

# UBW Agresso Online Expenses Online Training Registration

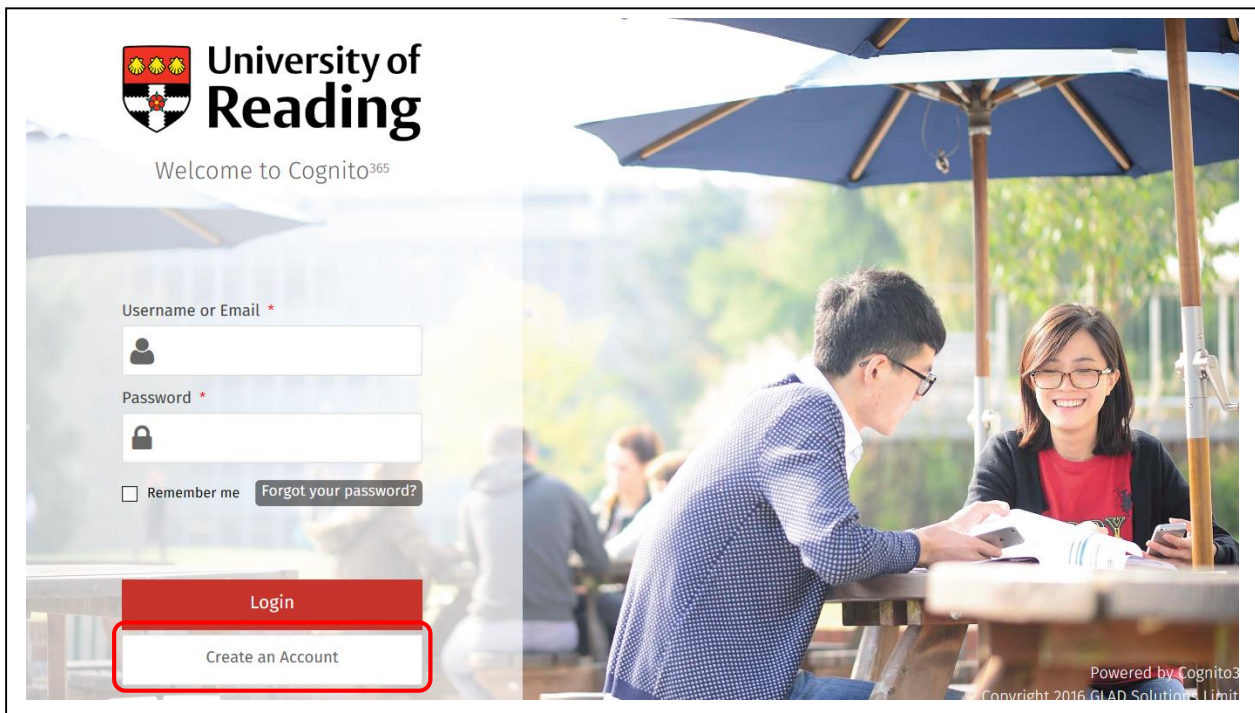
VERSION 1.0

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## Online Training – Creating a User Account

The Online Expenses Training video is hosted externally by GladSolutions and an account has to be set up before accessing the training.

1. Click on the web link <https://reading.cognito365.com>
2. Create an account if you are accessing the training for the first time
  - On the home page click Create an Account



- Complete the following information

**Username:** Enter the username you would like to use

**Email address:** Enter your University email address

**First name:** Enter your first name

**Last Name:** Enter your last name

**Password:** Enter the password you would like to use

**Confirm your password:** Re-enter the password you would like to use

**Registration Key:** Enter **Reading123**

Then click **Register**

3. You will now be taken to the Home page where you can login using the details you just created

