

## Completing Exercises

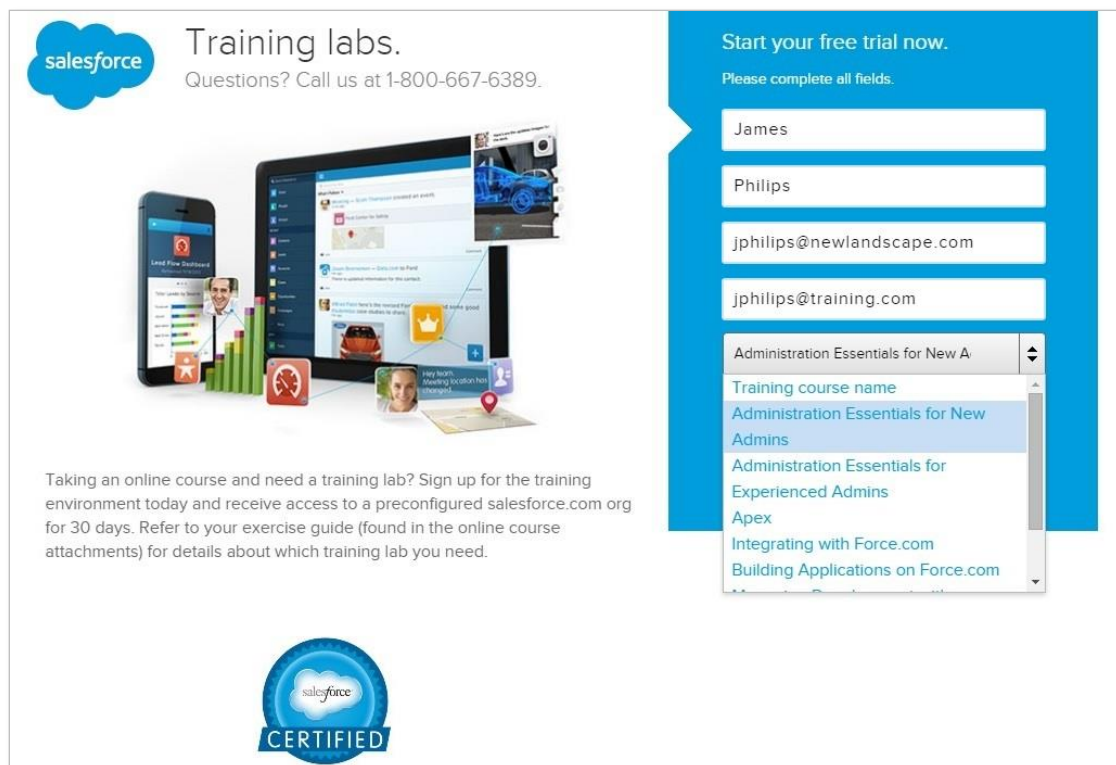
The exercises in the exercise guide should be completed using the training org that accompanies this **Administration Essentials for New Admins** course. To get the most out of the course, it is important that you complete **all** the exercises in the order that they appear. This ensures that you have done the necessary configuration needed in later exercises and that all exercises work as intended.

**Important:** You only need to sign up for **one** training org, which you will use throughout the course.

## Signing Up for a Training Org

If you have not yet signed up for your training org, follow these instructions:

1. Visit: [https://www.salesforce.com/form/signup/freetrial\\_training.jsp](https://www.salesforce.com/form/signup/freetrial_training.jsp)
2. Complete the sign up, paying close attention to the following:
  - In the **Training course** field, select the **Administration Essentials for New Admins** course to receive the correct training org.



The screenshot shows the 'Training labs' sign-up page. On the left, there's a promotional image with the text: 'Taking an online course and need a training lab? Sign up for the training environment today and receive access to a preconfigured salesforce.com org for 30 days. Refer to your exercise guide (found in the online course attachments) for details about which training lab you need.' Below this is a 'CERTIFIED' badge. On the right, the 'Start your free trial now.' section contains a form with the following fields: Name (James), Last Name (Phillips), Email (jphilips@newlandscape.com), and a dropdown for 'Training course name'. The dropdown menu is open, showing options: 'Administration Essentials for New Admins' (selected), 'Administration Essentials for Experienced Admins', 'Apex', 'Integrating with Force.com', and 'Building Applications on Force.com'.

3. Check your inbox and open the salesforce.com login confirmation email you received.
4. Click the link to log into your new training org. You'll be asked to set a password and security question—don't forget them!