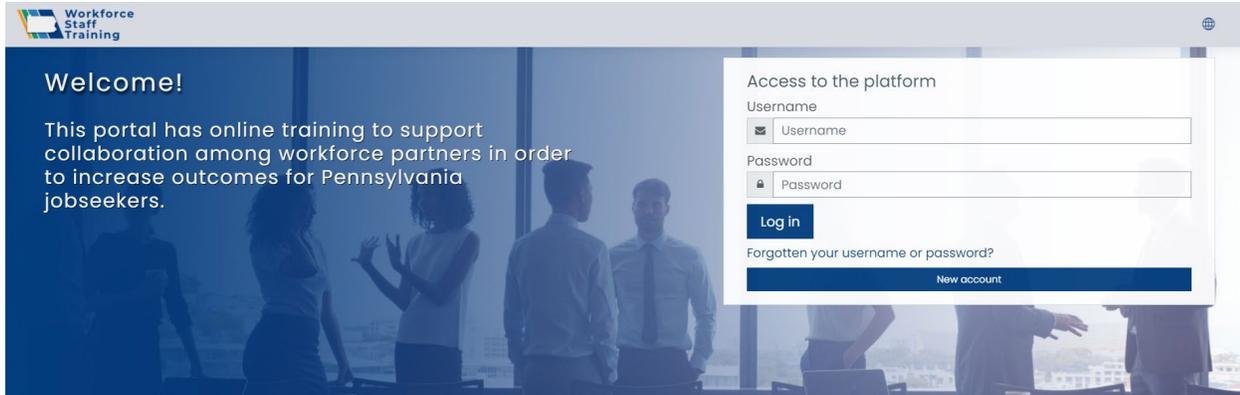


Workforce Staff Training Portal

Job Aid



To Log in to the Staff Training Portal

1. Go to www.workforcestafftraining.com.
2. Select the **Log In** link on the top right of the page.
3. Type your username and password.
4. Click the **Log In** button.

To Create a New Account

1. On the home page, click **New Account** button.
2. Create a unique username (lowercase only).
3. Create a password. (**Note:** Your 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) such as as *, -, or #)
4. Under **More Details**, enter your information.
5. Under **Program Information**, enter job specific information
6. Under **WIOA Programs**, select your WIOA program.
7. Click **Create My New Account**.
8. Go to your email and click on the link or copy and paste, the link in your browser to confirm your account. Check your Junk/Spam folder if you don't see the email. If it's not in that folder, please email wstadmin@tiu11.org.

To Enroll in a Course

1. Log into the site, if you haven't already.
2. In the left navigation menu, click on **Training Catalog**.
3. Under **Available courses**, click on the course name you want to enroll in.
4. Click on **Enroll Me** button.

Email wstadmin@tiu11.org for tech support. We will respond within one business day of its receipt.