



# WINTAC TRAINING ACCESS GUIDE

**Please refer to this guide for assistance with:**

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## CREATING A WINTAC USER ACCOUNT

***A WINTAC user account is required to access all trainings (live, recorded, and self-paced).***

1. [Go to the WINTAC website.](#)
2. Click **Login** on the top menu.
3. Click **Create new account**.
4. Fill out the form. All fields are required.
5. Click the **I'm not a robot** check box in the CAPTCHA section.
6. Click **Create new account**. An email will be sent to the email address you entered above.
7. Go to your email application and open the email from [admin@wintac.org](mailto:admin@wintac.org)
  - a. If you cannot find the email in your Inbox, please check your Spam/Junk folder.
  - b. If you cannot find it in neither your Inbox nor the Spam/Junk folder, please contact [wintac-it@wintac.org](mailto:wintac-it@wintac.org) for further assistance.
8. Click the link in the email. This will direct you to a page for you to set your password.  
If clicking the link does not automatically send you to the web page, copy the URL in the email and paste it in the address bar of your browser window.
9. Click the **Log in** button.

10. Type in your password in both **Password** and **Confirm password** boxes.
  - a. You can also upload a profile picture and/or set your time zone on this screen.
11. Scroll down and click the **Save** button.
12. A notification will appear at the top of the page in a green box: "The changes have been saved."  
This completes the process for creating a new account.

## ENROLLING IN WINTAC TRAINING

**Please note:** *As of 08/01/2017, the WINTAC user account is the only account required to enroll in and access all trainings (live, recorded, and self-paced). Users will no longer need to register with Adobe Connect to attend live training sessions.*

1. [Log in to the WINTAC website:](#)
2. Click **Training** on the top menu and select either **Upcoming Online Live Training** or **Recorded Training**.
3. Locate the training you want to enroll in and click **Enter the training site on the TMS: TID#####**.
  - a. NOTE: The enrollment link will not appear if the training is not yet open for enrollment.
  - b. To receive email notifications when WINTAC online live trainings become open for enrollment, [sign up for our distribution list](#).
4. Once you click the link, you will automatically be enrolled in the training.
5. The link will take you to the training site, where you will find a direct link to the training session, as well as additional training access information and materials.

For any technical questions, contact us at [wintac-it@wintac.org](mailto:wintac-it@wintac.org).

## ACCESSING YOUR WINTAC TRAINING

2. To easily access your enrolled training(s) at a later time, [return to the WINTAC website and log in](#).
  - a. If you are already logged in, click My account on the top menu.
3. Locate the **My Training** section on the left-side panel and click the title of the training you would like to access.

For any technical questions, contact us at [wintac-it@wintac.org](mailto:wintac-it@wintac.org).

## REQUESTING A NEW PASSWORD

*If you forget your password, you will need to request a new password.*

1. [Go to the WINTAC website.](#)
2. Click the **Login** link.
3. Click **Request new password**.

4. Type in your username **OR** your email address.

NOTE: Please make sure to provide the email address that is linked to your WINTAC account.

5. Click the **E-mail new password** button.
6. Go to your **email application** and **check for the email** from **WINTAC**.

NOTE: The email subject starts with "Replacement login information for..."

7. **Click the link** in the email. Your browser window will show the **Reset password** page.
8. Click the **Log in** button.
9. Type in a new password in both **Password** and **Confirm password** text boxes.
10. Scroll down and click the **Save** button.

## TRAINING ACCESSIBILITY AND ACCOMMODATIONS

Captioning will be provided for all live and recorded training sessions.

During **live sessions**, captioning will be available to view in real time.

**Recorded sessions** will not show live captioning in the recording. Instead, the transcript of the session will be available on the training site.

For training interface accessibility features, please visit the vendor link: [Zoom Accessibility Features](#)

If you have any questions regarding accommodations, please contact us at [wintac-it@wintac.org](mailto:wintac-it@wintac.org).

If you encounter any difficulties or have questions about the WINTAC Website,  
please contact us at [wintac-it@wintac.org](mailto:wintac-it@wintac.org).