



## SIMPLE STEPS TO ACCESS YOUR TRAINING

1<sup>st</sup>

Go to your web browser and type in [www.gmatraining.com](http://www.gmatraining.com)

2<sup>nd</sup>

Type in your User ID and your Password then click "Submit".

3<sup>rd</sup>

From the "Choose a Class" page click on the drop down arrow. Select the class and click "Continue".

4<sup>th</sup>

Select "Introduction" from the list of sections to begin viewing lesson.

5<sup>th</sup>

View the lesson and follow the navigations on each screen.

6<sup>th</sup>

When finished with all sections click on "Test" to complete the exam for the course.

Click on the "Go to Certificate" link that appears after passing the test to print your certificate.

To begin another class, click on the "New Class" button on the Student Menu and return to Step 3.



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Have questions or need help?

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