

INSTRUCTIONS



CREATING YOUR ACCOUNT

STEP 1: VISIT THE MNC3 TRAINING SITE

Go to MNC3 Training site at <https://learn.mnc3training.com/login/index.php>

STEP 2: SELECT “CREATE NEW ACCOUNT”

If you do NOT have an account, you will need to create an account. You will need to do this in order to have access to the site. If you DO have an account, enter your username and password and select, “log in.”

STEP 3: COMPLETE THE USER ACCOUNT PROFILE

Fill out the user account profile with your information and select “CREATE NEW ACCOUNT” once you have entered all your information. You will receive a confirmation email confirming your account.

STEP 4: CHECK YOUR EMAIL

The system will email you a confirmation link. If it is not in your INBOX, be sure to check your SPAM folder. You will need to confirm your account before you can log in.

STEP 5: LOG IN

The system will email you a confirmation link. If it is not in your INBOX, be sure to check your SPAM folder. You will need to confirm your account before you can log in.

REGISTERING FOR A COURSE

STEP 1: SELECT THE TOPIC AREA

After you have logged into MNC3, select the “Take Courses” to display the three topic areas. Select the topic area, such as “SOILS,” which will open to the specific topic area page.

STEP 2: SELECT THE COURSE

Find the course title and select the course title, for example, “Introduction to Soils” (blue hyperlink), which will open to the course description page.

STEP 3: SELECT ENROLL

Select “Enroll Me” to enroll into the course. The system will enroll you into the course – you will see a green bar at the top stating, “You are enrolled in the course.”

STEP 4: SELECT BEGIN COURSE

Select the “Begin Course” to start the course. If you feel confident about the course material, you may also choose to test out, simply by selecting “Test out of this course.”