

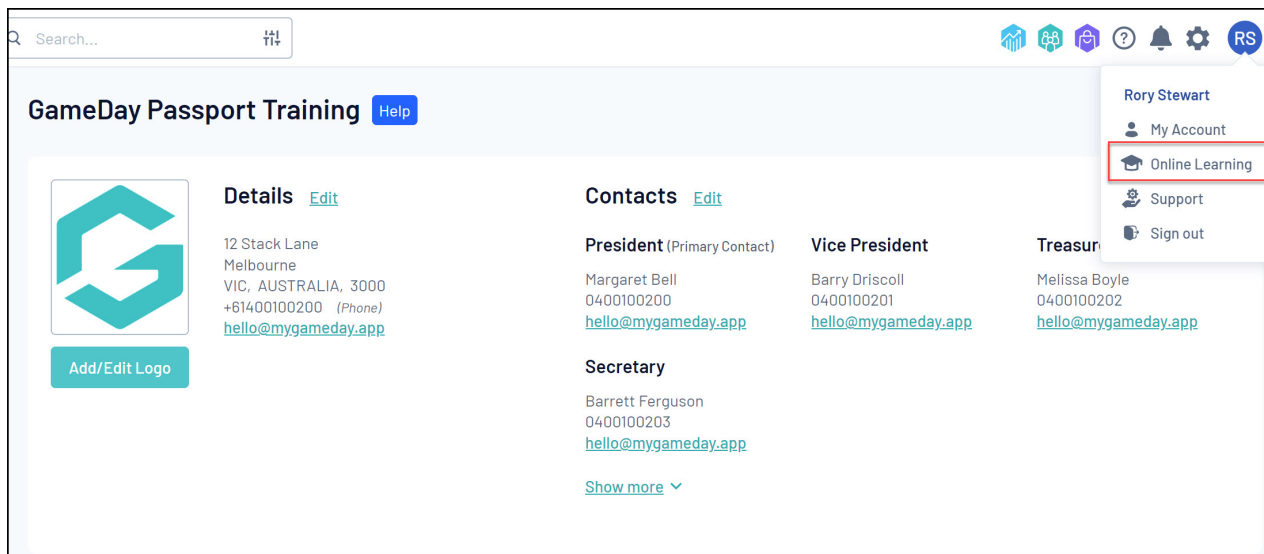
Online Learning Portal

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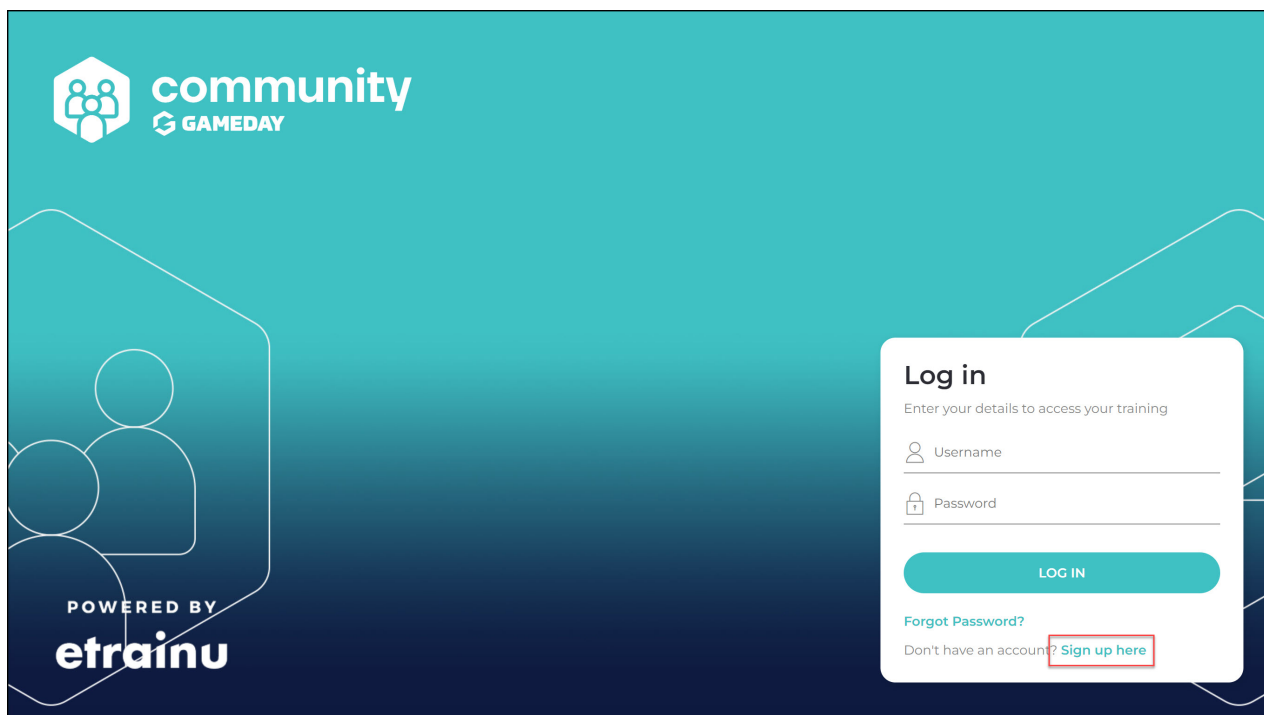
As a Passport administrator, you can also create an account to access our **Online Learning Portal**, which includes a suite of interactive training modules designed to give you an in-depth understanding of certain features within the platform.

To access the Online Learning Portal:

1. Open your **Avatar** menu in Passport and click **ONLINE LEARNING**

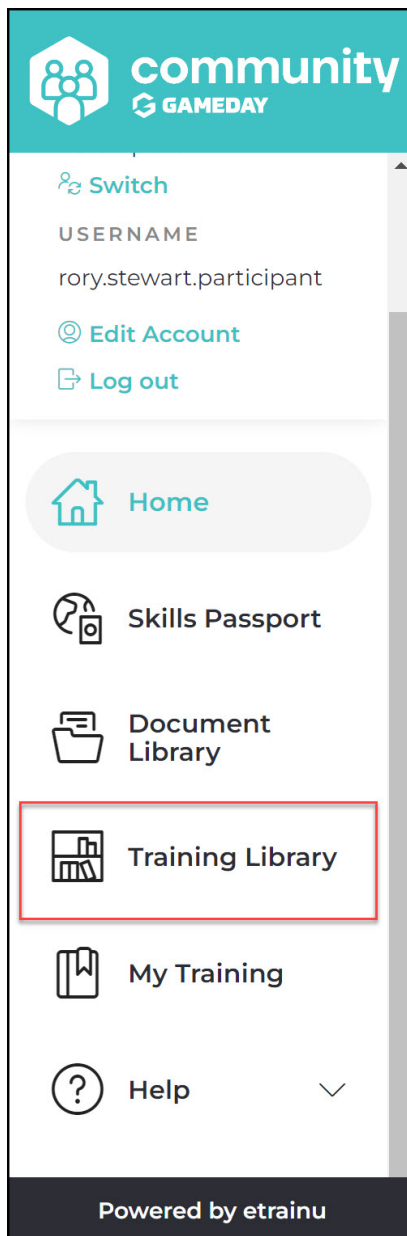


2. If you don't have an account for the Online Learning Portal, you can create one by selecting **SIGN UP HERE** and following the prompts to create your account.

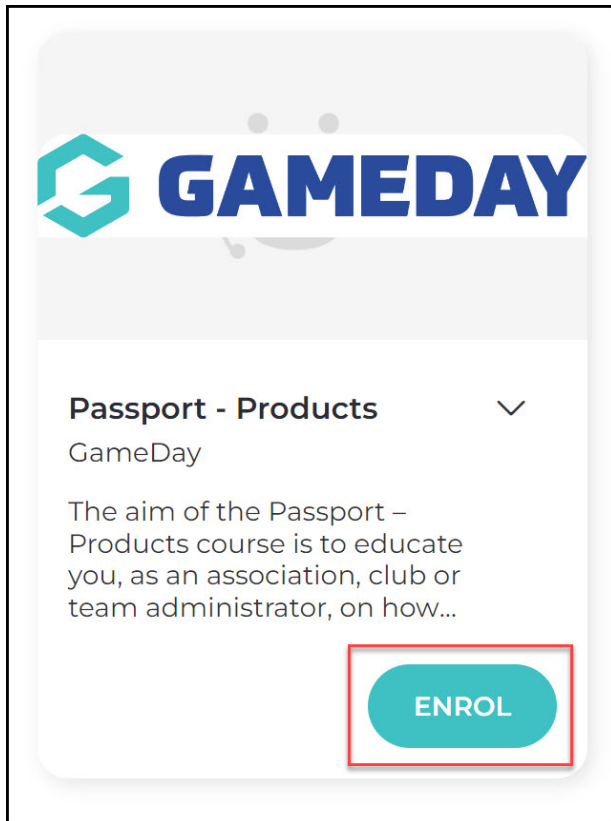


3. Once you are in the Online Learning Portal, use the **TRAINING LIBRARY** option in the left-hand menu to access

the training courses.



4. Once you've found a course you'd like to take, click the **ENROL** button.



5. Click **START** to begin the training.

