



To complete the Texas A&M University System Child Protection Training through the External Gateway, please follow the directions below.

1. Visit the training portal website:
 - a. <https://apps6.system.tamus.edu/TrainTraq/web/External/ExternalGatewayLogon.aspx>
2. Type in your email address and the password
 - a. The certificate of completion will be sent to this email address
 - b. Please do not use email addresses with underscores in them, i.e. Joe_Aggie@tamu.edu. The system does not recognize these types of addresses.
 - c. To obtain the current password, please contact your Program Sponsor, Catherine Anderson at Catherine.Anderson@nemnsynod.org. The password will be posted in the Synod Journey Adult Leader Updates that are sent to all adult leaders. You can also view online at <http://www.nemnsynod.org/mailings.html>.
3. Click "Submit"
4. Find the course – **Child Protection Training (Course # 2111652)**
5. Click "Start"
6. Please enter the following information in the blanks:
 - a. First Name:
 - b. Last Name:
 - c. Employer: Northeastern Minnesota Synod Journey
 - d. TAMUS Member: M – Texas A&M University
 - e. Work Address:
 - f. Work City:
 - g. Work State:
 - h. Work Phone:
7. Click "Save"
8. Click "Start Course"
9. Upon successfully completing the course, an email will be sent to the address used to log in. The email will contain a link to the completion certificate. **Click this link.**
10. You must download the certificate as a .pdf, save it, and submit it to your Program Sponsor. Please do **not** forward the email with the link to your Program Sponsor!