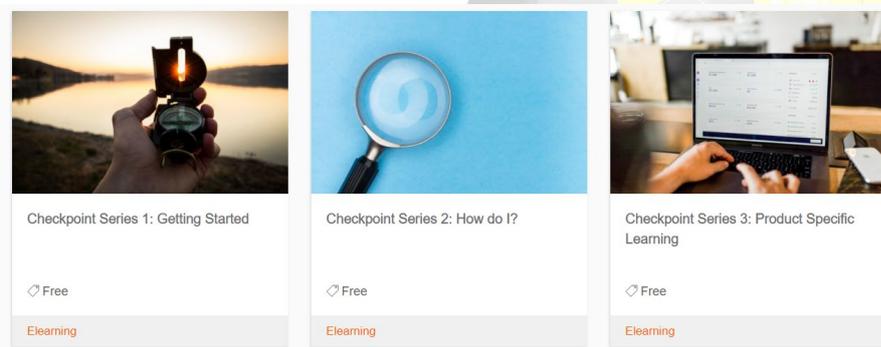
3. Select the course catalogue option titled 'eLearning Courses'



4. Select the eLearning product category you would like to complete an eLearning course on. For training purposes, please select the 'Checkpoint' eLearning product category



5. Select an eLearning course. For example, select "Checkpoint Series 2: How do I?"

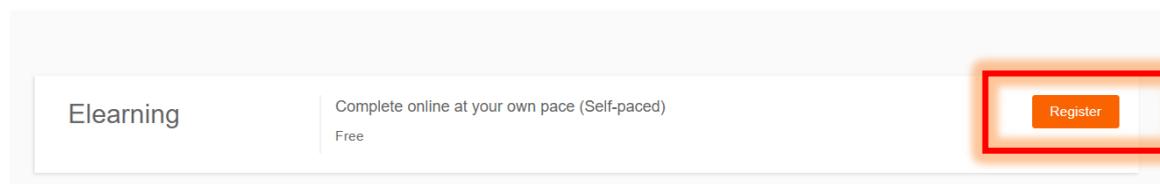


6. Select the eLearning link to register and
7. Select the "Register" button

Checkpoint Series 2: How do I?

In Series 2 you can select from 17 different episodes that take you through the key functionality and features of Checkpoint, including different search options, refining your results, using Folders, and much, much more. This series is for users that have logged in and are familiar with the look and feel of Checkpoint.

© Free 



8. Sign into the Learning Management System (LMS)

9. Enter your details to sign in. See **Note 1** below for login details.

Sign In

Please insert your username and password to proceed

Username (Required)
Joe.Bloe

Password (Required)
.....

Keep me logged in

SIGN IN

[Forgot your password?](#)

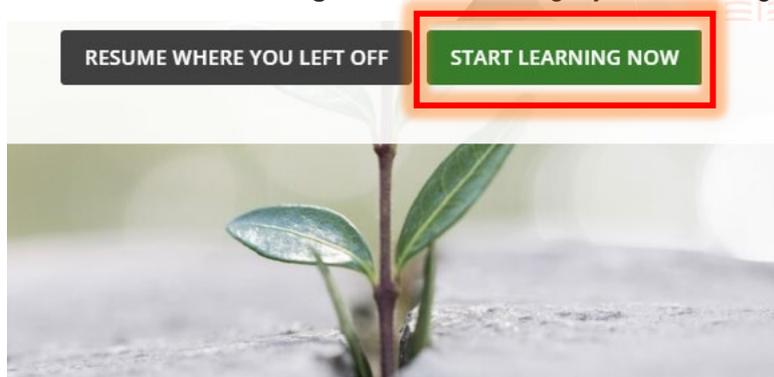
New user? [Register](#)

Note 1: For 'existing learners', please enter your "**Username**" and "**Password**" and select the "**Sign In**" button

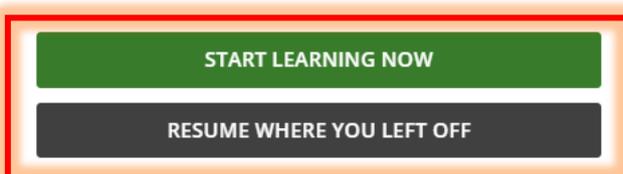
For 'new' learners who have never accessed the platform, select the "**Register**" link to create an account (See *Appendix 1 for new learner instructions*)

For 'forgotten password' see Appendix 2

10. The course player will load
11. Select "**Start Learning Now**" button to begin your eLearning course



Note 2: You can stop the course player at any time and resume where you left off. This is also applicable if you have logged out of the eLearning platform and want to sign back in.



Appendix 1

1. For new learners, please select the “**New user? Register**” link

New user? [Register](#)

2. Enter your ‘User Profile’ details
Ensure to fill in all mandatory fields indicated as **(Required)** in brackets.

Register
Begin your new learning experience by simply filling out this form.

1 User Profile — 2 Additional Fields

Username (Required)	Email (Required)
First Name (Required)	Last Name (Required)
Password (Required)	Retype the password (Required)
Language (Required)	Time Zone (GMT +11:00) Australia/Sydney

I accept the terms of the privacy policy [View Privacy Policy](#) (Required)

Already registered? [Sign In](#)

3. Accept the “**Terms of privacy**” by clicking into the tick box
4. Select the “**Next**” button
5. Enter your details for all the remaining ‘Additional Fields’.
Ensure to fill in all mandatory fields indicated as **(Required)** in brackets.

Register
Begin your new learning experience by simply filling out this form.

✓ User Profile — 2 Additional Fields

Company / Organisation Name (Required)	Company Type
Billing Address	Billing City
Billing State / Province	Billing Country
Billing Postal Code	Phone Number
Account Number	Referred By

Already registered? [Sign In](#)

PREVIOUS REGISTER

6. Select the “**Register**” button.
Note 3: You can edit any of your information at any time by selecting the “**Previous**” and/or “**Next**” button

7. Upon completion, you will receive a **'Registration Request'** email to confirm your registration details.
8. Select the URL within the 'Registration Request' email to confirm your registration
9. You will receive a **'Welcome'** email with course details.
10. Sign in as per Step 8 above

Appendix 2

1. Select the **"Forgot your password?"** link to reset your password

Sign In

Please insert your username and password to proceed

Username (Required)

Joe.Bloe

Password (Required)

.....

Keep me logged in

SIGN IN

[Forgot your password?](#)

New user? [Register](#)

2. Enter must enter your Username or email address to reset your password

Recover Password

Insert your username or your email address in the field below. You will receive an email with instructions.

Username or email (Required)

SEND RESET LINK

Already registered? [Sign In](#)

New user? [Register](#)

3. Select the **"Send Reset Link"** button
4. The **'Reset Link Sent'** confirmation screen will pop up



Reset Link Sent

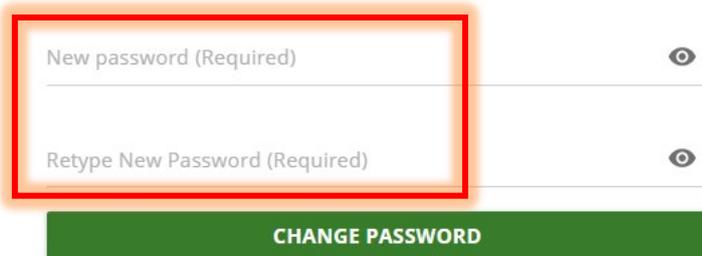
We have sent you an email with the password reset link. Click on the link to reset your password.
If you do not receive the password reset email, send a new request making sure you insert the correct email or username.

5. You will receive an email from donotreply@thomsonreuters.com with instructions to reset your password
Note 4: This email may be sent to your junk inbox
6. Select the provided URL link to reset your password



Reset Password

Insert your new password in the field below, then retype it for confirmation. It's case sensitive.



New password (Required)

Retype New Password (Required)

CHANGE PASSWORD

7. Enter your New password
8. Retype your New password
9. Select the **“Change Password”** button
10. Your password will be saved



Well Done!

Your password has been changed successfully. Please use your new password to login!

[Sign in](#)

11. Select the **“Sign In”** link to sign into the LMS

Training Support

Should you require assistance with registering into a training course or into an eLearning course, please do not hesitate to contact the Training team at 1800 074 333 / 2# or traininganz@tr.com

