ATR ONLINE
NEW USER INSTRUCTIONS

REGISTER & LOGIN

1. Go to **ATRONLINE.COM**
2. At the top of homepage click on the "Register" tab and complete the required questions, check the terms and conditions box then click the Register button.
3. You will now be automatically logged into the site. When you logout of the site and return at a future date all you have to do is login with your email address and password.
4. The "Serial Number Credit Balance" that is at the top of the page will display a "0" until you use the Serial Number for the first time and then the Balance and Expiration Date will be displayed. After you've used the Serial Number for the 1st time, the system will display the Serial Number Credit Balance and the Expiration Date.

START YOUR TRAINING

1. Click on the "Topics" tab at the top of the page and choose from the program topics listed.
2. Choose a specific title from that topic and click on the "View Now" button to get to the detailed Product Page.
3. If you want, click on the "Free Preview" button for a 3-minute sneak peek of the video. You will not be charged a credit for this. It is recommended that you do this before entering your Serial Number when using this service for the first time at a specific location to make sure the video plays satisfactorily.
4. Each title has a Leader's Guide/ Quiz that can be printed off by clicking the link at the bottom of the page.
5. If the video suits your needs and you are ready to start the video for your training session, enter the Serial Number and click the "Use Serial Number'' button to start the video.
6. If you like a program and want to add it to your favorites, simply click on the "Favorite" button on the specific product page.
7. It is important to remember that you must be logged in for the Serial Number to work.
8. Also, there are Tutorial Videos available under "Topics" that can help you use other features of the site.