

## How to Register - to create/register a new account

If you **have never attended** a Project RISE Training you will need to create a new account at: <https://collabornation.net/login/projectrise>

If you have ever attended a Project RISE Training, your account has been transferred to this site. Please [download the instructions for logging in](#).

Be sure that you see the Project Rise logo at the top of the screen and then click **Register Now**.



Check for Project Rise logo

1 Create 2 Login 3 Register 4 Done

### Welcome to Learning 2.0

The Project RISE Collaborative Learning Environment<sup>®</sup> provides an interactive peer-to-peer learning environment to allow you to communicate, spread ideas, share resources, discuss topics and learn in a safe environment.

- Access interactive training such as individual courses, instructor-led classes, and specialized webinars with complete results reporting
- Interact with like-minded professionals as you learn together in team-based projects
- Organizations can create their own private networks and give their staff access to unique training opportunities

### LOG IN

Ignore this section - use after account is created

Forgot Password or Email?

Enter

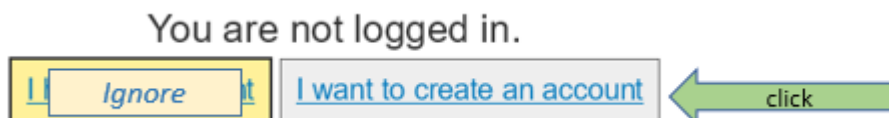
OR

Register Now

click

Next, click on **I want to create an account**:

You are not logged in.



Ignore I want to create an account

click

Complete the form and the Captcha form at the bottom and click **Create new account**:

Registration form with the following fields and instructions:

- First Name \*
- Last Name \*
- Email address \*
- A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password and/or wish to receive certain news or notifications by e-mail.
- Confirm e-mail address \*
- Please re-type your e-mail address to confirm it is accurate.
- Password \*
- Password strength: \_\_\_\_\_
- Confirm password \*
- Please provide a password for your new account that you will use to log in to the site. Please type the same password into both fields. Passwords on this site are required to be at least 5 characters in length and use case sensitive.
- CAPTCHA
- Type the characters you see in the picture below. Please hit the refresh button if the characters are unclear.
- Image showing CAPTCHA characters: 215
- Type the text: \_\_\_\_\_
- Refresh button and CAPTCHA logo
- Privacy & Terms link
- Create new account button

A green arrow labeled "click" points to the "Create new account" button.

Membership is free, so click the terms and conditions box and then **Complete order**:

Order summary and checkout form:

- Order items table:

Item	Price
Project Rise Membership	\$0.00
Subtotal:	\$0.00
Total:	\$0.00
- Discount Coupon section with a text input field for the coupon code and an "Apply to order" button.
- Checkbox:  I agree to the [terms and conditions](#) \*
- Complete Order button

Two green arrows labeled "click" point to the "I agree to the terms and conditions" checkbox and the "Complete Order" button.

Answer the next few questions using the drop down menus. First one:

### Additional Registration Information

Contract Type \*:

The first drop down menu

Submit

Dropdown menu options:

- Select an option
- Select an option
- YAS Trust Funded Providers
- YEN Trust-Funded Providers

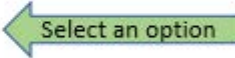
Remember, these are all samples! Your first selection will determine your next choice:

### Additional Registration Information

Business Unit\*: YAS Trust Funded Providers

YAS Division: Select an option

Submit



And that second selection determines your third option:

### Additional Registration Information


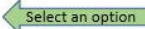
Contract Type\*: YAS Trust Funded Providers (YAS)

YAS Agency\*: Abundant Living Citi Church, Inc. (YAS)

Abundant Living Citi Church, Inc.\*: Abundant Living Citi Church, Inc. (YAS - Site Lo)

Position at Site\*: Select an option

Submit



Now all you need to do is click the **Enter** button:

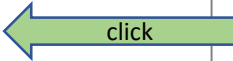
**THANK YOU!**

Thanks for joining:  
**Project Rise**

Congratulations on joining this organization! You will find confirmation emails in your inbox.

Enter CollaborNation® by pressing the button below.

Enter



### Change your password and/or email address:

Click on the **Account Settings** menu item and complete the form, scroll to the bottom and click the **Save** button:

Click → Account Settings → Then click → Save

Visit our Support Hub to access other information or submit a ticket if after regular business hours: