
2. Click on Sign Up

3. Fill in all required fields
4. Enter *Learning* in the Security Keyword field

5. Click on the magnifying glass in the *Organization* field

6. In the Select External Organization pop up box click on *Search*

   ![Select External Organization](image)

7. Select the appropriate option under *External Organizations*

   ![External Organizations](image)

8. Check the reCaptcha field

9. Click on *Sign Up*

10. You will automatically be signed into the Learning Portal, where you can browse and register for Learning & Development courses.