

## User Document: How to Access the New Website

### 1. Important Notice

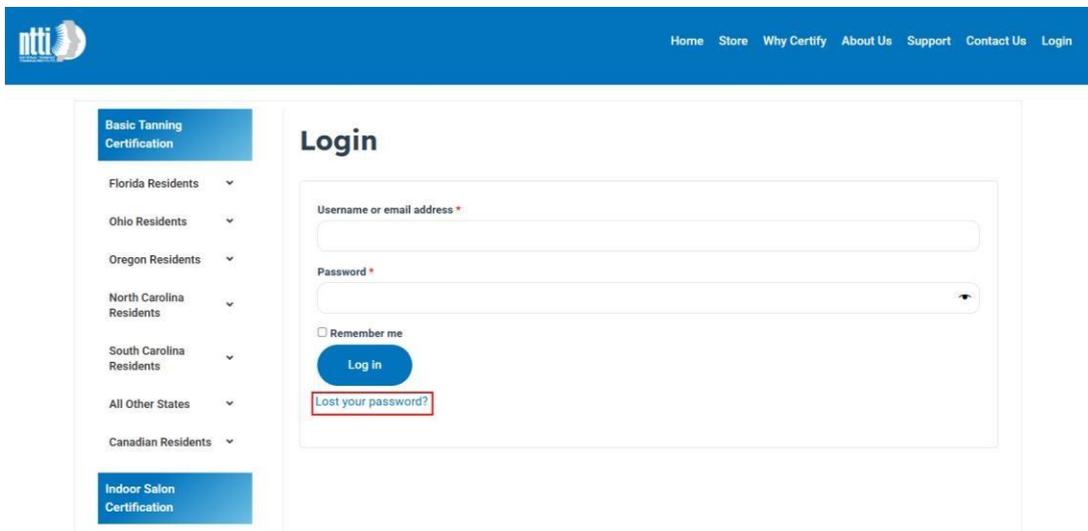
Our website has recently been upgraded to a new platform for a better learning experience. Since your account has been migrated from the old system, your password has been reset for security reasons.

- Before logging in, please reset your password using the steps below.

### 2. Reset Your Password (First Time Login)

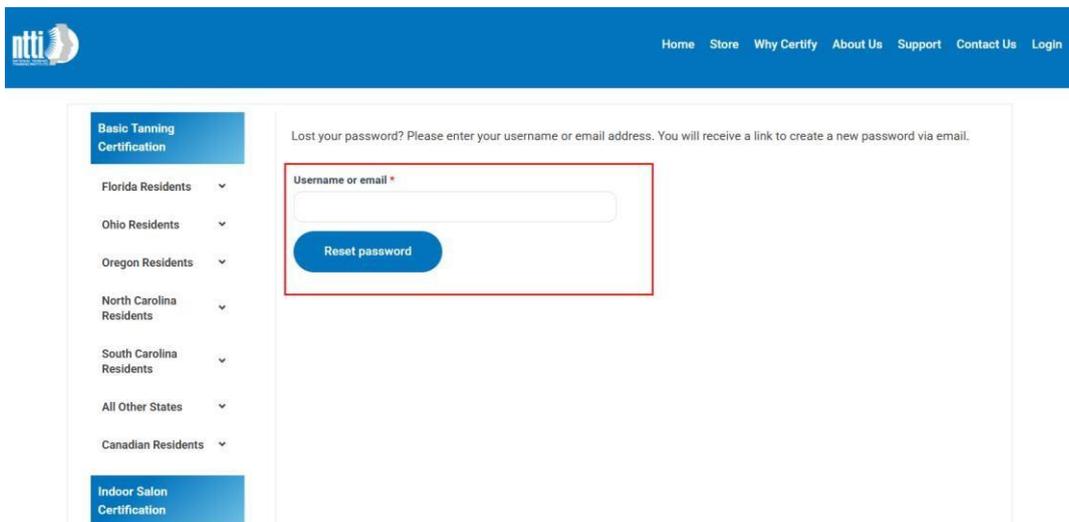
1. Go to the Password Reset Page:

<https://www.tanningtraining.com/my-account/lost-password/>



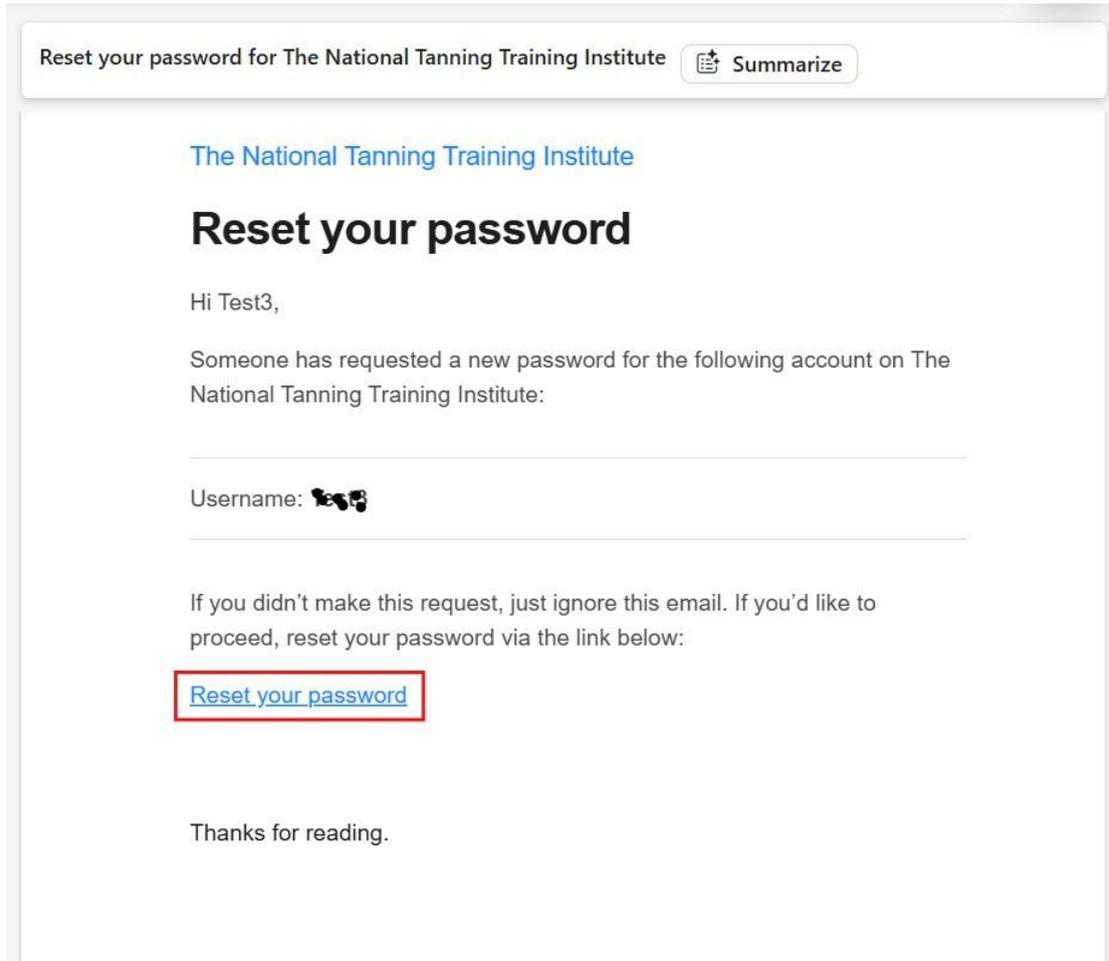
The screenshot shows the website's navigation bar with links for Home, Store, Why Certify, About Us, Support, Contact Us, and Login. On the left, there are dropdown menus for 'Basic Tanning Certification' (listing Florida, Ohio, Oregon, North Carolina, South Carolina, All Other States, and Canadian Residents) and 'Indoor Salon Certification'. The main content area is titled 'Login' and contains a form with fields for 'Username or email address \*' and 'Password \*', a 'Remember me' checkbox, a 'Log in' button, and a 'Lost your password?' link highlighted with a red box.

2. Enter your registered email address (the same one you used on the old site).

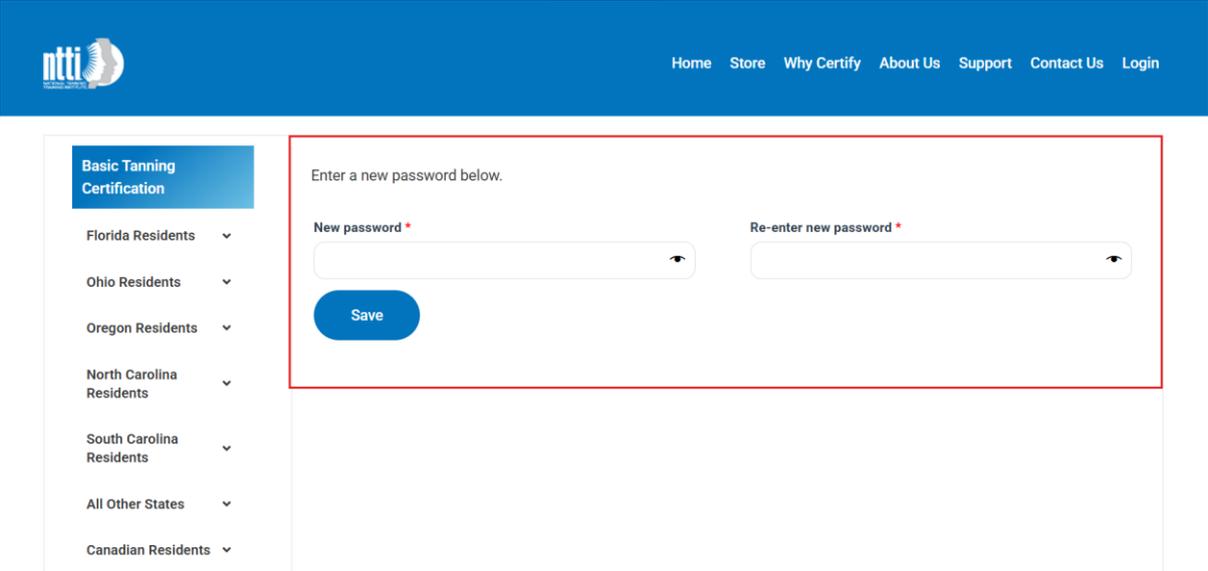


The screenshot shows the website's navigation bar and the left sidebar. The main content area is titled 'Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.' Below this text is a form with a 'Username or email \*' field and a 'Reset password' button highlighted with a red box.

3. Check your email inbox — you'll receive a password reset link.



4. Click the link and set a new password.



5. Return to the login page and sign in with your new password.

- Basic Tanning Certification
- Florida Residents
- Ohio Residents
- Oregon Residents
- North Carolina Residents
- South Carolina Residents
- All Other States
- Canadian Residents

### Login

Username or email address \*

Password \*

Remember me

[Log in](#)

[Lost your password?](#)

Tip: If you don't see the reset email, please check your Spam or Junk folder.

### 3. Logging In

Once your new password is set:

1. Go to <https://www.tanningtraining.com/my-account>
2. Enter your email and new password.
3. Click Login to access your dashboard.

- Basic Tanning Certification
- Florida Residents
- Ohio Residents
- Oregon Residents
- North Carolina Residents
- South Carolina Residents
- All Other States
- Canadian Residents

### Login

Username or email address \*

Password \*

Remember me

[Log in](#)

[Lost your password?](#)

## 4. Viewing Your Courses

After login:

1. Visit My Account → Courses.
2. You'll see all your enrolled courses that were migrated from the old site.
3. Click any course name to view lessons, progress, and quiz results.

South Carolina Residents

All Other States

Canadian Residents

**Indoor Salon Certification**

Salon Operations & Procedures

Lotions and Skincare

Introduction to Sunless Tanning

Sunless Airbrush/HVLP Technician

**Prince Kashap**  
Edit profile

1 Courses | 1 Completed | 1 Certificates

**Your Courses** 🔍 Expand All

✓ CANADA Residents Online Course 📄 COMPLETE ▾

## 5. Checking Quiz Attempts & Certificates

- Inside each course, go to the Quiz section to view:
  - Attempt history
  - Scores and pass/fail status
- If you've completed a course, you can download your certificate directly from the course page.

South Carolina Residents

All Other States

Canadian Residents

**Indoor Salon Certification**

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✓ CANADA Residents Online Course 📄 COMPLETE ▾

**Certification**

- Salon Operations & Procedures
- Lotions and Skincare
- Introduction to Sunless Tanning
- Sunless Airbrush/HVLP Technician

**Regulatory Information**

- FDA District Office Addresses
- A Guide to State Radiation Control Offices
- Legislative Hotline Numbers

**Business Resources**

- Buyer's Guide/Supplier Information

## Prince Kashap

Edit profile

1  
Courses

1  
Completed

1  
Certificates

### Your Courses

✓ CANADA Residents Online Course
COMPLETE

**COURSE PROGRESS** 100% COMPLETE 15/15 Steps

Quizzes	Certificate	Score	Statistics	Date
Canadian Basic				
Indoor Tanning Certification Test		100%	<a href="#">View</a>	February 6, 2026 8:13 am

## 6. Updating Your Profile

You can update your details anytime:

1. Go to My Account → Edit Account.
2. Update your name, email, or password.
3. Click Save Changes.

The image shows two screenshots of a user account dashboard. The top screenshot shows the 'Account details' link highlighted in red in the left sidebar. The bottom screenshot shows the 'Account details' form with the following fields highlighted in red:

- First name \* (Prince)
- Last name \* (Kashap)
- Display name \* (Prince Kashap)
- Email address \* (prince.kashap@ntti.com)
- Password change section (Current password, New password, Confirm new password)
- Company Name \* (Stars)

A 'Save changes' button is located at the bottom of the form.