



Congratulations on your acceptance into the Kaplan Training Development Program! As part of your trainee schedule, you'll be asked to access Kaplan's intranet, **KapNet**, for assignments and training materials. The first time you access KapNet, you will need to register with the site. This registration adds your personal information into the KapNet directory while also allowing us to customize the intranet for your needs.

Ready to begin? Great, please follow the instructions below to access KapNet!

Step 1: Go to this address: <https://kapnet.kaplan.com>. Please bookmark this address (you can click **CTRL & D** as a shortcut) so you can return easily later on.

Step 2. Click "Register" in the top right corner of the screen. After clicking register, you will see KapNet's online registration form. *Please note: You'll need to fill out all the fields marked with a **.

Step 3. You will create a username and password for yourself. Please remember this information. You will need to use this username and password every time you return to KapNet.

Step 4. On the third line of the form, you'll see you need to enter an access key. Please use this access key: _____. Just as with your username and password, please retain your access key because you will need it each time you return to KapNet.

Step 5. You have the option to fill out the remaining registration information if you have the applicable information. Providing any extra information will make it easier for your trainer or fellow trainees to contact you.

Step 6. Click "Register" at the bottom of the page. Don't worry about if you make a mistake, you can always fix your information by clicking the "my settings" link at the top of the page.

That's it, you're all set!

If you ever have any questions, please don't hesitate to contact us at kapnet@kaplan.com. We have a "rapid reaction response" policy which means we'll answer your feedback within an hour and try and help you out as best we can.

Congratulations again on joining the Kaplan community. I wish you the best of luck!

Sincerely,

Michael Pinzuti
KapNet Manager