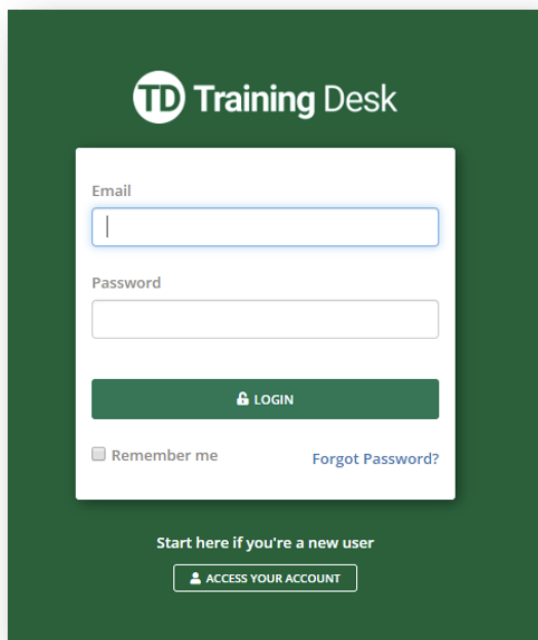


Logging Into Training Desk

Description: All Partners, Students and Trainers of Allens Training have a user profile created for them in the Training Desk system. This enables users to log in and access the information that their profile allows. As many of the users have profiles for different types of users (student and partners etc) their user profile remains the same for all the different levels of access. Once logged in the user will be taken to the highest level of access and has the ability to move between profile types (explained later).

Steps:

1. Visit trainingdesk.com.au and enter your emails as your username
2. Users are responsible for setting their own password and will have been prompted to do this as part of their application or enrolment. If unsure of their password a user can use the “forgot password” function or if a new user, the “access your account” function.
3. If recovering a password an email will be sent to the nominated email address with a link that will prompt the user to set a new password and then gain access to the Training Desk system.



Login Failed Message: If the user is entering an email address that is not associated with a user they will see a login failed message. To resolve this ensure the student is entering the email address that exactly matches their student profile. If the problem persists please contact your Partner for further assistance and to confirm the email address in use.

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