#### **HOW TO DIRECT USERS TO SELF-REGISTER**

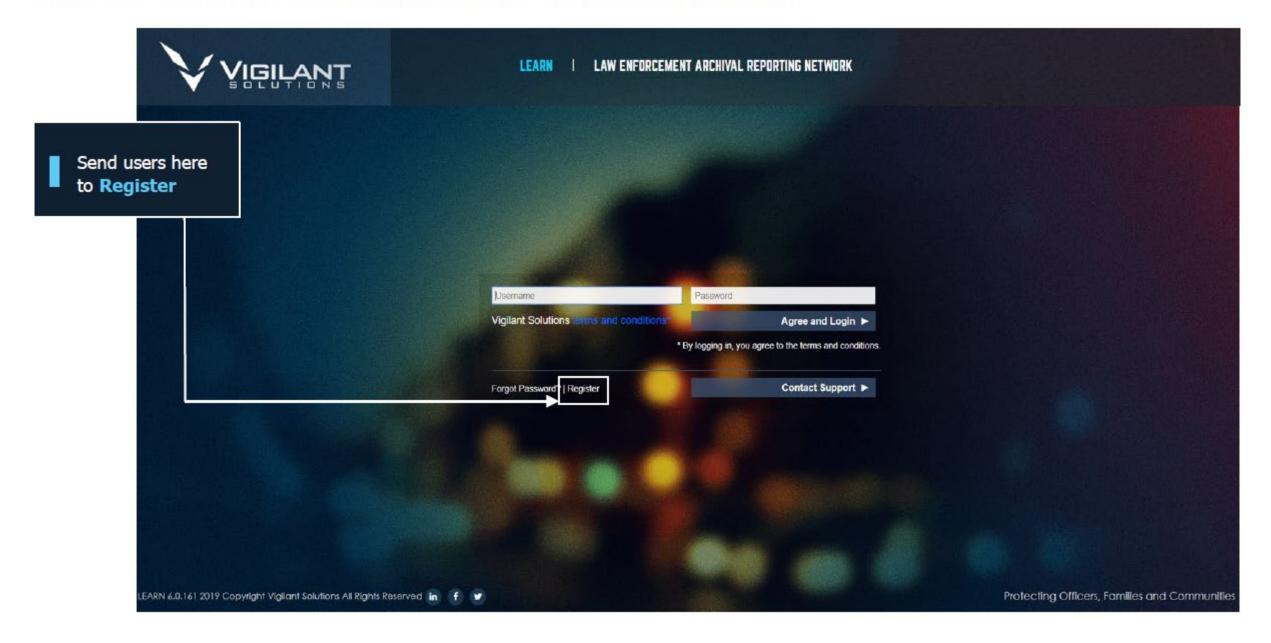
#### WHEN TO DIRECT USERS TO SELF-REGISTER

The self-registration page allows users to request access to the LEARN system. An Agency Manager can then review the request and ensure that the user receives proper training prior to approval. This allows the user to enter their personal information for the account.

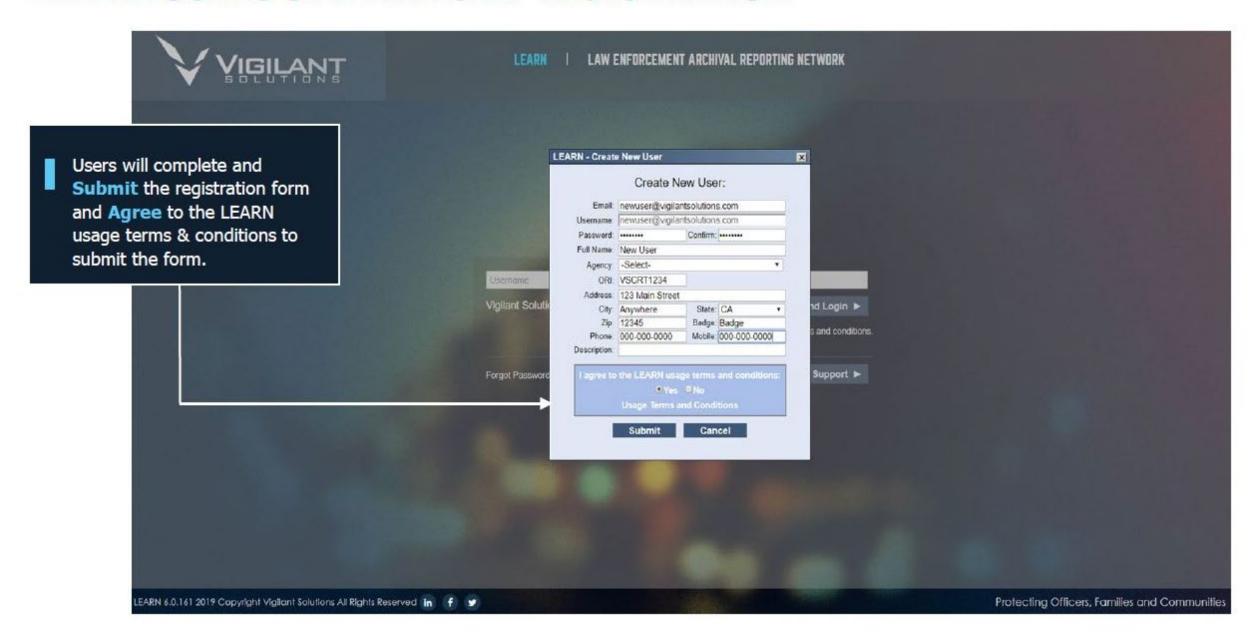
A user will complete the following fields when requesting an account:

- Email
- Password
- Full Name
- Address
- Phone
- Agency ORI (Originating Agency Identifier)

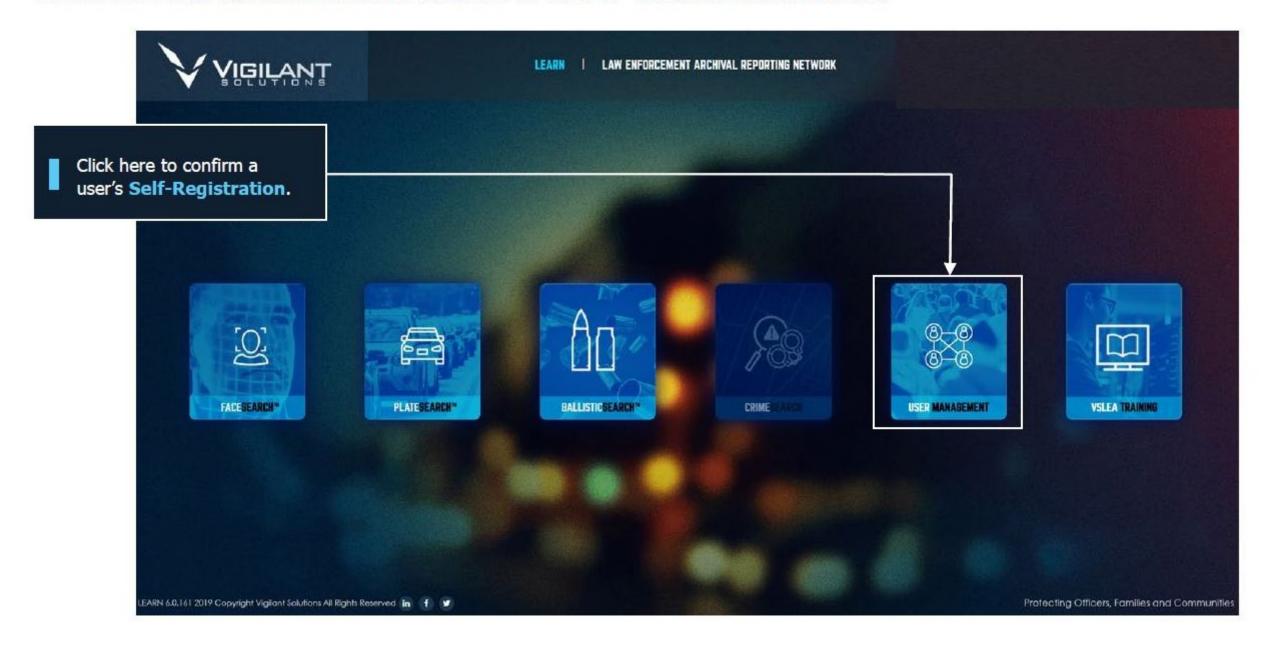
## WHERE USERS CAN FIND SELF-REGISTRATION



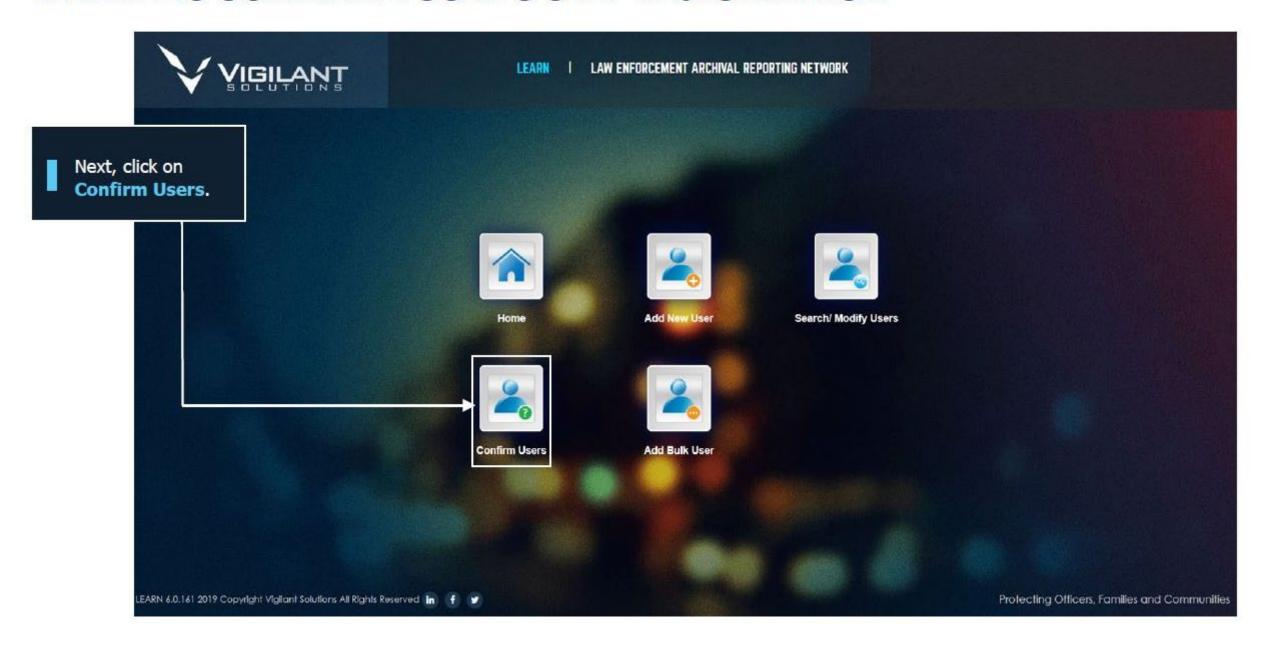
## WHERE USERS CAN FIND SELF-REGISTRATION



# WHERE TO CONFIRM A USER'S SELF-REGISTRATION



## WHERE TO CONFIRM A USER'S SELF-REGISTRATION



#### **CONFIRM USERS MANAGEMENT SCREEN**

