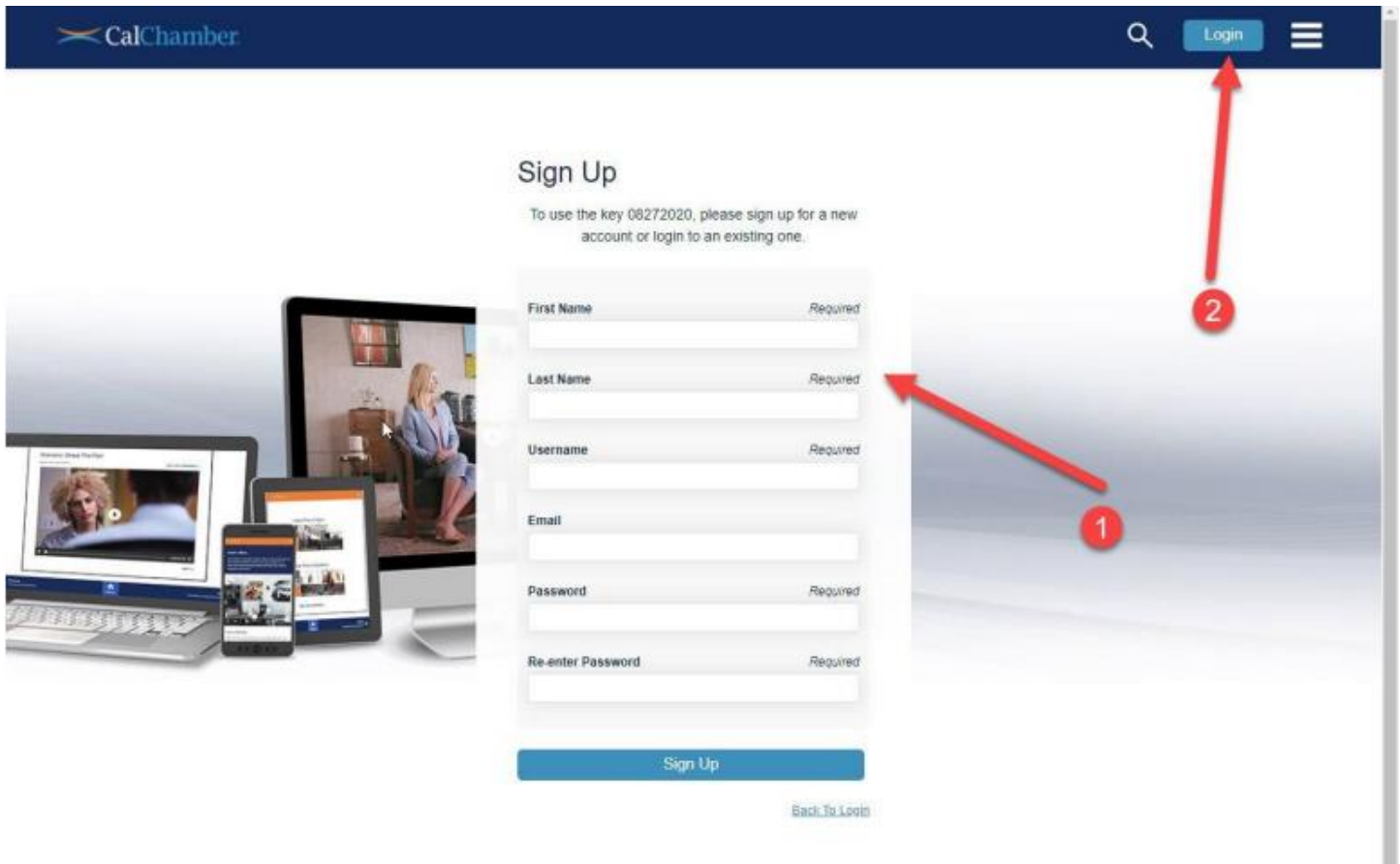


Learner Self-Registration

When Learners click on the enrollment key (registration) links received in the Admin's email, they will see the following:



The screenshot shows the CalChamber website's sign-up interface. At the top, there is a dark blue header with the CalChamber logo on the left, a search icon, a "Login" button, and a menu icon on the right. Below the header, the main content area features a "Sign Up" heading and a sub-heading: "To use the key 08272020, please sign up for a new account or login to an existing one." To the left of the form is a graphic showing a laptop, a tablet, and a smartphone displaying the website. The sign-up form consists of several input fields, each labeled with a field name and "Required" on the right: "First Name", "Last Name", "Username", "Email", "Password", and "Re-enter Password". A blue "Sign Up" button is positioned at the bottom of the form. Below the button is a link that says "Back To Login". Two red arrows with circular numbers are overlaid on the image: arrow "1" points to the "Sign Up" button, and arrow "2" points to the "Login" button in the top right header.

- 1) Users not yet in the system will fill in the form and click on "Sign-Up." The Username **must** be the Learner's work email address. For those without email addresses, their Username will be FirstName.LastName.CID# (Customer ID Number is found in the Administrator's welcome email). From there, they will be auto enrolled in the appropriate course.
- 2) Learners with an already registered Username will simply click the "Login" button on the top right. From there, they will be auto enrolled in the appropriate course. They do have an option to reset their password if necessary.