






### How do I complete my Mandatory Education courses?

1. From the Learner home page , look at the classes or courses that are listed under the Assigned Training section. You may need to click (More...) at the bottom of the Assigned Training section to see all of your Mandatory Education courses.
2. Locate the class or event for which you would like to complete, register for it, and then click the **green arrow**  button to launch the course.



### How do I view my transcript?

1. From the Learner home page , click the **Learn** menu.
2. Click **Learner Activity Reports/Training Transcript**.

### How do I access tLP from home?

You can access tLP from home at <https://www.parknicollet.com/tlp/>.

### How do I cancel a registration?

1. From the Learner home page , click the **Learn** menu and then click **Training Schedule**.
2. On the Training Schedule page, locate the class or course you want to cancel, and select the option box  associated with it.
3. From the task list, select **Cancel Registration**, and click **Go** .
4. On the Cancel Registration page, click the **Cancel Marked** button.

**If you need assistance with tLP, contact the help desk at 952-993-9000**