

First Time Only - ALM Course Registration Instructions

Step 1: Read this in entirety before beginning your registration Step 2.

- **If you do not have a social security number, you cannot register at this time.**
- You will be required to enter your ALM member portal ID/username and upload a copy of the front of your driver's license or valid government ID as part of the registration process. Please have that information ready before starting your registration.

If you have an open browser window, close it before clicking on the link.

Step 2: Click on the registration link sent to you to begin registration.

Enter your **full legal name** (the name that is on your driver's license, social security card or birth certificate) Enter your email address that you can access, then click on **"New Account"**.

Make a note of the email, username and password that you used to create your account. You will need the username and password to sign back in to register for the other courses.

DO NOT enter dashes when entering your social security number or it will create a registration error.

Step 3: Complete the required information in each section.

- Make sure you click the **"Enroll and Pay" or "Submit"** button at the end to complete the registration (there is no charge for the course, but if you do not click that button, your registration will not be complete).
- You will receive an enrollment confirmation email confirming your registration from sandra.dutton@accs.edu.
- **If you do not receive an enrollment confirmation, do not create another account. Go back to the link and scroll down and to "Returning Student" and click "Sign In" to complete your registration.**

Step 4: After completing your registration, you will receive an email from **ACCS Workforce Development** (notification@instructure.com) with a subject line "Course Invitation".

- This may take up to 48 hours to receive, pending registration workload. (Allow additional time for weekend and holiday hours) Check all your inbox folders, as sometimes it will land in your spam/junk folder.
- Click on the link in that email and use the same email address as used for your course registration above. Your password will be your **8-digit** date of birth numbers only format (example: 01012009).
 - This is where you will complete the coursework, so Bookmark the Canvas website. **(If you already have a Canvas account for another school, this course will not show up there. You will have a separate login for this course)**
 - You cannot complete your coursework on the Canvas App.
- If you do not receive the Canvas course invitation after 48 hours, reply to the enrollment confirmation email or contact our Registrar Team. **Please do not register again.**

Registrar Team Contacts:

Sandie Dutton - Registrar Manager sandra.dutton@accs.edu

Rosie Otten – Registrar Coordinator rosie.otten@accs.edu

Grant Dunn – Registrar Coordinator grant.gunn@accs.edu