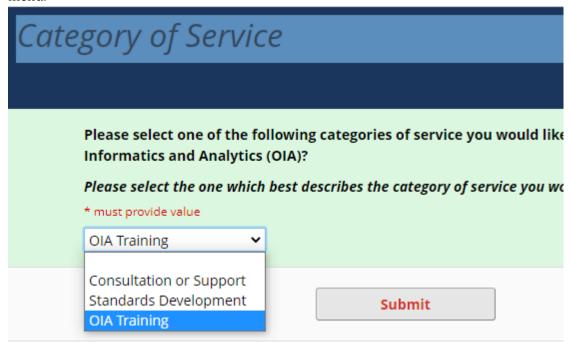
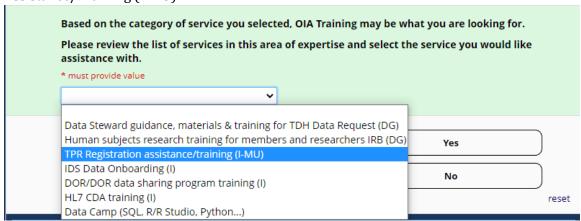
TPR Training Instructions

How to Submit a Request for TPR Assistance or Training

- 1. 1. Click the OIA Services Request link below.
- 2. Under the Category of Service selection, select 'OIA Training' from the drop-down menu.



3. The Category of Service field will expand. From the drop-down, select 'TPR Registration Assistance/Training (I-MU).

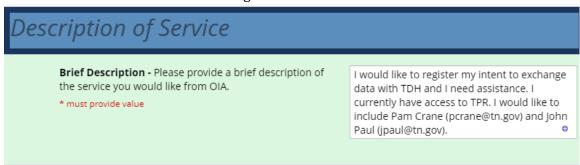


4. In the next field under the Category of Service section, select 'Yes' and choose your desired completion date from the calendar (the date by which you wish to have the

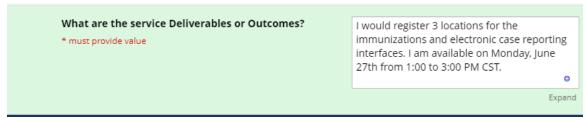
training scheduled).



5. Under the Description of Service section, provide a brief description of the training type (for example: Registration Assistance, User Access, or TPR Overview). Confirm whether you already have access to TPR and include all names (first and last) and email addresses to be included in the training.



6. For the next question under the Description of Service field, state your goals or intentions for the training.

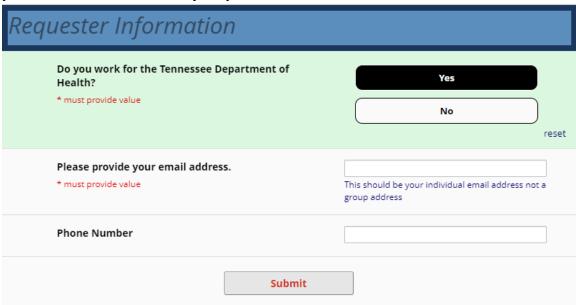


7. Under the Requester Information section, select 'No' if you DO NOT work for the Tennessee Department of Health (TDH) and complete all required fields, then click Submit. Select 'Yes' if you work for TDH and complete all required fields before submitting. If you select 'No,' additional fields will populate. All fields are required

except for the phone number. Please include your phone number.

Requester Information	
Do you work for the Tennessee Department of Health? * must provide value	Yes No reset
First Name * must provide value	
Last Name * must provide value	
Job Title: * must provide value	
Please provide your email address. * must provide value	This should be your individual email address not a group address
Phone Number	
Entity or Company Name * must provide value	Please spell out any acronyms.
Department or Unit Name (within your company) * must provide value	Please spell out any acronyms.
Submit	

If you select 'Yes,' similar fields will populate. All fields are required except for the phone number. Please include your phone number.



Accessibility Information

This document has been formatted in compliance with WCAG 2.1 AA and Section 508 standards. All hyperlinks are descriptive, lists and headings are properly tagged, and reading order is logical. For questions or accessibility assistance, contact TDH Accessibility Services.