

1. Go to www.amx.com.
2. Either login OR create an account for **New Users**:
If you have course history with AMX University, you are not required to create a new profile.
To create a new account, you will need an **AMX Company ID**. This is your Dealer or Distributor ID.
To request an ID, contact Customer Service or email service@amx.com.
Once your account is setup, click **Submit Information**, and complete the account verification process via email.
Now you're ready to log in to www.amx.com using your email & password.
3. Click the **Training** tab. This page provides information for courses, schedules and AMX University.
4. Click **Enter AMX University** to access the Learning Management System (LMS).
5. After the Welcome Page appears, click **Classroom Courses & Certifications**.
6. **Classroom** courses are listed near the top of the screen.
 - Click the **Register** button adjacent to the course you wish to attend. Prerequisites may be required.
 - A new screen will appear displaying the dates and locations for the course.
 - Click the **Register** button on the new screen to enroll in the session of your choice.
 - You will receive a system-generated email with the following status of your registration:
Pending -- indicates your status is being verified and will be notified upon confirmation.
Wait List -- If you have registered for a full session, you will be placed on a Wait List.
Enrolled -- confirms you have a seat in the session.
7. **OnDemand** courses are within the **OnDemand Catalog** to the left of Classroom Courses & Certifications.
Click on the Category name. The OnDemand Courses in that category will appear. Click on the title of the course you wish to take. Click the **Register** button adjacent to the course you wish to take.
To **Launch** the course, click **Classroom Courses & Certifications/Individual Courses**. Click **Launch** to load and run your course.
Pop up blockers cause interference, so be sure to turn those off. AMX University also only recommends Internet Explorer as a browser. Others interfere with course completion.
8. For certifications, once all requirements are met for your first certification, you will need to accept the **ACE Agreement** by clicking its **Launch** button in the respective Learn Track.
9. After you have completed OnDemand or Classroom courses and any Learn Track, proof of certification or completion is located under **Achievements**. Click the **Launch** button to review completed courses.
10. If you have any questions regarding these Registration Instructions, please email traininghelp@amx.com