How to Create an Account and Sign In to the Verizon Customer Learning Portal - for Federal Customers

Introduction
This document is for Federal customers only.

Use this document to create a new account for the Verizon Customer Learning Portal.

In addition, use this document to sign in to the Verizon Customer Learning Portal.
Initial Login – Create an Account

- Go to the Verizon Customer Learning Portal at: https://customertraining.verizon.com

- Select ‘Public Sector’ as the business segment.
- Refer to the “How to Select Your Business Segment on the Verizon Customer Learning Portal” job aid if you need definitions and assistance.

- Click Create an Account at the top of the screen
• Enter the Access Code that was sent to you by Verizon via email
• Enter your first and last name
• Enter the legal name of your business  (Note: Please do not abbreviate or alter the legal name)
• Enter your email address
• Enter your phone number
• Create a password
• Confirm your password
• Click *Create an Account* at the bottom of the screen

*Note:* All fields are required and must be completed in order for an account to be created.
All Logins after the Initial Login – Sign In

- Access the Verizon Customer Learning Portal at:  https://customertraining.verizon.com

- Select ‘Public Sector’ as the business segment.
- Refer to the “How to Select Your Business Segment on the Verizon Customer Learning Portal” job aid if you need definitions and assistance.

- Click **Sign In** at the top of the screen
- Enter your email address
- Enter your password
- Click **Sign In** at the bottom of the screen