



## Welcome to our new Training Management System.

**The following instructions are for those who have already set up an account in our system (eg. have already signed up for one or more classes in the system).**

To begin the registration process, simply click the appropriate "Register" button in the email/flyer.

**Step 1:** Enter your Username and Password and click "**Log In**" to continue. NOTE – Disregard all instructions on the left side of the log in screen.

**Step 2:** Click "**Register**" to sign up for the training session.

**Step 3:** Click "**Close**" to continue.

You are now done.

**Please note:** Please remember your user name and password to access this system in the future for registration, transcripts, online courses etc. if you forgot your password **do not** create a new account, just click "forgot password" bellow the User Name and Password boxes to reset password.

If you need further assistance please contact Victor Machiche at [vmachiche@courts.az.gov](mailto:vmachiche@courts.az.gov).