1 - New User – Register:

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.
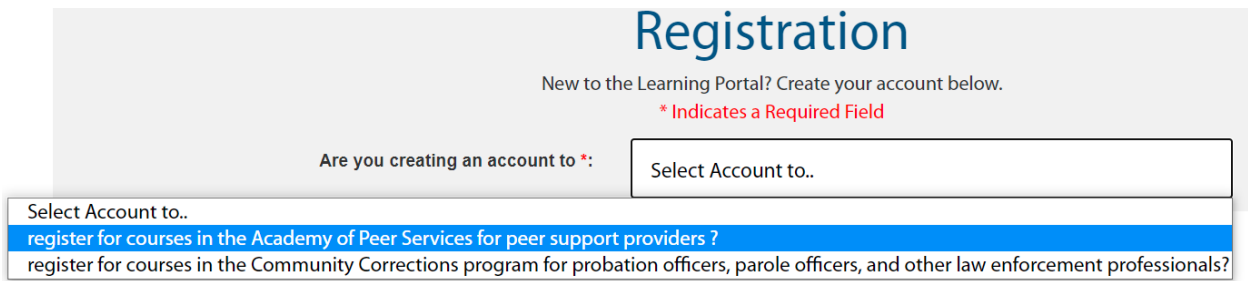
The login screen opens.

Step 3: Click Create new account.

A registration form opens.

Step 4: Choose the type of account you want to create.

Community Corrections is a different program from APS that is only accessible to Dept. of Corrections and Community Supervision (DOCCS) employees.

To create an account, choose:

Register for courses in the Academy of Peer Services for peer support providers.

Step 5: Answer all of the questions, particularly those marked with a **red *.** 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.

Step 6: Click the box labeled, "I'm Not a Robot."
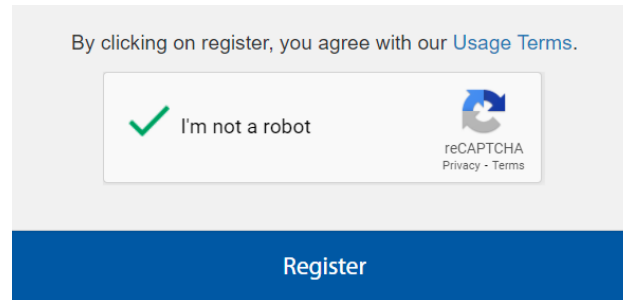
Note: When you click the box, a picture puzzle may open for you to solve. After you successfully solve the puzzle, the green check mark as shown above will appear.

Step 7: Review the Usage Terms then click **Register**

***Troubleshooting Tip: 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 with your credentials will be sent to the email address you provided.

2 - New User (Accessing APS from a Mobile Device):

Each mobile device has a slightly different kind of display and the APS home page may look different depending on the display.
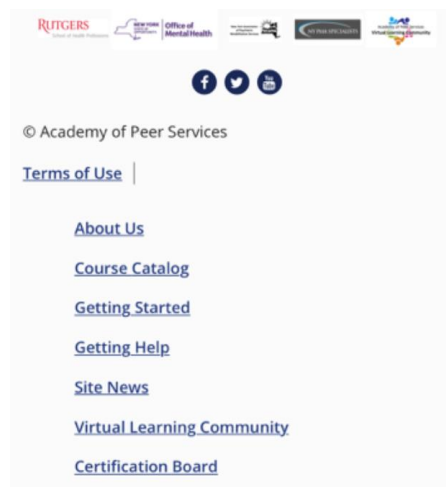
If you are using an iPhone, be aware of the limitations of private browsing mode:
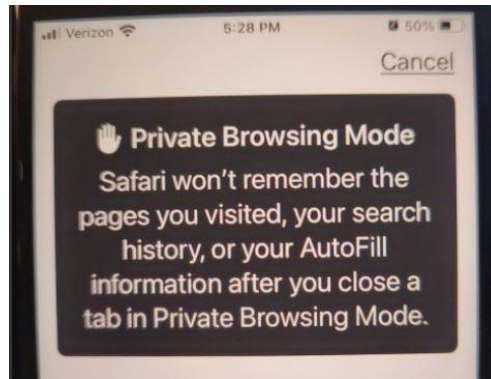
Once you reach the home page the blue login button is typically displayed at the top right of the screen.

You can scroll down to find important links like the Course Catalog, Getting Started and getting Help, as well as the link for the Certification Board.

You can use the same instructions as above to create or login to your account.

Login

Already have an account? Log in below.

| Username |
| Password |

Login

3 - Returning Users (Log In):

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

Step 2: Click **Log in –** upper right corner of the screen.

Log in

The login screen opens.

Step 3: Enter your Username in the top field and Password on bottom field. Click **Login**

Login

Already have an account? Log in below.

| Username |
| Password |

Login

Your registered username is the same as before.