APS Virtual Learning Community

A place to connect, communicate, and collaborate

UI: New User Login

User Guide – Fall 2018

New User – Register

Welcome to the Academy of Peer Services! We hope you enjoy your experience with us. These are the steps to register and sign up for courses.

Step 1: Access the Academy of Peer Services: https://www.academyofpeerservices.org/

Step 2: Click Log in – upper right corner of the screen.
The login screen opens.

**Step 3:** Click Create new account.

A registration form opens.

**Step 4:** Answer all of the questions, particularly those marked with a red dot. They are required.
**Note:** The third box, **Email/Username** must be the email address you will use for all communication with the Academy. It will also be your username. To keep your official records straight, only one email per registered user is allowed.

Because you are registering for the Academy of Peer Services, skip the Community Corrections questions. These are for a different user group.

**Step 5:** Click the box labeled, “I’m Not a Robot.”

**Note:** When you click the box, a picture puzzle may open for you to solve. After you successfully solve the puzzle, the green check mark as shown above will appear.

**Step 6:** Review the Usage Terms then click **Register.**
If the registration goes back to the top of the form, there may be an unanswered or incomplete question. Scroll to the bottom of the screen (as shown below) to view any error messages.

Correct or complete any incomplete questions. Once the registration form has been successfully submitted, an email will be sent to the email address you provided.

**Step 7:** Use the link in the email you receive to set your password. If the link is not active, you may need to copy and paste the web address for the password change site into your browser.

If you do not receive the email right away, check your Junk Mail folder.

**Step 8:** Repeat steps 1-2. In the **Login** screen enter your username (email address) and password to complete the first login.

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Need help? Send email to: academyofpeerservicesnyomh@gmail.com