

## TDC New User Guide for Associates and Client Accounts

### To log onto the TDC:

1. Access [www.manpower.co.uk/tdc](http://www.manpower.co.uk/tdc)
2. Click **Log On**
3. Enter your user name and password

**Note:** Your username is the first 30 characters of your email address. The username field will automatically cut-off after the first 30 characters.

4. Press Enter

**Note:** On the TDC, training courses are referred to as “Learning Activities.”

### To search for a learning activity:

1. Enter a keyword for the course into a Search the Catalog box
2. Press **Enter**
3. Locate the course in the list of search results displayed at the bottom of the page


### To launch on-line training:

1. Search for the course (See “To search for a learning activity”)

Or

Locate the training in your training schedule

**Note:** Any on-line training that you start, but don't complete will be listed in your training schedule (See “To view your training schedule”)

2. Click the launch button () to the left of the course title to launch the training

**Note:** To view course details, click on the course title instead of 

### To view your training schedule:

**Note:** All on-line training you started but did not complete will be located in your training schedule.

1. Click **Learn** on the menu bar across the top of your screen
2. Click **Training Schedule**

### To view your transcript:

1. Click **Learn** on the menu bar across the top of your screen
2. Place your cursor over **Learning Activity Reports**
3. Click **Training Transcript** from the **Learning Activity Reports** menu
4. Click **Print** on the top right corner of the page to print the report

### To update your preferences (Time zone, language, etc):

1. Click **Profile** on the top right corner of any page
2. In the Preferences screen, modify your settings as desired
3. Click **Ok**