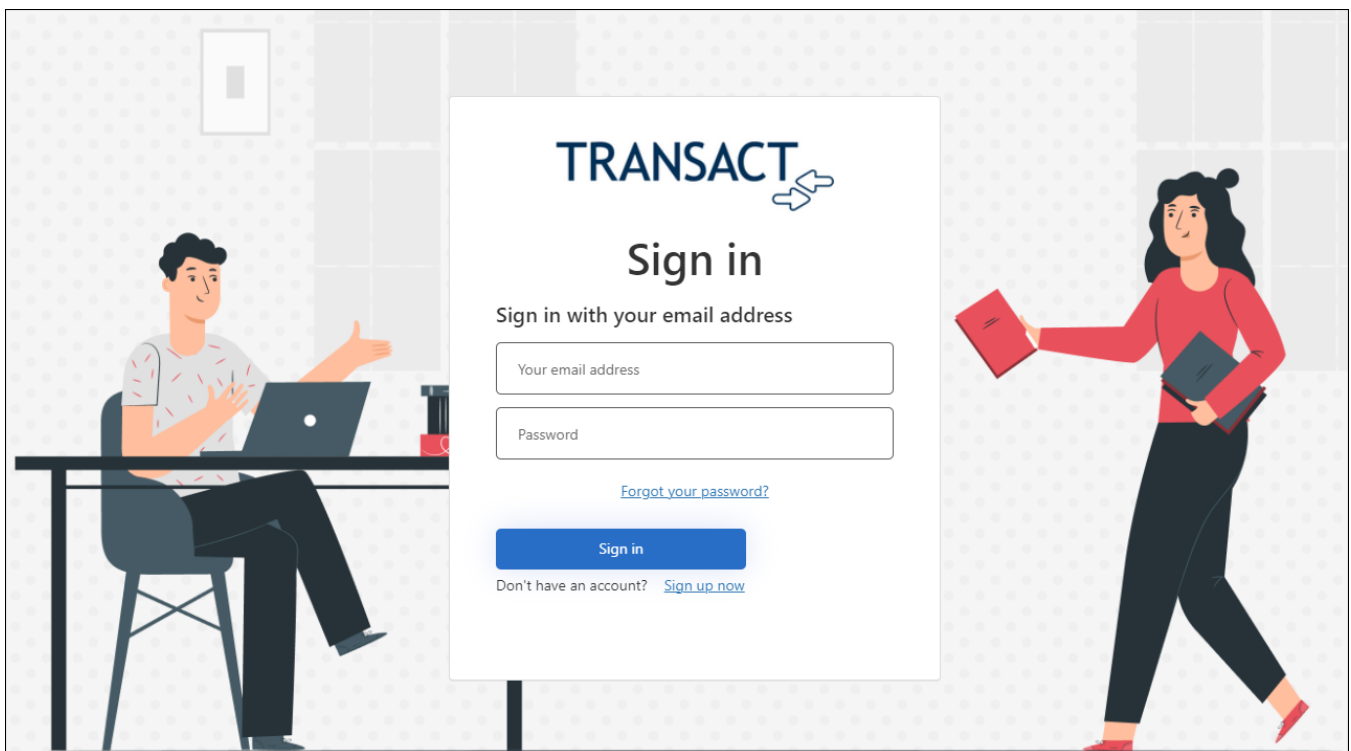# Transact Client Learning Center Single Sign-On

Enabling Single Sign-On for the Transact Client Learning Center

Beginning on February 5th, the Transact Client Learning Center, our online training platform, will move from a self-registration model to Single Sign-On (SSO). This will allow you to use the same username and password that you have created for Transact Connect Portal and Transact Support Hub with the Transact Client Learning Center. These instructions will walk you through the steps necessary to use SSO. When you access the training site after February 5th, you will either be automatically logged in if you have recently logged on to Transact Connect Portal or the Transact Support Hub, or you will be presented with the following screen:

When encountering the log-on page, the steps will vary depending on your current setup. To access detailed instructions on registering and logging into the system based on your specific setup, click one of the links below. This will direct you to the document's relevant section corresponding to your current configuration.

- [You can currently log on to Transact Connect Portal or the Support Site](#).

- [You have an account on the Transact Client Learning Center (Online Training Platform) but not the Transact Support Hub.](#)
- [You do not have an account on the Transact Client Learning Center or Transact Support Hub but would like a new account on the Transact Client Learning Center](#).
- [You cannot log on to either system](#).

You can currently log on to Transact Connect Portal or Transact Support Hub

If you have recently logged on to the Transact Connect Portal or the Transact Support Hub, you may automatically be logged on to the Transact Client Learning Center when you go to the site. However, if you are not automatically logged on and see the log-on screen, please enter your Transact Support Hub credentials, and click "Sign In". In rare cases, your user account may not have been created in the Transact Client Learning Center. If this happens, follow these steps:

1. Contact us at productadoption@transactcampus.com.
2. Provide the email address you use to log on to the Support Hub and inform us that you cannot log on to the Transact Client Learning Center despite having an account in the Support Hub.
3. We will create an account for you in the Transact Client Learning Center and notify you via email once it is complete.
4. Once you receive the email, you should be able to log on successfully.

You have an account on the Transact Client Learning Center (Online Training Platform) but not the Transact Support Hub.

If you could access the Transact Client Learning Center before the transition to Single Sign-On and do not currently have an account in the Transact Support Hub, you can create an account in the Transact Client Learning Center. However, if you also want to use this account in the Transact Support Hub, please reach out to your Client Success Manager (CSM) to request their assistance in enabling your account for both platforms. To register your account for use on the Transact Client Learning Center, please follow these steps:

1. Go to https://training.transactcampus.com.
2. Click **Sign up now**.
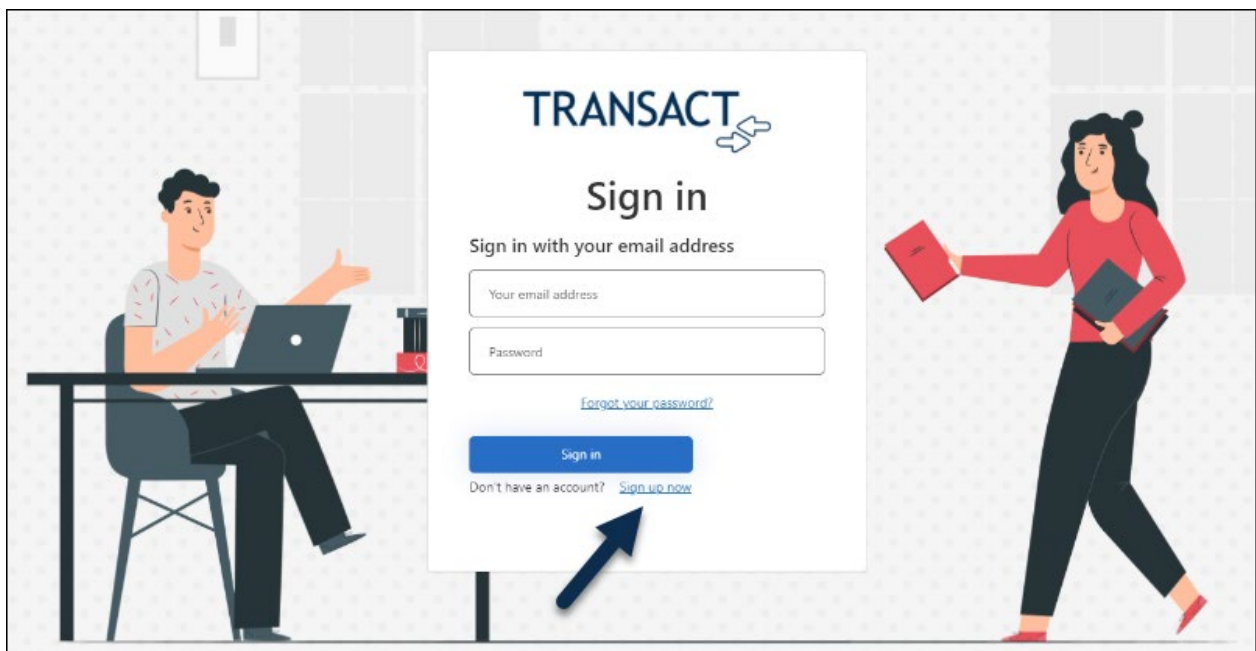
3. Enter the email address you used to log on to the Transact Client Learning Center and click **Send verification code**.

    Note: It is **VERY IMPORTANT** that you use the same email address you used to log on to the Transact Client Learning Center in the past, or a new account will be created, and you will not be able to access your courses. In addition, if you later work with your Client Success Manager to create an account in Transact Connect Portal, please use the same email address for that account. Both systems use the same database for authentication.

4. You should receive an email with a subject line of **Transact Auth account verification code**. Open it and copy the verification code to your clipboard.
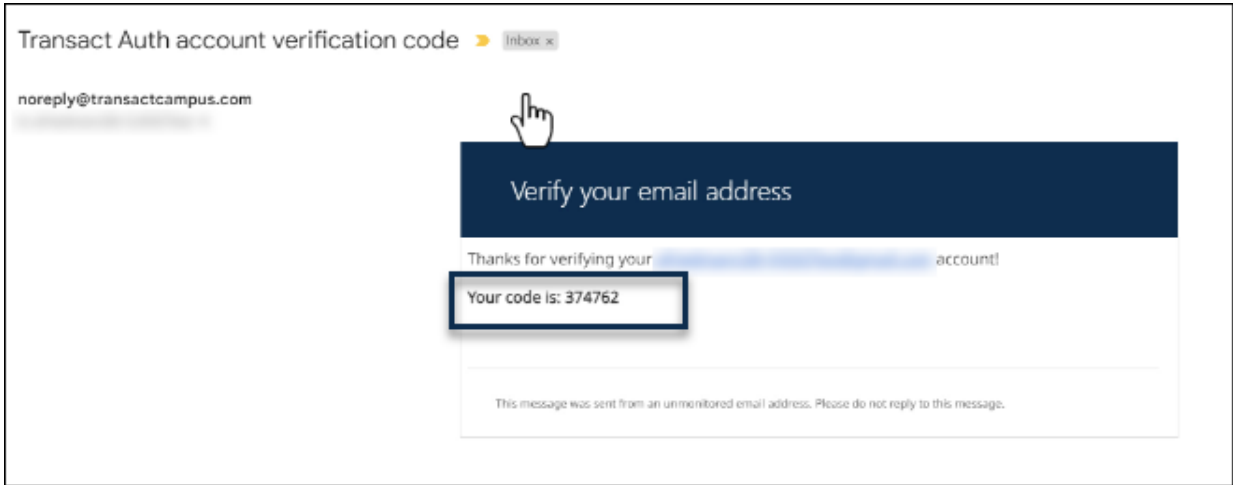
5. Paste it into the verification code box in the registration application and click **Verify Code**.
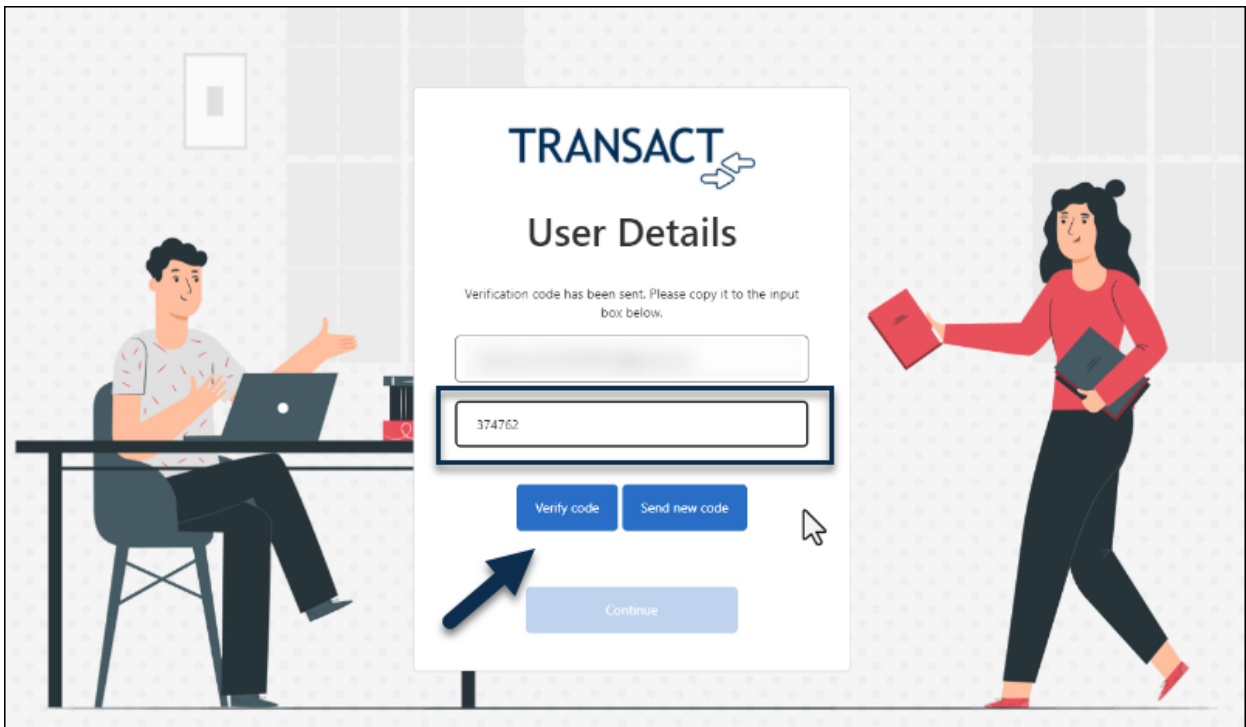
6. Enter your **New Password**, Confirm the password, and click **Continue**.

7. Log on with your email address and new password.

If you would prefer to watch a video of this process, you can access it here.

You do not have an account on the Transact Client Learning Center

If you do not have an account on the Transact Client Learning Center, the Transact Support Hub, or Transact Connect please send an email to productadoption@transactcampus.com and include the following information:

- Email Subject Line: New Account on Transact Client Learning Center
- Provide your first and last name
- What school, company, or institution you are associated with
- Your email address

We will reach out within 3 business days either with new account information or additional questions.

You cannot log on to Transact Client Learning Center or the Transact Support Hub

If you cannot log on to the Transact Client Learning Center or Transact Support Hub and don't have an account on either site, you will need to contact your Client Success Manager to create an account for you.