How To: Register and Launch Training in TC3

Transportation Curriculum Coordination Council (TC3) is a training website that provides transportation content, such as highway maintenance technical skills. The following step-by-step guide outlines the process of registering and launching training in TC3.

Please Note: Connection via VPN or Citrix is not required to access content remotely.

If you’re accessing TC3 for the first time:

Step 1: Open TC3
Step 2: Select Login from the upper right-hand corner.
  ❖ Note: This will open a new page.
Step 3: Select My Account from the upper right-hand corner.
Step 4: Select Register at the bottom of the prompt.

Step 5: Enter your WSDOT email address in the right-hand column and select Register.
Step 6: Complete the Account Information fields and select Next.
  ❖ Note: From the Employer dropdown menu, select State Government.
Step 7: Complete the My Information fields and select Next.
  ❖ Note: Next to the Organization field, enter WSDOT and include your work address and contact information.
Step 8: Select Next on both the Billing Information and Shipping Information pages.
Step 9: Review and check the boxes next to the Terms and Conditions, and Verification.
Step 10: After you have completed registration, continue you on from Step 5 in the below instructions:
If you’re returning to TC3 and already registered:

Step 1: Open TC3

Step 2: Select Login from the upper right-hand corner.

✦ Note: This will open a new page.

Step 3: Select My Account from the upper right-hand corner.

Step 4: Enter your WSDOT email address and password, and select Sign In.

Step 5: Select the Technical Training tab.

Step 6: Select the navigation buttons to explore training.

Step 7: When you discover training that you’re interested in taking, select Add to Cart.

✦ Note: All TC3 training is free for WSDOT employees.

Step 8: When you’re ready to launch the training, select Go to Cart or select the cart icon on the upper right-hand corner.

Step 9: Select Proceed to Checkout.

✦ Note: Your Estimated Total should always be $0.00.

Step 10: Select Review Order and then Place Order.
Step 11: On your **Order Confirmation** page, select **My Training**.

![Order Confirmation Image]

**Note**: You can also navigate to **My Training** from your **My Account** menu.

Step 12: Select the training under **Course Title**, and select **Launch**.

![Launch Button Image]