Online Learning Hub: Registration Guide

1. Go to www.awardcommunity.org and select the “Register” button in the upper right corner.

2. At the bottom of the page, fill in your registration details, using the following guidance:
   - **Email Address:** The email address you use with your Award Unit
   - **Type of Organization:** Select “NAO” (National Award Operator)
   - **Select Country:** United States
   - **Select your Operating Authority:** Midwestern, Northeastern, Southeastern, Western, Virtual Award Program
   - **Award Role:** Select one of these options (Coordinator, Award Leader, AJ Supervisor, AJ Assessor)
   - **Award Position:** Do not complete

3. Select the register button. Your registration will need to be approved by the Administrator. Once this has been completed, you’ll receive a message to the email address you registered with.

4. In the email, click on the link to log-in

   Username/Email: ________________________________________
   Password: _____________________________________________