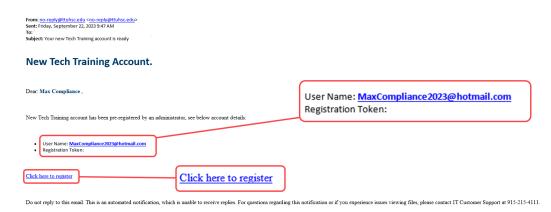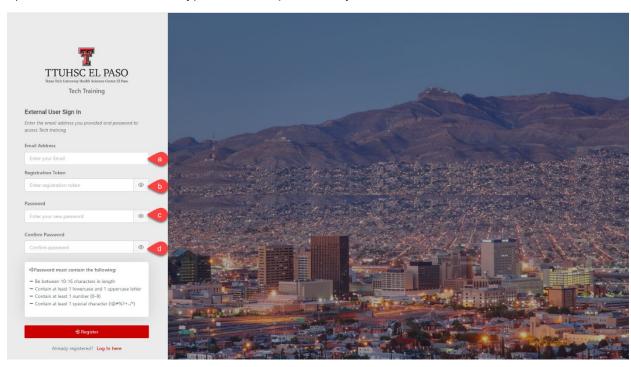## EXTERNAL USER ROLE – FUNCTIONS
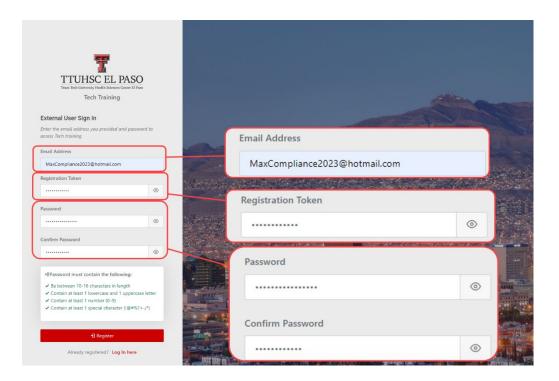
Registration on Tech Training

1) To create an account in Tech Training, you will receive an email notification with your username and Registration Token. Click on the **Click here to register** link.
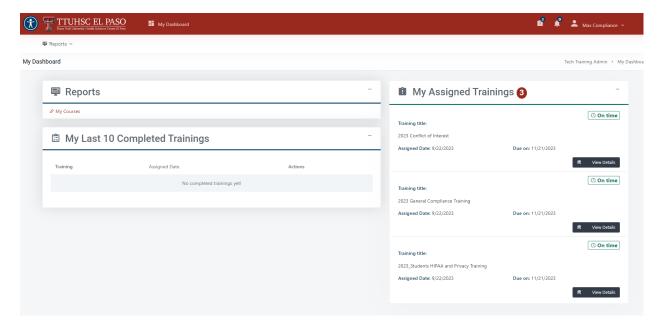

2) This will take you to the **External User Sign In** page. Fill out all the fields.
   a) **Email Address** – Enter your personal email address.
   b) **Registration Token** – Enter the Registration Token that was given to you on the email notification.
   c) **Password** – Create a password with the required characters.
   d) **Confirm Password** – Type the same password you created.

3) Once you have completed all of the required fields, click on the **Register** button.

4) Once you have registered successfully, this will take you to your **Dashboard**.

EXTERNAL USER ROLE – FUNCTIONS

My Assigned Trainings

Note: External Users are responsible for providing their Certificate of Completion for each course to their supervisor/Staffing Agency.

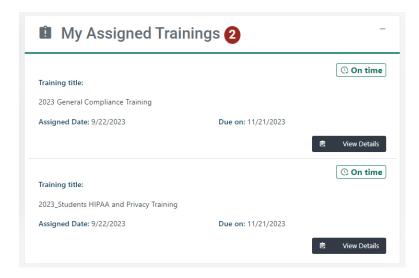1) When a training course has been assigned to you, you will receive an email notification.
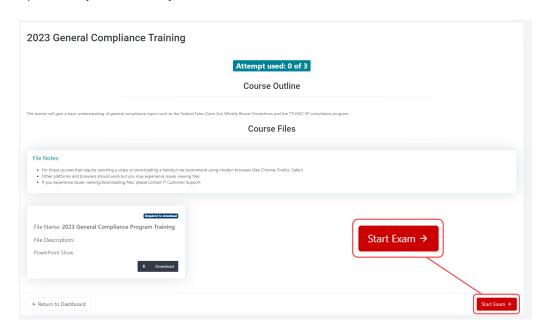

2) To access the training, click on the link provided in the email and log into **Tech Training** using your External User credentials or go to https://academic.elpaso.ttuhsc.edu/TechTraining/

3) Once you log in, you will able to see all trainings that have been assigned to you listed in the **My Assigned Trainings** section.

4) Click on the **[📄 View Details]** button to go to the course.

5) Next, you will see the **Course Outline** and **Course Files** screen. To begin the course, download the **Course Files**.
   a) When you are ready to take the exam, click on the **Start Exam** button.

Note: If you do not download the course files that are required, you will see the following pop-up box and will not be able to proceed to the exam portion.

6) The following message will appear when you have successfully passed the exam.

7) You will have the option to return to the **Dashboard** or print your Certificate of Completion.

a) If you choose the **Download a Certificate of Completion** option, you will receive a training certificate in PDF format. The certificate can be printed or saved on your computer.

b) If you choose to go to the **Return to my Dashboard** button, you will be able to see the completed trainings under **My Last 10 Completed Trainings**.

8) Click on the [Details] button to see the information for that course and to print the **Certificate of Completion.**

9) An alternate way to print the **Certificate of Completion** is to go under the **Reports** tab and click on **My Courses** or go to **Reports** section and click on the **My Courses** link.

10) This will take you to the **My courses** screen. Click on the **Details** button.

Search Criteria

Course status

All

Year

All

🔍 Search

User Profile

Updated By: **SelfRegistration** / Last Update Date: **9/22/2023 9:58:14 AM**

Eraider: EXT0000004

User name: Max Compliance

User type: External

Email: MaxCompliance2023@hotmail.com

User Trainings

📖 **Details**

Show 10 entries   Search:

Training Title	Completed	Locked	Credit	Assigned Date	Due Date	Actions
2023 Conflict of Interest	No	No	No	2023/09/22	2023/11/21	📖 Details
2023 General Compliance Training	No	No	No	2023/09/22	2023/11/21	📖 Details
2023_Students HIPAA and Privacy Training	No	No	No	2023/09/22	2023/11/21	📖 Details

Showing 1 to 3 of 3 entries   Previous 1 Next

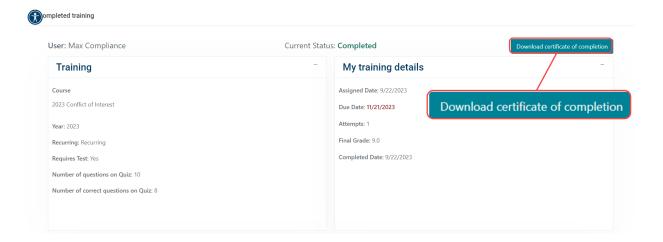**11)** Next, you will see the following screen. Click on **Download certificate of completion**.

Completed training

User: Max Compliance   **Current Status: Completed**   Download certificate of completion

Training   —

Course

2023 Conflict of Interest

Year: 2023

Recurring: Recurring

Requires Test: Yes

Number of questions on Quiz: 10

Number of correct questions on Quiz: 8

My training details   —

Assigned Date: 9/22/2023

Due Date: 11/21/2023

Attempts: 1

Final Grade: 9.0

Completed Date: 9/22/2023

Download certificate of completion

a) If you scroll down on this screen, you will see **My Exams** section. This will allow you to see information of all of the exams you have taken.

My Exams   —

Start Date	Completed	Finish Later	Completed Date	Passed	Correct Answers	Grade
2023/09/22	Yes	No	9/22/2023	Yes		