



Gates Performance Center <http://gatesaftermarkettrainingcenter.com>

Simple Instructions for *correct* registration in the Gates Performance Center

### 1. Instructor Registration

- Register as the Instructor using the drop down arrow.
- Fill in school name.
- Fill in your first and last name.
- Fill in your (instructors) school email address ( Provide this to your students in the next section).
- Create your username and password.
- Click on Submit.

Once this has been completed, the system creates a grouping (classroom) under your email address and an ADMIN button will appear on your tool bar once you enter the Performance Center. This allows you to run reports, change passwords and print student certificates.

Your students will be placed in your group when they register as a **Student** using your email address noted in the next section.

*\* Account Type*

Please select your account type so we can register your account appropriately.

Instructor ▼

*\* School Name*

School of Learning

*\* First Name / \* Last Name*

Bill Brannon

*Email Address:*

*\* Email Address is required when registering as a Store / Shop Owner or Instructor but not as a student.*

bbrannon@learning.edu

*\* Username (case-sensitive):*

bill2015

*\* Password (case-sensitive):*

••••••••

*\* Confirm Password (case-sensitive):*

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## 2. Student Registration

- Click on the drop down arrow and select Student.
- Student inserts the Instructors email address in this box. This is what ties them to the instructors group (classroom).
- Fill out first and last name.
- Create the username and password. (If student forgets their password, instructor can change it through the admin function).
- That's it. Once logged in student can take the training and receive their certificates.

### Registration

Complete the form below to register. Once registered, you will have access to launch courses in the system. *Required items are marked with an asterisk (\*)*.

*\* Account Type*

Please select your account type so we can register your account appropriately.

Student ▼

*\* Instructor's Email Address (Required If Registering as a Student)*

School of Learning

*\* First Name / \* Last Name*

Ben Student

*\* Username (case-sensitive):*

ben2015

*\* Password (case-sensitive):*

••••••••

*\* Confirm Password (case-sensitive):*

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For additional information or problems with locked accounts, contact Bobby Bassett at [robert.bassett@gates.com](mailto:robert.bassett@gates.com)