

How do I register and log in to the WBT?

Go to <https://wbt.access.usbank.com>

Click the **Go to Accessible WBT** for accessible content.

To access the certification exam and lessons, log in as a registered user. Type in your e-mail, personal password, and WBT password. Click **Go**.

To register, click **Register a new account**. If you are already registered, you can reset your own password.

Lesson and Certification Login (Why register?)
Please enter your user name (e-mail address):
Please enter your personal password:
Please enter the WBT password:
Register a new account Forget your password? Go

Lesson Only Login
Please enter the WBT password: Go

To access only lesson content, type the WBT password and click **Go**.

To register, specify information in every field. Select user type carefully, since it controls which lessons you have access to. Click **Register** when you are done. Next time, log in as a registered user. You can change your personal information (e.g., organization short name) after you log in again.

Registration
Please type your personal information in each field. Type your first and last name as you want them to display on your completion certificate. Your e-mail address will be your user name for the final exam. Select an authentication question from the drop-down list and type an answer that will be easy for you to remember. You can use the authentication question to access the final exam if you forget your password. Click Register when you are done.

First Name: [Pat]
Last Name: [Smith]
E-mail Address: [psmith@agency.gov]
Password: [*****]
Re-enter Password: [*****]
Please choose your authentication question:
Pat's Name: [Pat's Name]
Please Type your answer: [BDO]
Organization Short Name: [ACME]
Please Choose your user type:
Government Cardholder

Back to the login page Register

On the main menu, mouse over an option for more information. Note the link to the certification exam. Keep in mind that the certification exam is a separate function from the self-evaluation questions embedded within each lesson.

main menu / log

Access Online Web-Based Training

- Go to the lesson modules
- Go to the certification exam
- Print certificate
- Update personal information *new!*

Click the *Go to the certification exam* link if you have reviewed all the lessons you need to and are ready to assess your learning by taking the certification exam.