

Getting Started

Quick Reference Guide

1

Step 1 - Create a new account

- Select the **Get Started** button.
- On the Department of Defense Notice and Consent page, select **I have read and understood the statement and I agree to comply with all applicable regulations concerning use of the information from this website.**
- Select the **Proceed to Login** button.

2

Step 2 - Register a new account

- When the Welcome page displays, select the **Register Now** button. Complete the one-time registration page and then select the **Register** button at the bottom of the page.

3

Step 3 - Check email for confirmation

- Check your email for a verification email. Select the link to verify your registration.

4

Step 4 - Log in to MilLife Learning

- From the Welcome page, enter the same email and password you entered during the registration process and select the **LOGIN** button.

5

Step 5 - Create a user profile

- Complete the required fields with the red asterisks and select one or more roles for your profile. Then, select **Save and Continue** to create your account.

6

Step 6 - Locate, enroll and launch a course

1. To find a course once the Course Catalog window displays, you can either:
Enter the name of a course in the Search Catalog box and select the **magnifying glass icon**. The search result will display in a Courses/Results table.
Or
Scroll down the Course Catalog page to find a course in the available course offerings.
2. Select the **Enroll** link in the in the Actions column. This will redirect you to the My Training page.
3. Select the **Launch Course** button. This will take you to the Course Home page.
4. Select the **Course Name** link to start the course.

7

Step 7 - View and print Certificate of Completion

1. Upon completing your course, select **X** in the top right corner of the browser displaying your course.
2. Select **My Training** on the menu bar. This page shows you the courses you are enrolled in, as well as those you have completed.
3. Select the **Get Certificate** button that is displayed under the course you completed.
4. Once the Certificate of Completion is displayed, you can print it or select the **PRINT FRIENDLY VIEW** link to open the certificate in Adobe Acrobat and save it to your computer.
5. Once you print or save your certificate, close the Certificate of Completion windows.