## TargetSolutions User Guide

TargetSolutions is an online training and records management system. Through this user guide, you will learn how to login for the first time, launch an assigned training course, view your training history, and view or print your certificates.

## TargetSolutions Login Instructions for First Time Users

1. To login, please go to www.targetsolutions.com/bloomingdalevillage (please save or bookmark this link).



2. Please enter your Username and Temporary Password, then click *Login.*

   **Username: Village of Bloomingdale Email Address (i.e. jdoe@vil.bloomingdale.il.us)**

   **Temporary Password: Bdale123**

3. Next, you will be asked to send yourself a verification email. Please retype your email and click "**Send Verification Email**."



**If you have trouble logging in, please contact TargetSolutions 24/7 Login Support at 1-800-840-8048.**

1. A training assignment may be assigned to you directly. This training will be located on your **Schedule**.



2. Click on the assignment to the launch the training. The training course can be completed at your own pace. To exit the course, click on the **blue** square. To return to the course later, simply launch the course again from your **Schedule.**

1. Click on the **My History** tab.

2. Click on the "Certificate" icon in the details column to view your Certificate.

3. Once opened, click **Print**.