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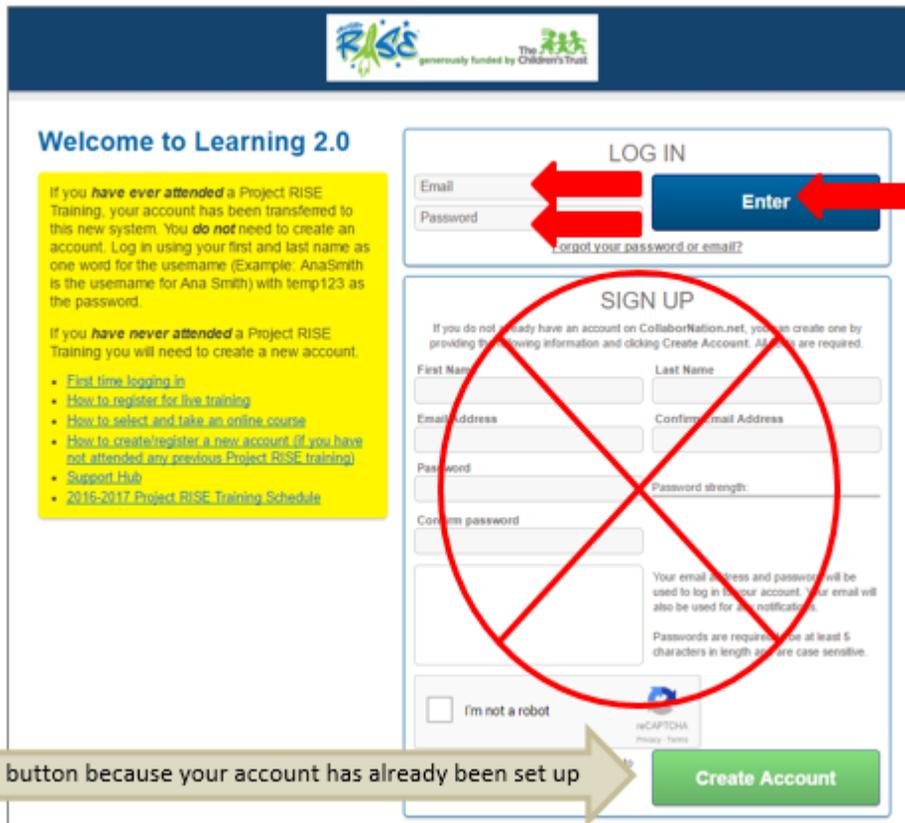
## How to Log In

If you have ever attended a Project RISE Training, your account has already been transferred to this new system. You do not need to create a new account.

ONLY If you **have never attended** a Project RISE Training, use the SIGN UP form to create a new account.

Open an internet browser and go to this link: <https://collabornation.net/login/projectrise>

Enter your **username** and the password **temp123** and click **Enter**.



**Welcome to Learning 2.0**

If you **have ever attended** a Project RISE Training, your account has been transferred to this new system. You **do not** need to create an account. Log in using your first and last name as one word for the username (Example: AnaSmith is the username for Ana Smith) with temp123 as the password.

If you **have never attended** a Project RISE Training you will need to create a new account.

- [First time logging in](#)
- [How to register for live training](#)
- [How to select and take an online course](#)
- [How to create/register a new account \(if you have not attended any previous Project RISE training\)](#)
- [Support Hub](#)
- [2016-2017 Project RISE Training Schedule](#)

**LOG IN**

Email

Password

[Forgot your password or email?](#)

**SIGN UP**

If you do not already have an account on CollaborNation.net, you can create one by providing the following information and clicking Create Account. All fields are required.

First Name  Last Name

Email Address  Confirm Email Address

Password  Password strength:

Confirm password

I'm not a robot

Your email address and password will be used to log in to your account. Your email will also be used for all notifications.

Passwords are required to be at least 5 characters in length and are case sensitive.

Ignore this button because your account has already been set up

To continue into the site, you will have to:

- Enter an email address into the E-Mail address field.
- Change your password by entering temp123 into the Current password field.
- Type a new password into the Password field and then type again to confirm it.
- Click the Save button at the bottom of the form.

**Please note:** The next time that you log in you will be using the email address you put into the form below instead of your username. Take a moment to write down your new password!

The screenshot shows the 'Editing Account Details' page for user 'chrsg, 26-Oct'. The page includes a navigation menu with 'My Courses', 'Discussions', 'Events', 'Resources', and 'Teams'. A notification bar at the top indicates 'Log in successful for 26-Oct chrsg' and 'Your password has expired. You must change your password to proceed on the site.' The left sidebar lists 'Learner Settings' such as 'Account Settings', 'Subscription Details', 'Purchase Details', 'Site Members', 'Transcript', 'Additional Training', and 'Log Out'. The main form fields are: 'First Name' (26-Oct), 'Last Name' (chrsg), 'Current password' (with annotation 'Type temp123 here'), 'E-mail address' (oct26test@example.com, with annotation 'Enter your email address'), 'Password' (with annotation 'Type your new password'), and 'Confirm password' (with annotation 'Retype your new password'). A 'Save' button at the bottom is annotated with 'Last: click'. A small note below the password fields states: 'To change the current user password, enter the new password in both fields.'

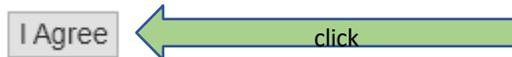
The top of the next screen will look like this:

 The changes have been saved.

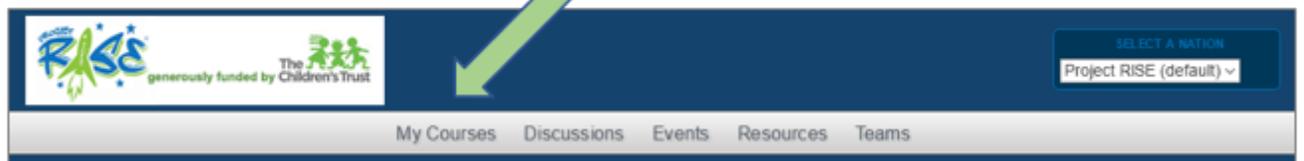
Before you can start learning with us please read our [Terms & Conditions of Service](#)

**Terms & Conditions**

Scroll to the bottom of the page and click the “I Agree” button to proceed to the home page:



Welcome to the home page! You are on the **My Courses** tab:



When you want to change your password again, just click on the **Account Settings** menu item at the left of your screen, fill out the current and new password fields and scroll to the bottom to click the **Save** button:



The Log Out button is also at the left side of your screen in the “Learner Settings” menu:



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