



# 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/>  
(<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 screenshot of a login and registration form. At the top, the word "Login" is displayed in a large, blue font. Below it, the text "Already have an account? Log in below." is centered. There are two input fields: "Username" and "Password". Below these fields is a blue button labeled "Login". Underneath the "Login" button is the text "Forgot password?". At the bottom of the form, there is a question "Is this your first time here?" followed by a blue button labeled "Create new account". A large, thick red arrow points from the left towards the "Create new account" button.

A registration form opens.

**Step 4:** Answer all of the questions, particularly those marked with a red dot. They are required.



**Registration**

New to the Learning Portal? Create your account below.

\* Indicates a Required Field

First name \* :

Last name \* :

Email/Username \* :

Confirm Email/Username \* :

**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."



**Community Corrections**

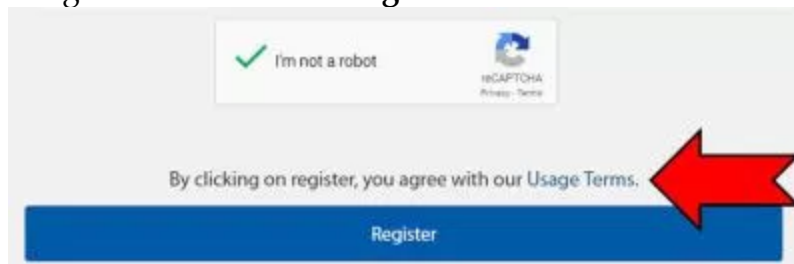
I'm not a robot 

By clicking on register, you agree with our Usage Terms.


**Register**

**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**.



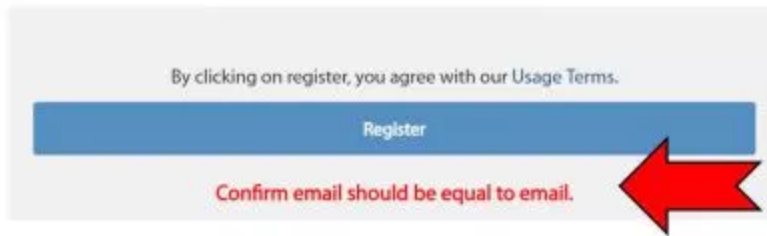
**Community Corrections**

I'm not a robot 

By clicking on register, you agree with our Usage Terms.

**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.

[<< Return to Main Guide \(https://wp.me/P7HoLH-sv\)>>](https://wp.me/P7HoLH-sv)

Need help? Send email to: [academyofpeerservicesnyomh@gmail.com](mailto:academyofpeerservicesnyomh@gmail.com)  
(<mailto:academyofpeerservicesnyomh@gmail.com>).

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