Self-Registration Process – Login Page

1. Click the “Register A New Account” option
2. Fill out the required fields:

**First Name** is required to correctly identify each learner within the learning platform.

**Last Name** is required to correctly identify each learner within the learning platform.

**Username** is required to uniquely identify each learner within the learning platform.

*As superadmin, you can hide this field and make the email address to be their username*

**Email** is used to communicate with each learner about the learning platform.

**Password** is required to correctly authenticate each learner in the learning platform.

**Language** is required to correctly display the interface for each learner within the learning platform.

**Timezone** is required to correctly display the time for each learner within the learning platform.

**Dealer Number/group code** is required to correctly categorize each learner within the learning platform. (Groups). This is needed if not default group is set up.

*Department and Location are user auxiliary fields that were created to capture more user data in the registration form*

CAPTCHA can be hidden or be required

Finally click LOGIN NOW

1. Enter your username and password you just created in the Self-registration form:

1. You will land in the front-end dashboard:

