Accessing the Shoptech Learning Center

Click the Recorded Training Sessions Button to begin the Login Process. You will be required to enter information on two different Login Screens.

Customer Login Page (Shoptech Website)

First, all Users must enter your **Company** PIN Code and Password on the Customer Login Page. This information was provided when you purchased the software and is used to verify maintenance status. All Users from your Company will use the same information to log in on this screen.

Learning Center Login Page

Once your company's maintenance status has been verified, you will be directed to the Shoptech Learning Center Login Page.

If you are the first person from your company to access the Learning Center, you must log in using the default Manager Account that already exists. To do so, use your Company's PIN Code and Password for the "Email" and "Password" values, respectively.

The default Manager Account is the ONLY Learning Center Account required (and even able) to use these values to access the Learning Center itself (second login above.) As Manager, create an account for each person within your Company for whom you want to track access to the Learning Center. Each such account must have its own unique ID. (Though the field is labeled "Email", it can be any alphanumeric value. That said, it MUST be unique amongst ALL Users of the Learning Center – not just your Company – and only valid Email Addresses will receive automatic notifications regarding new accounts and Enrollments.)

As User Accounts are created, they will use their own Account Information (entered by the Manager) to log in to the Learning Center in the future.

Given the fact the Manager Account cannot be edited, we recommend creating individual accounts for every user and avoid using the Manager Account as a "student."

For more information on using and managing the Learning Center, view our online tutorial available on the eLearning Page of our website.

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