

## Online Training Service System User Manual

1. For a new customer, please register.
  - 1.1. Click “Register” to create a user account or a member account (you can select either one).
  - 1.2. Check your email and click the link provided in the email to activate your account.
  
2. Submission processes for training service request

There are 4 steps during the submission process for training service request.

  - 2.1. Sign in with your username and password.
  - 2.2. Go to the “Services” menu and select “Training Service”.
  - 2.3. Fill out the request form
    - 2.3.1. Select training topic(s) and fill in participant information. If more than one participant will attend the training, click the “Add more participant” button.
    - 2.3.2. Fill in shipping address, invoice address, and tax information.
    - 2.3.3. Confirm and submit your electronic request form to TBRC. Your training service requests can be viewed from your account.
  - 2.4. Submit request form to TBRC
    - 2.4.1. Go to “My Training Request” in your account.
    - 2.4.2. Select and print the request form by clicking the “Print Form” button.
    - 2.4.3. Sign the form and submit the form to TBRC by email (tbrcservice@biotec.or.th).