**Washington State
Department of Transportation**

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 <u>not</u> required to access content remotely.
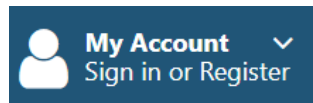
If you're accessing **TC3** for the ==first time==:

Step 1: Open TC3

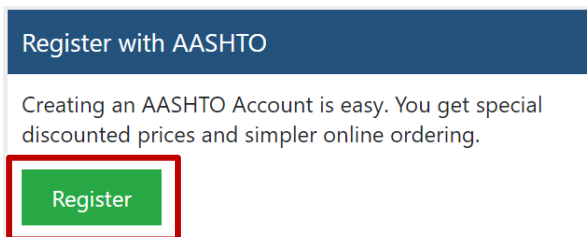**Step 2:** Select **Login** from the upper right-hand corner.

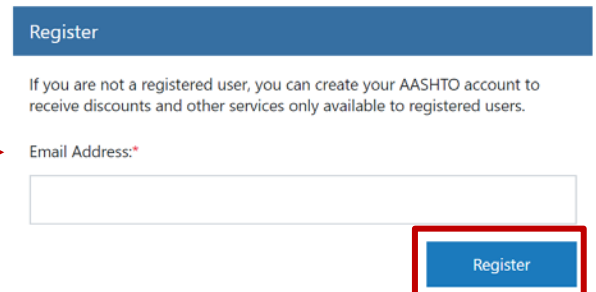> ❖ **Note**: This will open a new page.

| Training Store | LOGIN |

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

My Account ⌄
Sign in or Register

Step 4: Select Register at the bottom of the prompt.

Register with AASHTO

Creating an AASHTO Account is easy. You get special discounted prices and simpler online ordering.

Register

Step 5: Enter your **WSDOT email address** in the right-hand column and select **Register**.

Register

If you are not a registered user, you can create your AASHTO account to receive discounts and other services only available to registered users.

Email Address:*

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**.

✓ I'm not a robot
reCAPTCHA
Privacy - Terms
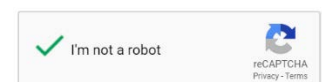
Step 10: After you have completed registration, continue you on from **Step 5** in the below instructions:

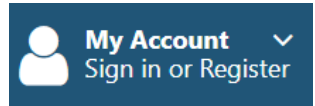**TE** If you're returning to **TC3** and <mark>already registered</mark>:

Step 1: Open TC3

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

> ❖ **Note**: This will open a new page.

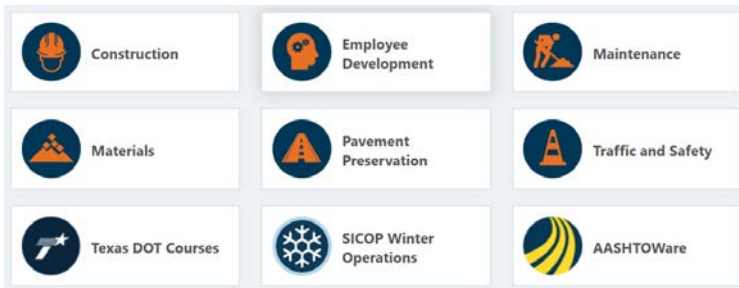**Step 3:** Select **My Account** from the upper right-hand corner.

Step 4: Enter your **WSDOT email address** and **password**, and select **Sign In**.
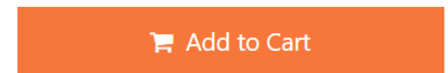
Step 5: Select the **Technical Training** tab.

📣 Technical Training ⌄

Step 6: Select the navigation buttons to explore training.
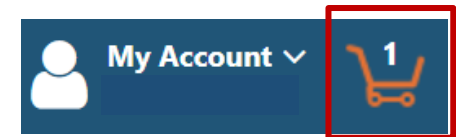
Step 7: When you discover training that you're interested in taking, select **Add to Cart**.
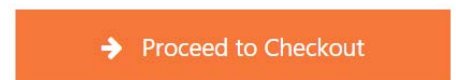
> ❖ **Note**: All **TC3** training is free for WSDOT employees.

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.
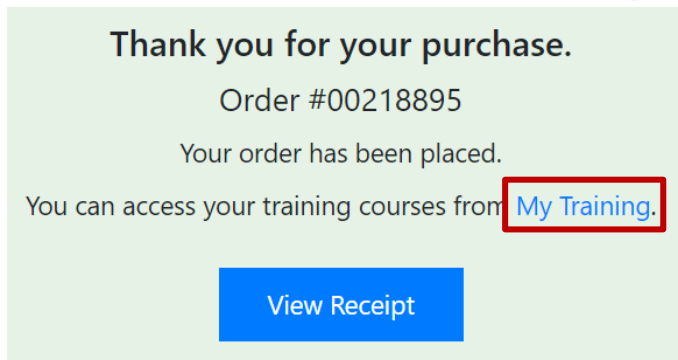
Step 9: Select **Proceed to Checkout**.

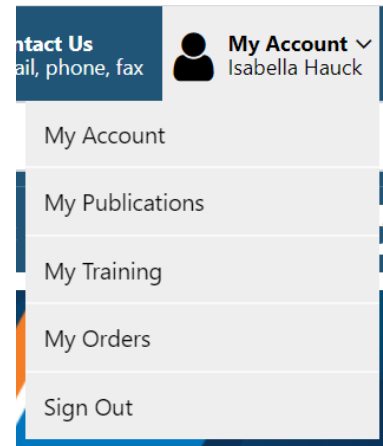> ❖ **Note**: Your **Estimated Total** should always be **$0.00**.

Step 10: Select **Review Order** and then **Place Order**.

Step 11: On your **Order Confirmation** page, select **My Training**.

Thank you for your purchase.

Order #00218895

Your order has been placed.

You can access your training courses from My Training.

View Receipt

ntact Us
ail, phone, fax

My Account ⌄
Isabella Hauck

My Account

My Publications

My Training

My Orders

Sign Out

❖ **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

GREAT JOB!