



Circle K International has created an online New Member Orientation program. This program will give you all the basic information about the Circle K International organization that you need to know as a New Member. All the instructions and information you need to access this program are below.

## **Register for Orientation Training**

To access the online training, use the access code and information below. You will be tracked as an individual user.

### **Access Code: CKINMO**

1. To use the code go to <http://www.circlek.org/circlek/resources/benefits/nmoprogram.asp> and click the NEW USER link.
2. Register yourself as a user using the code above (enter it exactly as it appears with all capital letters and no spaces).

Be aware when you enter your email address and password of whether you used capital letters...if you did, you will always have to use capital letters when you login because our system is case-sensitive.

3. The training will open up to you and be available for One Month from your enrollment. Upon completion of the program, you will receive a secure digital certificate which you may print.

## **Logging Back in to Program**

Because this is an online program, you can log in and out on when needed; completing it on a flexible schedule. Once you have registered as a user for the first time (see above), you will have created your own login which consists of your email address and the password you selected when you registered.

1. To return to the course and log back in go to <http://www.circlek.org/circlek/resources/benefits/nmoprogram.asp> and click the LOGIN link.
2. Enter your email address and password.
3. The training will open up to you and allow you to resume the course where you left off, or select your own starting point.

## **Contacting Support**

**If you have any technical difficulties contact [support@simlms.com](mailto:support@simlms.com)**