

## Step 1: Create a Conservation Training Account

1. Browse to [www.conservationtraining.org](http://www.conservationtraining.org), the Conservancy's external learning portal, ConservationTraining.

The screenshot shows the ConservationTraining.org homepage. At the top, there is a green header with the logo and tagline "learn globally. conserve locally.". To the right of the header, it says "You are not logged in. (Login)" and "English (en\_us)". Below the header is a navigation bar with links for Home, Catalog, Community, Profile, Support, and About us.

On the left side, there is a "Login" section with a form containing a "Username" field (with the text "ccarpente") and a "Password" field. Below the form is a "Login" button and links for "Create new account" and "Lost password?". Below the login form is a "Global Search" section with a search bar and a "Go!" button. Further down are links for "Ask a Question" and "E-mail support", a browser recommendation notice for Firefox, and a "Subscribe" button.

The main content area has a "Welcome" message, a video player titled "COP17 is Coming Right Up!", and a "Course Categories" section with three cards for GIS, Climate, and Protected Areas.

2. Click **Create new account**. This opens the New Account creation page. You must complete all fields.

This is a close-up screenshot of the login form. It shows the "Username" field with the text "ccarpente", the "Password" field, a "Login" button, and a "Create new account" link. The "Create new account" link is highlighted with a red rectangular box. Below the "Create new account" link is a "Lost password?" link.

3. Complete the form click **Create my new account**. This open the Confirm your account page and also sends an email to the email address you provided.

The form is titled "Choose your username and password" and contains several sections:

- Choose your username and password:** Includes fields for "Username\*" and "Password\*". A note states: "The password must have at least 8 characters, at least 1 dgt(s)". There is an "Unmask" checkbox next to the password field.
- More details:** Includes fields for "Email address\*", "Email (again)\*", "First name\*", "Last name\*", "City/town\*", and "Country\*" (set to "United States").
- Other fields:** Includes fields for "Organization\*" and "Job Title\*".
- Site Policy Agreement:** Includes a link "Link to Site Policy Agreement" and a checkbox "I understand and agree\*" with a "Link" icon.

At the bottom, there are two buttons: "Create my new account" and "Cancel". A red note at the bottom right says: "There are required fields in this form marked\*"

4. Open your email program and look for the confirmation email from ConservationTraining.org. Click the link the email contains to confirm your account.



## Step 2: Enroll in a PoWPA Module

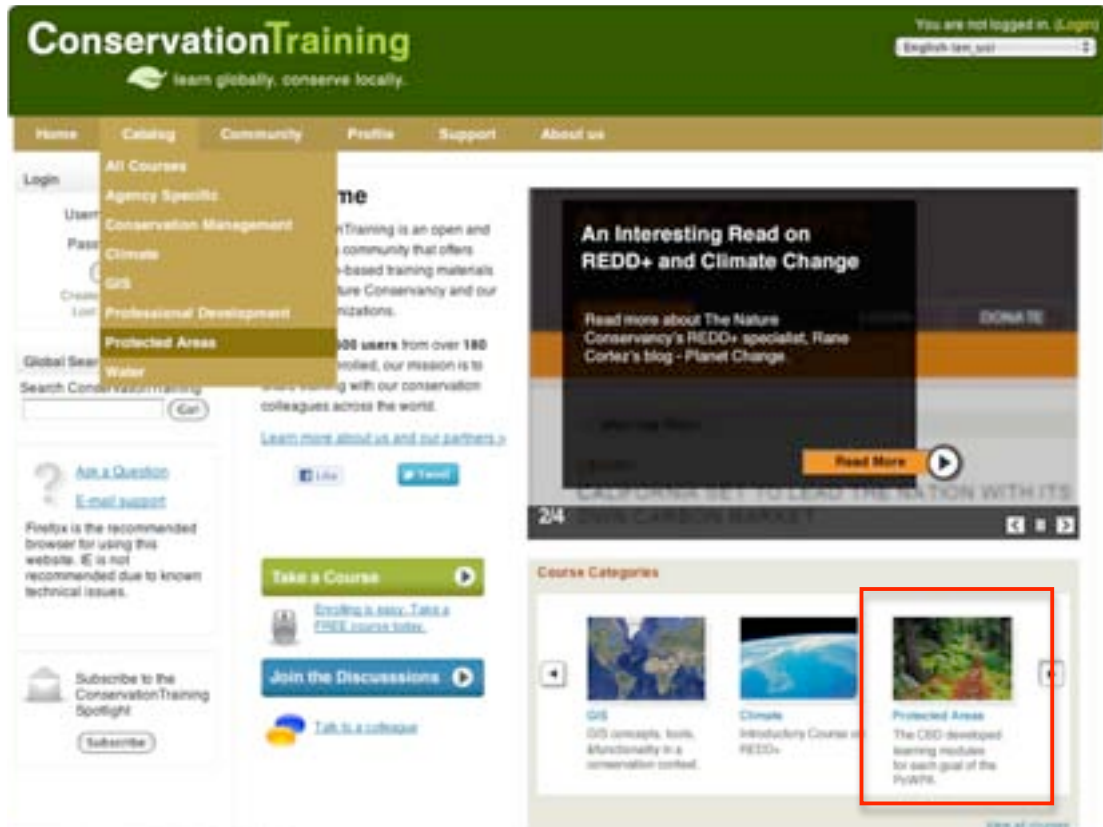
1. Browse to [www.conservationtraining.org](http://www.conservationtraining.org).

The screenshot shows the ConservationTraining.org homepage. At the top, there is a green header with the logo and tagline "learn globally. conserve locally.". To the right of the header, it says "You are not logged in. (Login)" and "English (en\_us)". Below the header is a navigation bar with links for Home, Catalog, Community, Profile, Support, and About us. On the left side, there is a "Login" section with a form containing "Username" (ccarpentei) and "Password" fields, a "Login" button, and links for "Create new account" and "Lost password?". Below the login form is a "Global Search" section with a search bar and a "Go!" button. Further down is a "Ask a Question" section with a question mark icon and links for "Ask a Question" and "E-mail support". Below that is a section about Firefox being the recommended browser. At the bottom left is a "Subscribe to the ConservationTraining Spotlight" section with a "Subscribe" button. The main content area has a "Welcome" message, a "Take a Course" button, and a "Join the Discussions" button. A large banner for COP17 is visible, along with a "Course Categories" section featuring GIS, Climate, and Protected Areas.

2. In the Login block on the home page, enter you Username and Password. *Note: this is the account you created previously.*

This is a close-up screenshot of the login form. It shows the "Username" field with the text "ccarpentei" and an empty "Password" field. Below the fields is a "Login" button. Underneath the button are the links "Create new account" and "Lost password?".

- In the site navigation click on **Catalog > Protected Areas (PoWPA)**.



- Select a Module and click **Enter Module**.



5. Click **Yes** to enroll in the module.



**You are now enrolled in a module and can begin the training.**

Note: all courses/modules you are enrolled in will display under My Courses on the home page of the site.

