



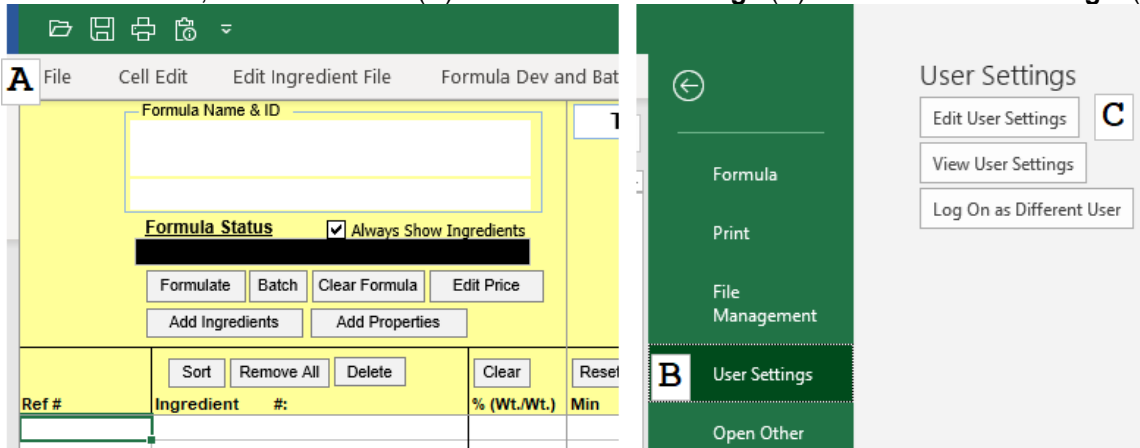
# TechWizard™

## Training Module

This course has a TechWizard™ training module. This allows you to duplicate the lessons in TechWizard™ which are covered in the self-paced training exercises. You can work in the training module without changing any actual TechWizard™ ingredient or formula information. This document describes how to access the training module in TechWizard™.

### Add the Training Module

In TechWizard™, click the **File** tab (A) and select **User Settings** (B). Click **Edit User Settings** (C).

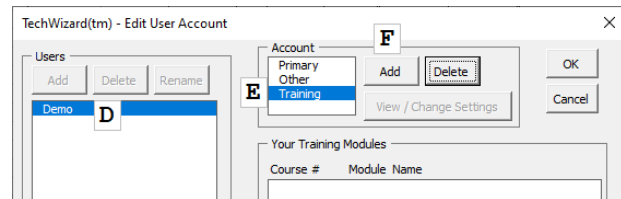


The **Edit User Account** window appears.

Select your username on the left (D).

**Note: The username may be the Administrator or some other name.**

Select **Training** (E). Click the **Add** button (F).



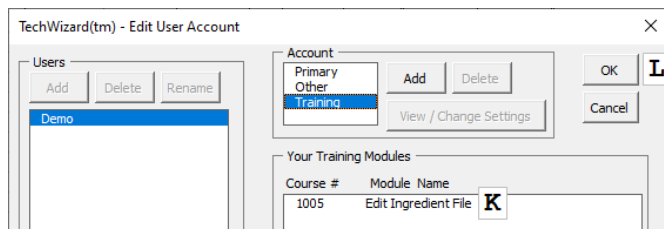
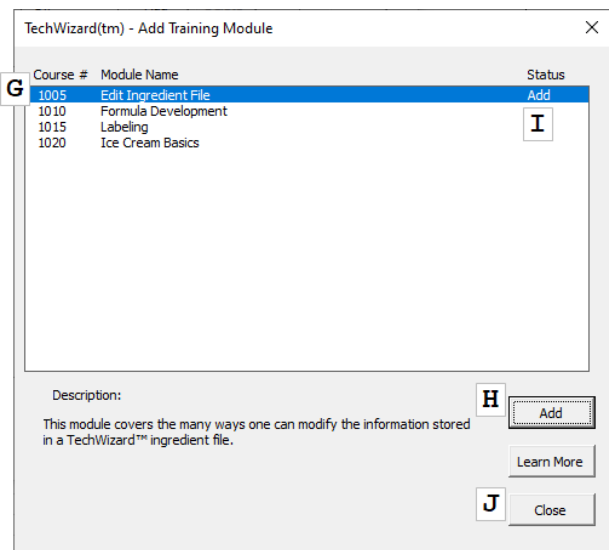
The **Add Training Module** window appears.

From the list, select the course you are taking (G), and click the **Add** button (H). The selected module is now marked for addition in the Status column (I).

**Note: The course number should match the one for the course you are taking.**

Click the **Close** button (J).

The course appears in the **Edit User Account** window (K). Click **OK** (L) to close the window and save your changes.

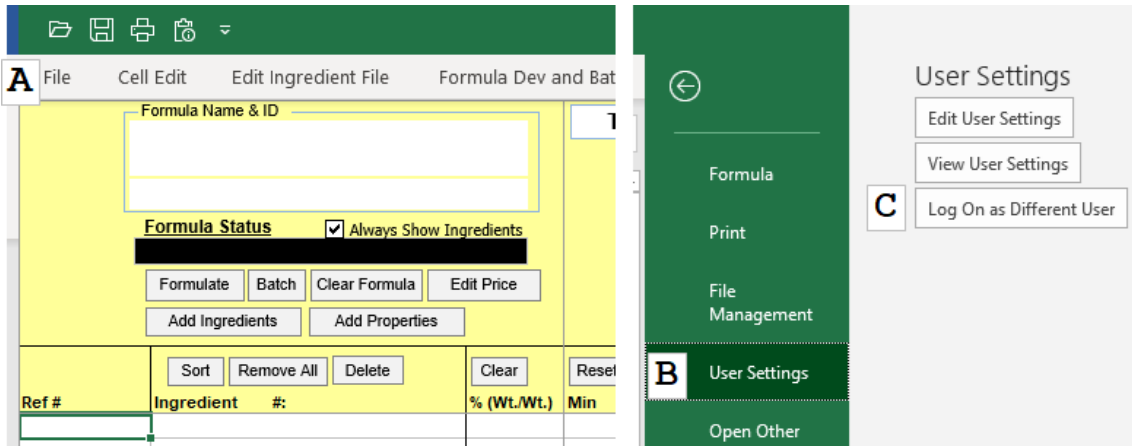




The Training Module is set up as separate user account. You need to log in to the account to access the formulas, ingredients, and other information.

### Log In to the Training Module

In TechWizard™, click the **File** tab (A) and select **User Settings** (B). Click **Log On as Different User** (C).



The **Log In** window appears.

Select the username (D) that was selected when you added the training module to TechWizard™.

**Note: The username may be the Administrator or some other name.**

Select **Training** (E). Select the course you just added from the list (F).

Click the **Log In** button (G).

After you log in, the course number (G) will appear in each section to inform you that a training module is in use.

**Note: The course number should match the one for the course you are taking.**

