

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

Login
Already have an account? Log in below.

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.



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.

Your registered username is the same as before.

4 - Reset Password:

Step 1: Click on Forgot password link

Already have an account? Log in below.

yskamat2

.....

Login

Forgot password? ←

Is this your first time here?

Create new account

A new screen will appear to allow you to get a new password.

ACADEMY
of PEER SERVICES

Recover Password

Please enter your username or email address

Username

Email Address

Request Password

[Back to login page](#)

Step 2: Enter your username or your registered email address and click **Request Password**.

Note: 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.



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

5 - Change Password:

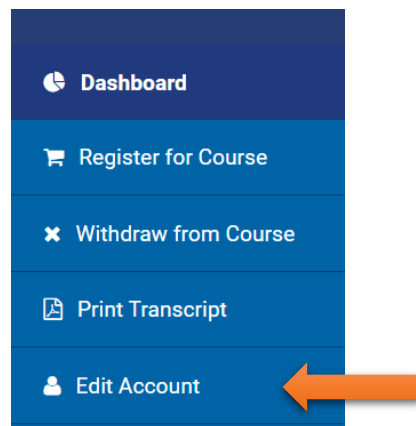
The Genius Dashboard navigation bar is where you will go to change your password.

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

If you are **not** already logged in, click **Log in** (upper right button)




Step 2: Click **Edit Account** in the navigation bar (left side of screen).



A new screen appears. Your Last Name, First Name, and registered email should already appear in the window.

Step 3: Click **Change my password** check box.

Phone

Change my password 

Old Password*

New Password*

Confirm Password*

The **Change Password** fields turn white and you can now enter information.

Step 4: Enter your current password in **Old Password** box.

Step 5: Enter a new password.

(Minimum length is now 8 characters with at least one uppercase, one lowercase, one number, and one symbol)

Step 6: Enter the new password again to confirm it was entered correctly.

Step 7: Click **Save**.

This message will be displayed.



Your account was successfully updated.

Step 8: If the new password is not accepted, correct any errors.



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

6 - Dashboard (Overview):

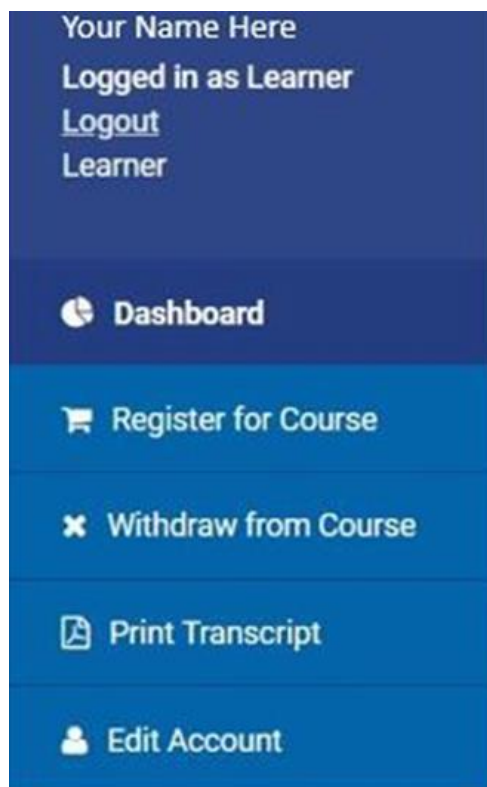
The Genius Dashboard is where you will access courses and manage your course records.

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

If you are not already logged in, click Log in (upper right button) and follow the steps



Step 2: Review the Navigation bar that appears on the left side of the screen.



Your username and role (**Learner**) are in the top block. Use **Logout** to exit the Academy of Peer Services. The

Navigation buttons below will give you access to the different features. You will click:

Dashboard to view the status of courses you are taking.

Register for Course to select courses to take.

Withdraw from Course if you change your mind about taking a course you have registered to take.

Print Transcript for a list of all of the courses you have completed (Core, Elective, and Supervision).

Edit Account to change your password.

Step 3: With the Dashboard clicked, review the windows (shown next) for Active Courses and Completed Courses.

15 Completed Courses

651 Page Views

0 Assignments Completed

0 Overdue Courses

ACTIVE COURSES

ACTIVE COURSES || COMPLETED COURSES

COMPLETED COURSES

Action Planning for Prevention and Recovery

Sep 03, 2018 - Dec 03, 2018

88 Page Views, last 0 days ago

2709 min

In Progress Not Started Overdue

Action Planning for Prevention and Reco 100%

Aug 31, 2018 | 157 views

Creating Person-Cent Service Plans 100%

Aug 31, 2018 | 14 views

Documentation for P Support Services 100%

Aug 31, 2018 | 0 views

Essential Communica Skills (Active Listenin 100%

To start a course or take a test, click one of the **Active Courses**.

To print the certificate, click the icon next to one of the **Completed Courses**.

Note: You may need to wait up to one hour after completing the test and course evaluation before the certificate will be available.

Download Certificate

Action Planning for Prevention and Reco 100%

Aug 31, 2018 | 6821 views







If you have not registered for or completed any courses, these windows will be blank.

Step 4: In the middle section of the Dashboard, review the **Learning Path**.

The Learning Path is a block that appears below the **Active** and **Completed Courses**. It lists required (Core) courses and your progress for each course.

Courses that have pre-requisites (see *PR in the Course Catalog) appear in the Pending Courses window on the left side. Once the pre-requisite course has been successfully completed the course can be added through the Registration window and completed.

PENDING COURSES

-  **Olmstead: The Continued Mandate o Institutionalization**
Learning Path Next Courses 
-  **Introduction to Person-Centered Principles**
Learning Path Next Courses 
-  **Peer Delivered Service Models**
Learning Path Next Courses 



LEARNING PATHS

APS	
Action Planning for Prevention and Recovery	In Progress
Creating Person-Centered Service Plans	In Progress
Documentation for Peer Support Services	In Progress
Essential Communication Skills (Active Listening and Reflective Responding)	In Progress
Human and Patient Rights in New York	In Progress
Introduction to Person-Centered Principles	Not Started
Olmstead: The Continued Mandate of De-Institutionalization	Not Started
Peer Delivered Service Models	Not Started
The Goal Is Recovery	In Progress
The Historical Roots of the Peer Support Services	In Progress
The Importance of Advocacy	In Progress
Trauma-Informed Peer Support	In Progress
The Rehabilitation Act and the Americans with Disabilities Act (ADA)	In Progress

When all of the required courses have been successfully completed, a Download button appears so that you can print the **Certificate of Completion**.

LEARNING PATHS



Action Planning for Prevention and Recovery	Comp. on 05/22/2014
Creating Person-Centered Service Plans	Comp. on 05/22/2014
Documentation for Peer Support Services	Comp. on 03/28/2014
Essential Communication Skills (Active Listening and Reflective Responding)	Comp. on 07/24/2014
Human and Patient Rights in New York	Comp. on 03/12/2014
Introduction to Person-Centered Principles	Comp. on 03/13/2014
Olmstead: The Continued Mandate of De-Institutionalization	Comp. on 09/09/2014
Peer Delivered Service Models	Comp. on 09/09/2014
The Goal Is Recovery	Comp. on 02/19/2014
The Historical Roots of the Peer Support Services	Comp. on 07/22/2014
The Importance of Advocacy	Comp. on 07/23/2014
Trauma-Informed Peer Support	Comp. on 05/22/2014
The Rehabilitation Act and the Americans with Disabilities Act (ADA)	Comp. on 07/21/2014



You will submit the **Certificate of Completion** with your application to the New York Peer Specialist Certification Board when you apply for certification.

Be sure to check the application process on their website for all of the required elements:

<http://nypeerspecialist.org>



Need help?
Send email to:

academyofpeerservicesnyomh@gmail.com