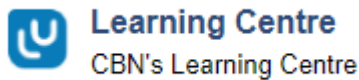# Quick Reference Guide- Logging In

You can access the Learning Centre from the Gateway:

Or from the Broker Kitbag. Click on the Kitbag button on the Gateway, and navigate to the Training section. You will see a button labelled 'CBN Learning Centre'.

Please log in outside of the Remote Desktop.

Click on this button and this screen will open:

⚠️ **Enter your email address – note that the email address we have on file for you may not be the one you usually use. You can request that your email address is changed by emailing the learning@cbnet.com.au mailbox.**

The initial password is: letmein. You will be prompted to change it once you log in for the first time.

That's it! You're in!

⚠️ **Please follow the 'Editing Your Profile' Guide after you log in for the first time, and set your time zone (so that you see the right start times for webinars).**