



**STEPS INSTRUCTIONS for accessing IAAR online transition courses**

1

Go to [www.iaar-training.org](http://www.iaar-training.org)

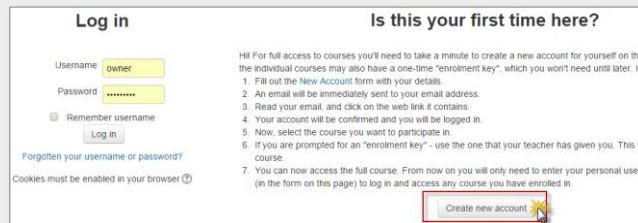
2

Click on the training course that you want to enroll



3

If you don't have an account, create one by clicking "Create new account".



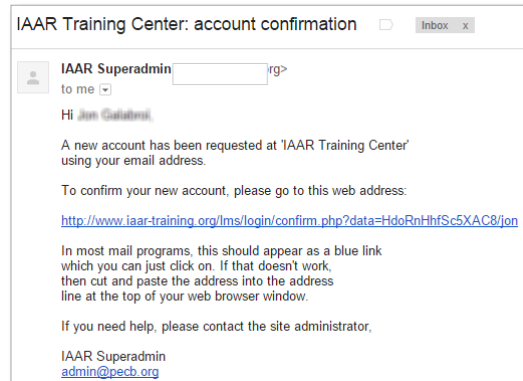
**Note: Pay attention to password requirements**

*The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)*

4

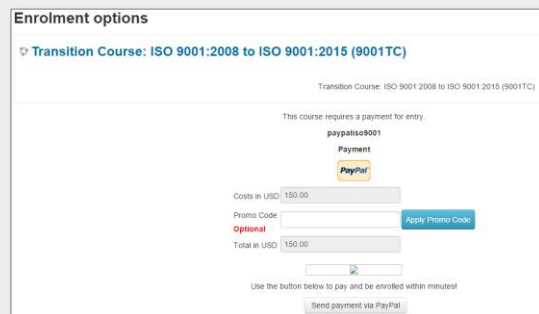
Afterwards, please check your email and confirm your account.

**Important Note:** Sometimes activation emails get caught in spam. Please check there as well.



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After confirming your account, please go back to [www.iaar-training.org](http://www.iaar-training.org) and login with your credentials, then click on your course. You will be taken to this screen:



If a promo code is provided to your CB by IAAR, please apply it now, otherwise, make a payment via PayPal in order to have access to a training course and exam.



6

After successful enrollment, please click this icon to access the learning material.

1001:2008 to ISO 9001:2015

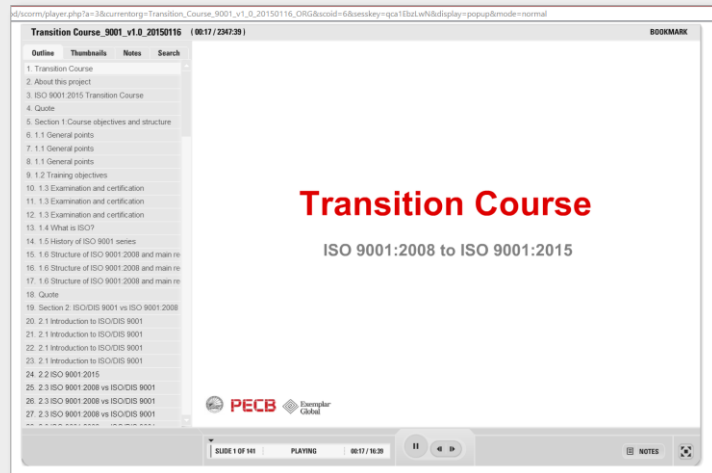


**Important Note:**

You will not be able to attempt the exam without completing all slides from training material.

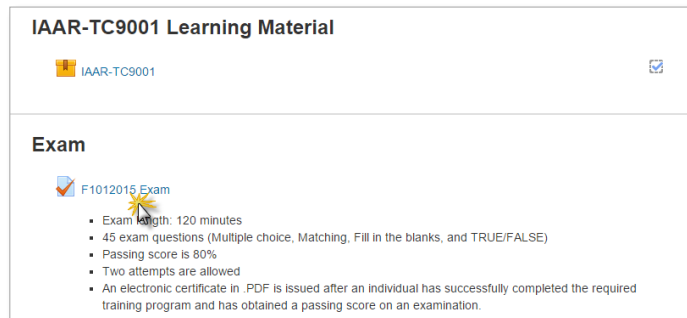
7

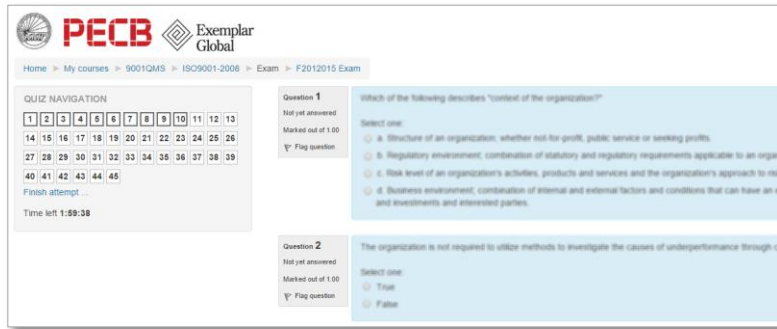
A separate windows will open with training course material. Please go slide by slide. You have further readings in notes.



After completing the training course, please log out and login again so you can attempt the exam.

8

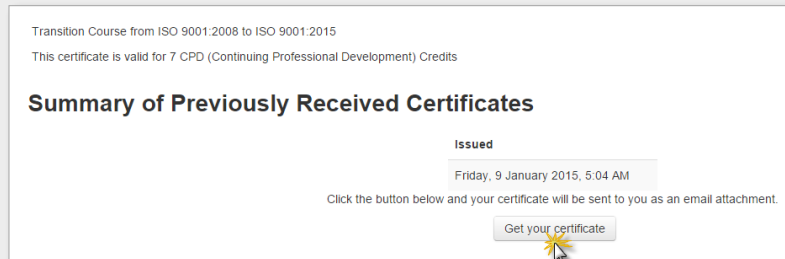
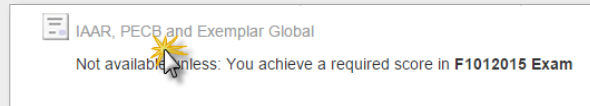




9

If you pass the exam you should be able to have the system send you a copy of your certificate via email in PDF format.

**IMPORTANT NOTE:** System will not send the certificate automatically. You have to logout and login again, then click the link in image 1 below, then "Get your certificate" button in image 2. Afterwards, an email with certificate in PDF will be sent to your email and a popup windows will also show a certificate in PDF for you. If you mistyped your name during the registration, please correct it by editing your profile.



**Still having trouble?**  
Email us at [iaar.training@gmail.com](mailto:iaar.training@gmail.com) (due to a workload and time zone differences please allow us 24 to 48 hours to respond and fix your issue). Thank you!