



Registering for and Starting Mandatory Ed Education

1. Look under **Assigned Training** on tLP home page . Find an activity titled "Mandatory Ed: *name of program*". This is not an actual course but you must register for it to receive credit for Mandatory Education courses you complete.
2. To register for this program, click the register icon next to this Mandatory Education program.
3. Click **Submit** to complete your registration for the program. (You may have to scroll down on the page to see the **Submit** button.) You are now ready to register for and complete individual courses that fulfill your Mandatory Education Requirement.
4. The courses are listed under the **Assigned Training** section. You may need to select (**More...**) to see all of them.
5. Register for each course by clicking on the register icon and then clicking **Submit** as you did in step 2 and 3 above.
6. The **Activity Details** page will appear. Click the small green launch icon on the middle of the page to start the course.
7. Click **Next** on the pop-up window. The Main menu page of the course will appear.
8. You may begin taking the course.

While Taking Mandatory Education

- ❖ Once you have registered for, or begun, an e-learning course, it will no longer be listed under **Assigned Training** on the tLP home page. If you exit tLP prior to completing or starting the course, you will need to look under **Current Registration** on the tLP home page to locate the course the next time you enter tLP. Click the green launch icon to start the course.
- ❖ Navigation help: Click the **brief directions** link located on the bottom right-hand of the course Main menu page.
- ❖ Quiz: The quiz will remain locked until you complete all sections. When you reach the last section of the course prior to the quiz you will be forwarded to the Main menu page.
- ❖ Click **Quiz** on the topics list to begin taking the quiz. You must answer at least 80% correctly to pass. A failing score will require you to retake the quiz to receive course credit.
- ❖ When finished with the course, a dialog box will prompt you to either cancel to review the course or click **OK** to return to tLP.
- ❖ Completing individual courses will automatically contribute to completing the program.

How do I access tLP from home?

<https://www.parknicollet.com/tlp/>

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