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.