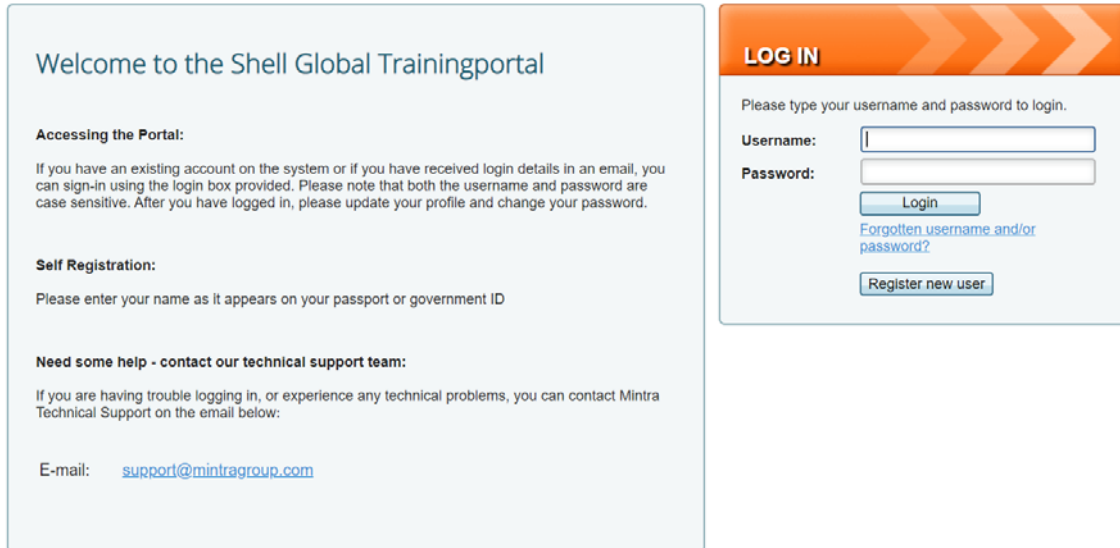


How To:

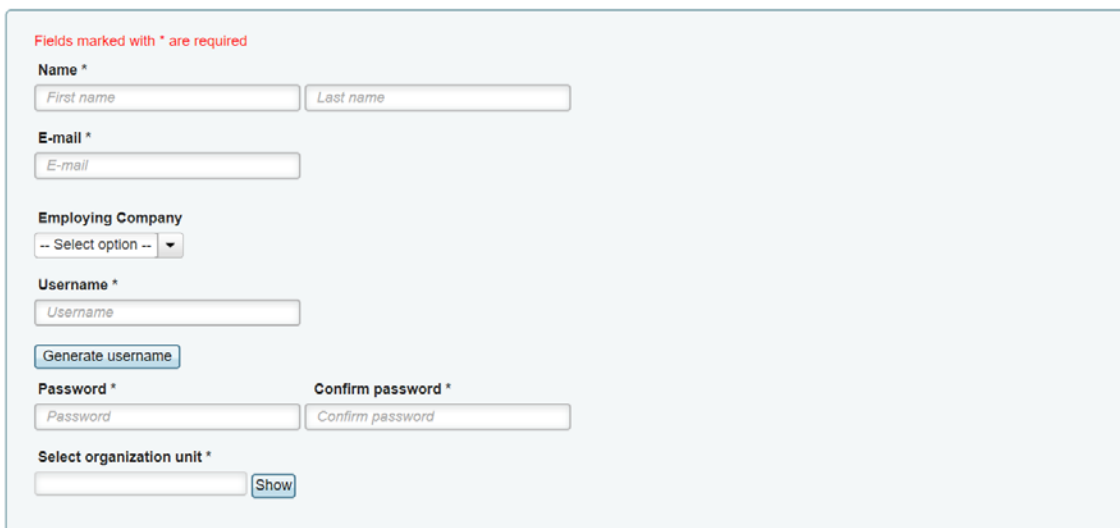
Self-Register for the portal and start a course

1. On your smart device (computer, iPad, iPhone, etc.) open a browser and navigate to <https://www.trainingportal.co.uk/ShellGlobal>



The screenshot shows the login page for the Shell Global Trainingportal. On the left, there is a 'Welcome to the Shell Global Trainingportal' section with instructions on how to access the portal, self-register, and contact technical support. On the right, there is a 'LOG IN' section with a login form containing fields for 'Username' and 'Password', a 'Login' button, a link for 'Forgotten username and/or password?', and a 'Register new user' button.

2. You should be presented with the login page as seen above.
3. To register a new account, click the **Register new user** button and you should see the screen below:



The screenshot shows the user registration form. It includes a note that 'Fields marked with * are required'. The form has the following fields: 'Name *' (split into 'First name' and 'Last name'), 'E-mail *', 'Employing Company' (a dropdown menu), 'Username *' (with a 'Generate username' button), 'Password *' and 'Confirm password *', and 'Select organization unit *' (with a 'Show' button).

4. Please enter your name as it is written on your Passport or Government ID



5. Please provide your email address
6. Please select your employing company from the drop down list called **EMPLOYING COMPANY**
7. Please type in or generate a **User Name**
8. Now follow the guide and create a **PASSWORD**
9. Select **Organisational Unit** and, from the drop down list, select your **Asset**
Your Asset is: **QGC**
10. By following these on-screen steps, you will be able to register an account.
Note, the final step will automatically sign you into the new account.