# A-DEC ACCELERATE

A-dec Accelerate is A-dec's learning and training platform for both live face-to-face training and online learning. You will need to create an account to access all the training opportunities available to you.

Login and Account Creation for A-dec Accelerate

To create an account and sign-up for training, go to: www.a-dec.com/training Once there, click on the **Log In** button in the upper right corner.
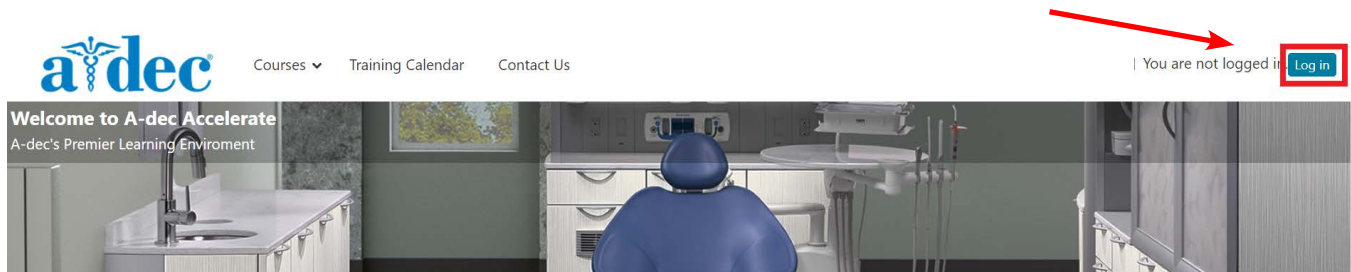
After clicking **Log in**, you will have the option to Create a new account or login with your username and password. To start a new account select the **Create new account** button.
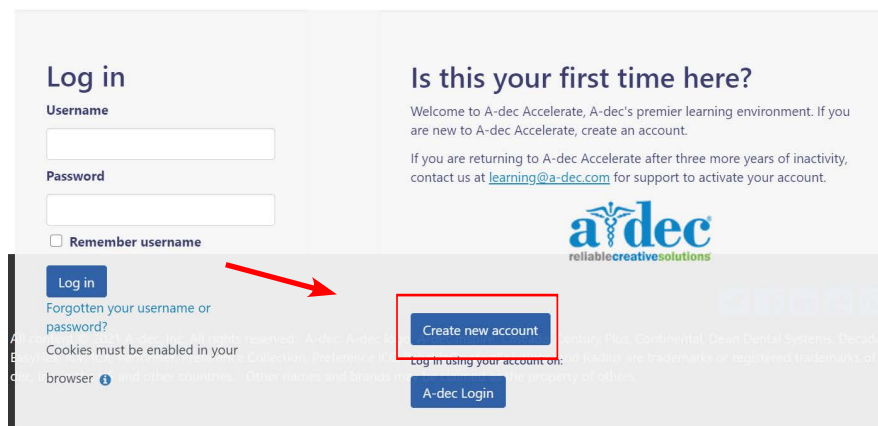
On the next page, please fill out all the Profile information. This will help us know what training to make available to you, both online, and for live training. You can see this screen on the next page.


Complete all of the required fields, noted by a red asterisk (*). We recommend using your company email to get quicker access to dealer exclusive content. When you are finished, check the **Create my new account** button. You will receive a confirmation email with a link to proceed to the A-dec Accelerate site.

Accessing the Course Catalog

Below, you can see the logged in home screen. To see what courses are available, go to the **Courses** tab at the top of the page and select a category.
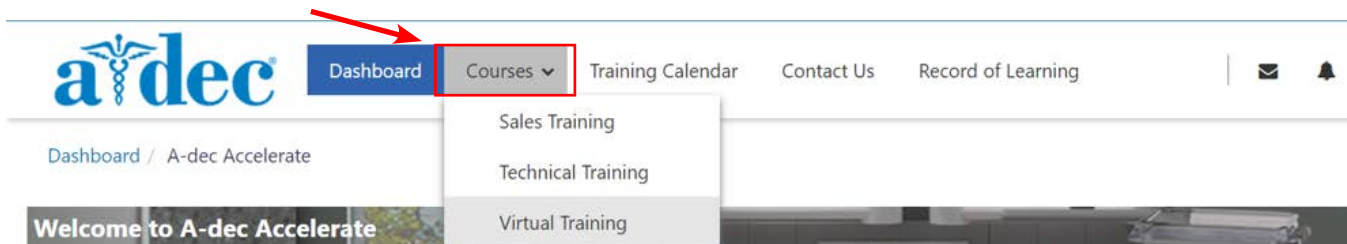
You can also browse the course categories by selecting a category tile on the can also click on the homepage.

You will notice that as a new user, the **Current Learning** area is empty. Active course that you are working on will be displayed here

You will notice that as a new user, the **My Enrolled Training** area is empty. You can also click on the Button below that says **Check out our Course Catalog**.

Category View

From the course catalog page you can select which category of training you would like to view.

You can also change the course catalog view using the button in the top right corner from large tiles to a list view.

Calendar View

From the Training Calendar page, you can view live upcoming events in the calendar. Each calender event is a direct link to the course for enrollment and training registration.

Course Enrollment

To enroll yourself in a course, select the tile image of the course that you want to enroll in and then select the **Go to course** button.

If self-enrollment is available for the course, select the **Enrol me** button.

You will have immediate access to the online course training modules. Select the training module title to view the content.

Live Course Registration

Enrolling in a course hosting a live virtual or in-person event will not guarantee you a seat for the event. You will need to register for the event. To reserve your seat for the event, select the **Sign-up** link displayed on the course page.

You will be directed to a sign-up confirmation page. You can choose how you would like to be notified about the event. By default you will receive an email with a calendar invitation. However, you can choose email only or no confirmation. For live virtual training, a reminder email is necessary for receiving the meeting link.

Select the **Sign-up** button to confirm your registration and confirmation preferences. If you are registered for a course, you can cancel your registration by selecting the **Cancel booking** link.