

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



[LEARN](#) | LAW ENFORCEMENT ARCHIVAL REPORTING NETWORK

Send users here
to **Register**

Username Password

Vigilant Solutions [terms and conditions](#)

* By logging in, you agree to the terms and conditions.

[Forgot Password](#) | [Register](#)

WHERE USERS CAN FIND SELF-REGISTRATION

Users will complete and **Submit** the registration form and **Agree** to the LEARN usage terms & conditions to submit the form.

The screenshot shows the 'LEARN - Create New User' form. A text box on the left explains that users must complete and submit the form and agree to the LEARN usage terms and conditions. An arrow points from this text box to the 'I agree to the LEARN usage terms and conditions' section of the form.

LEARN - Create New User

Create New User:

Email: newuser@vigilantsolutions.com

Username: newuser@vigilantsolutions.com

Password: ***** Confirm: *****

Full Name: New User

Agency: -Select-

ORI: VSCRT1234

Address: 123 Main Street

City: Anywhere State: CA

Zip: 12345 Badge: Badge

Phone: 000-000-0000 Mobile: 000-000-0000

Description:

I agree to the LEARN usage terms and conditions:

☒ Yes ☐ No

[Usage Terms and Conditions](#)

Submit **Cancel**

LEARN 6.0.161 2019 Copyright Vigilant Solutions All Rights Reserved

Protecting Officers, Families and Communities

WHERE TO CONFIRM A USER'S SELF-REGISTRATION



LEARN

| LAW ENFORCEMENT ARCHIVAL REPORTING NETWORK

Click here to confirm a user's **Self-Registration**.



WHERE TO CONFIRM A USER'S SELF-REGISTRATION



[LEARN](#) | LAW ENFORCEMENT ARCHIVAL REPORTING NETWORK

Next, click on
Confirm Users.



Home



Add New User



Search/ Modify Users




Confirm Users



Add Bulk User

CONFIRM USERS MANAGEMENT SCREEN



LEARN | LAW ENFORCEMENT ARCHIVAL REPORTING NETWORK

Agency: VSCRT Back Home Log Out

Confirm Users

Search for pending users by Username, Name, or Email

Select Search Criteria:

Username: --Select--

Name: --Select--

Email: --Select--

Add or Remove Approved Domains your agency can send Hot Plate Alerts

Approved Domains (example.gov):

Add

Edit

Delete

@vtext.com
cityofnampa.us
kalamazoo.city.org
motorolasolutions.com

Default User Profile:

Default User Apply

Close

View Edit Delete

Results - 13 Users

Name	Profile	Email	Reason	Status
VSCRT16@vigilantsolutions.com	Custom Profile	VSCRT16@vigilantsolutions.com	Expired	Inactive
VSCRT17@vigilantsolutions.com	Custom Profile	VSCRT17@vigilantsolutions.com	Expired	Inactive
VSCRT18@vigilantsolutions.com	Custom Profile	VSCRT18@vigilantsolutions.com	Expired	Inactive
VSCRT24@vigilantsolutions.com	Custom Profile	VSCRT24@vigilantsolutions.com	Expired	Inactive
VSCRT25@vigilantsolutions.com	Custom Profile	VSCRT25@vigilantsolutions.com	Expired	Inactive
VSCRT26@vigilantsolutions.com	Custom Profile	VSCRT26@vigilantsolutions.com	Expired	Inactive
VSCRT3@vigilantsolutions.com	Custom Profile	VSCRT3@vigilantsolutions.com	Expired	Inactive
VSCRT30@vigilantsolutions.com	Custom Profile	VSCRT30@vigilantsolutions.com	Expired	Inactive
VSCRT34@vigilantsolutions.com	VSCRT Training	VSCRT34@vigilantsolutions.com	Expired	Inactive
VSCRT35@vigilantsolutions.com	VSCRT Training	VSCRT35@vigilantsolutions.com	Expired	Inactive
VSCRT4@vigilantsolutions.com	Custom Profile	VSCRT4@vigilantsolutions.com	Expired	Inactive
VSCRT5@vigilantsolutions.com	VSCRT Training	VSCRT5@vigilantsolutions.com	Expired	Inactive
VSCRT6@vigilantsolutions.com	VSCRT Training	VSCRT6@vigilantsolutions.com	Expired	Inactive

Activate User Output Report

Users that **Self-Registered** will appear in this list. An Agency Manager can **View**, **Edit**, **Delete**, or **Activate** pending users using the buttons above and below the table.