

Training Place

A Coggno Training Place enables you to purchase and distribute training to your employees without the need for them to use email addresses or establish credentials, perfect for mid size organizations, and a great way to provide training quickly and easily to workers without email or part-time staff.

It's Easy!

- ➤ When making your purchase, click on the "Training Place" link
- > You'll see a screen that asks you to enter the names of your learners
- > Enter their First and Last Names, and click continue.

Now all you have to do is:

- ➤ Inform your trainee to go to the Web Training Shop you made your purchase from, or Coggno.com, then click LOGIN
- ➤ Have them enter the same username and password you established when you made your training purchase.
- When they enter they can find their name, click on it, and begin training.

For more information about administrative features of your Training Place, see the <u>Training Place Admin</u> tutorial

Coggno Makes It Easy!