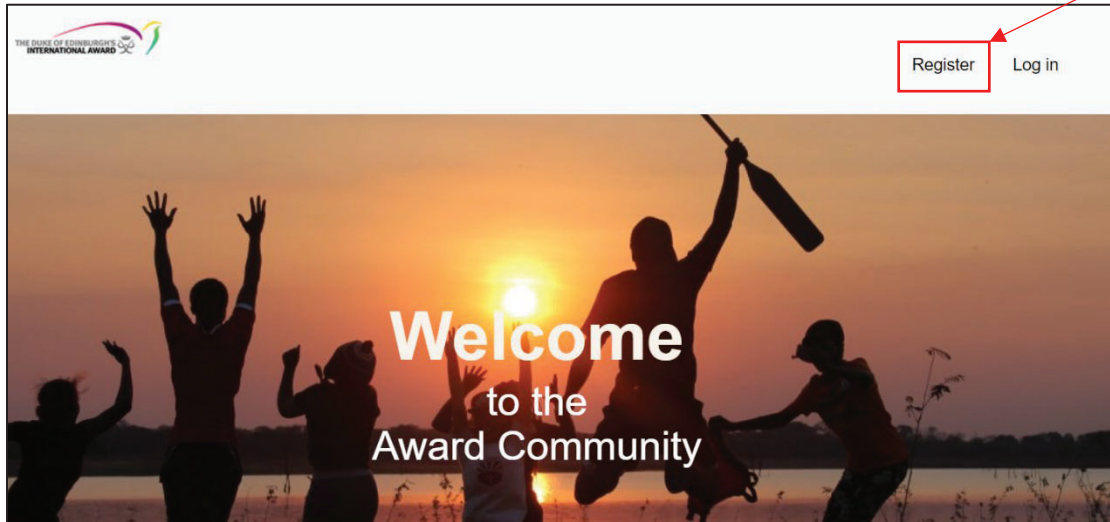


# Online Learning Hub: Registration Guide

1. Go to [www.awardcommunity.org](http://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

A screenshot of the registration form on the Award Community website. The form is titled 'Register' and includes the text 'Join us now!'. On the right side, there is a note: 'Please complete all form fields. A confirmation email will be sent to you once Award admin has validated your registration. If you do not receive an email within 48 hours try to login with your email and password, if this does not allow you access, please contact your local Award office or the Award Service Desk.' Below the note are four input fields: 'Email address', 'Username', 'Password', and 'Password (again for verification)'. In the top right corner of the form area, there are 'Register' and 'Log in' buttons.

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: _____