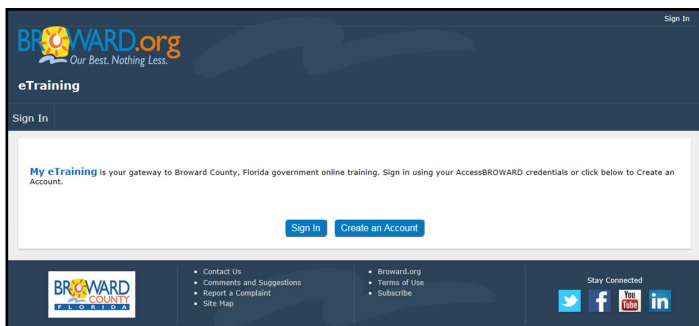


eTraining Portal

Access eTraining

Access eTraining at:
<https://webapps5.broward.org/etraining>.



Sign In

Select the **Sign in** button to enter your AccessBROWARD credentials.

Note: You must use your Municipality Email Address.

Create an Account

1. If you do not have an account, select the **Create an Account** button to enter your information.

2. You will receive an email confirming the account request. Follow the instructions to confirm that an account has been created.

Request Training

1. Access eTraining.
2. Sign In using your AccessBROWARD credentials.
3. Select the training, then click on the **Submit Training Request** button.

Note: The status changes to **Requested**. You will receive an email acknowledging your request. You will receive a second email indicating that your training request has been **Approved** or **Denied**.

Begin Training

You must be approved to begin the training.

1. Access eTraining.
2. Sign in using your AccessBROWARD credentials.
3. Click on the **Manage My Training** tab to view the available training.
4. Select your training, then click on the **Begin Training** button.

Change Email Address

Your Municipality Email Address must be used to access the Training..

1. Log into Access.Broward.org.
2. Sign in using your AccessBROWARD credentials.
3. Click on the **Change Email** tab.
4. Enter your **Business Email Address**.
5. Click on the **Change Email** button.
6. Retrieve the Validated PIN from your new email address.
7. Enter the **Validation PIN**.
8. Click on the **Change Email** button.

Note: If you have used an email address other than your Municipality Email Address, please either update your email address or create a new account, then request the training again.