I. **If you have not created a Learnit profile:**
   1. Go to [The Education Fund learner portal](#).
   2. Select the class you wish to register for by clicking “Book this class.”
   3. Click, “Next Step”, Go to “I am a new customer” and click “Register and Continue.”
   4. Fill out the appropriate fields (*) and input “The Education Fund” as the Company/Organization.

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**Registration**

**About you**
- First name *
- Last name *
- Email address *
- Contact number *
- Password *

**Do you work for a government organization?**

**Please enter your contact information.**
- Address
- Town/City
- County/State
- Postcode/Zip Code
- Country

**Your company / organization**
- Company / Organization
- Department
- Job Title

**Please enter the name, email address and phone number of your training coordinator:**
5. Complete registration by completing the “Marketing” page, mark “Other”, and enter “The Education Fund” in the “Details” box.

6. Click “Next Step”, and click, “Assign Myself.”
7. Keep clicking next step to get to the final screen with a button that says “Complete.”
8. Be sure to click the box above the “Complete” button that says “I have read and accept the terms and conditions” and click, “Complete.”
9. The next screen will state that you are registered and a confirmation email will follow.

If you need help, please contact Learnit by emailing cx@learnit.com, message though chat, or call 415-496-6500.

II. **If you have a Learnit profile:**
1. Go to The Education Fund learner portal.
2. Select the class you wish to register for by clicking “Book this class.”
3. Click, “Next Step”, Enter in your Email/User ID and Password. Then click “Login and continue.”