







Below you will find important course information to help you get started and facilitate a seamless learning experience. This guide offers you a step-by-step guide of how to:

-  Log in to your [My Learning Tree account](#)
-  Validate your course
-  Access your AnyWare® classroom
-  Access your digital course materials

Before we begin:

Please take note of the class time zone. We ask that you log in at least 15 minutes before the course begins. This gives you plenty of time to test and adjust your audio settings while you navigate the AnyWare® classroom to maximize support and participation.

Although it is not a requirement, we recommend a dual monitor set-up for optimization and your convenience. This gives you maximum visibility for online course materials and helps you complete course exercises with proficiency.

1 LOG IN TO YOUR MY LEARNING TREE ACCOUNT

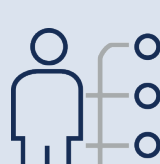


[Click Here](#) to access 'My Learning Tree'

Please use the email address used when registering for the course.

If you have not previously activated your Learning Management Platform (LMP) account, or if you do not know your password, use this [reset password link](#) to create/update your password.

2 PRE-COURSE VALIDATION



Step 1

Select the 'Prepare' button from your upcoming course under your dashboard.

NOTE: Please disregard if your course starts today.

Helpful Tip

We recommend using a microphone headset during the validation process.

Step 2

Under the 'AnyWare®' section, click the 'Start Test' button for each test that displays. After completing each test, click *Passed* or *Failed* button to record your results.

Helpful Tip

We strongly recommend installing the ZOOM application for a superior audio and connectivity experience for your course. [Click here](#) to download the latest ZOOM application. Alternatively, you can attend through any modern browser.

IMPORTANT NOTICE: These system validation steps are required and must be completed before the course start date.

If you need assistance at any point during your validation, please click the 'Chat With Us' button, or contact AnyWare® Support at AnyWare@LearningTree.com or **1-877-653-8733**.

3 ACCESS YOUR ANYWARE® CLASSROOM



Step 1

[Log in to your "My Learning Tree" account.](#)

Step 2

From your dashboard, search for 'This Week' and select 'Join.'

NOTE: Access to your classroom will be available on the first day of the course.

Should you have any questions or technical issues, please click the 'Chat With Us' button, or contact AnyWare® Support at AnyWare@LearningTree.com or **1-877-653-8733**.

4 ACCESS YOUR DIGITAL CLASSROOM MATERIALS



To access the course materials, please press 'Details' under your dashboard.

EQUIPMENT REQUIREMENT: All course participants will need a USB headset (or listening device) with a functioning microphone to participate in the course. While your Learning Tree course materials are available online via My Learning Tree for download (or print), many third-party course materials are only available via digital download and may only be available on the first day of the course.

COMPLETE YOUR PRE-COURSE PROFILE

REGISTRATION REQUIREMENT: While in your Account, please complete your pre-course learning profile as requested by your instructor.

CALL US OR REPLY FOR QUESTIONS. SEE YOU SOON!

Should you require any additional information regarding your course attendance, please call our customer service department at **1-800-THE-TREE (1-800-843-8733)**, or if calling from outside the United States **(703) 709-9019**.

SET-UP QUESTIONS?

Three convenient ways to reach our AnyWare® Support Team:



Call Toll-Free for an immediate response:
1-877-843-8733



Press **Chat With Us** within your My Learning Tree Account



Email
AnyWareSupport@LearningTree.com