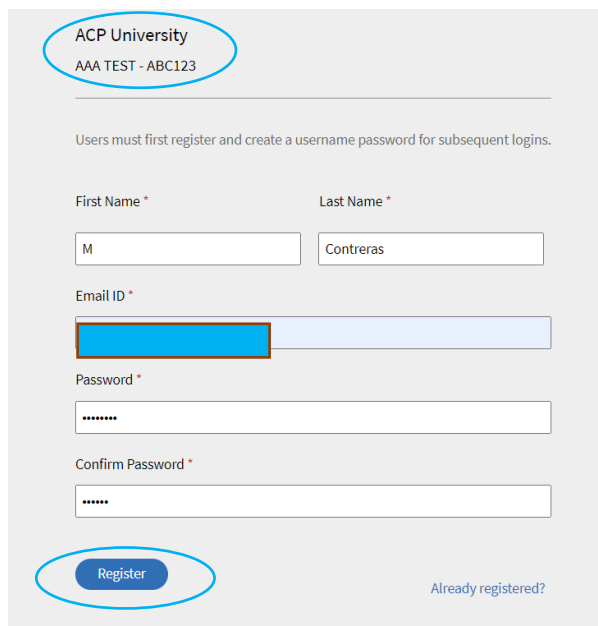


How to Register to ACP University/Login

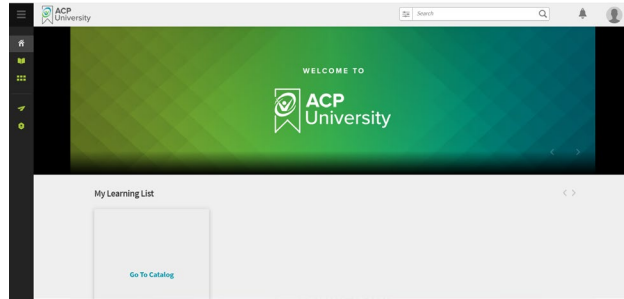
This document outlines how to register to ACP University (ACPU), also referred to as a learning management system (LMS), and how to login after registering. To complete the one-time registration to ACPU, use your facility-specific access link shared with you. If you don't have your unique access link, contact your Clinical Program Consultant (CPC) or the ACP Clinical Education department at ClinicalEd@hanger.com. We recommend that you bookmark your unique link on your computer or that you select "stay logged in" to the Adobe Learning Manager's app on your smartphone or iPad.

1. First time use of your facility-specific access link will bring you to the registration page.
 - a. The heading will read ACP University plus the name of your facility.
 - b. You must register by creating a username and a password..
 - c. For Email ID, we recommend that you use your **personal email address**.
 - d. Password Requirements:
 - i. Must be between 8-32 characters long.
 - ii. Must have at least 1 uppercase, 1 lowercase, and 1 digit character.
 - iii. Must contain at least 1 special character from [_ ~ ! @ \$ % ^ & * ()].
 - e. Select "Register".

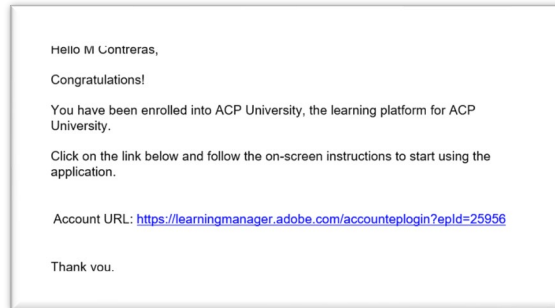


2. Complete your registration profile.
 - a. Subsequent logins will bring you to your profile page in case you'd like to update any information. Few notes:
 - i. "Discipline, License #1 State, and License #1 Number" are required fields.
 - ii. Home Address and ASHA Account Number only required for SLP learners. If Clinical Fellow or Student SLP, enter n/a in ASHA Account Number.
 - b. Upon completing active fields, click "Proceed".

- You will be taken to your learner's page.

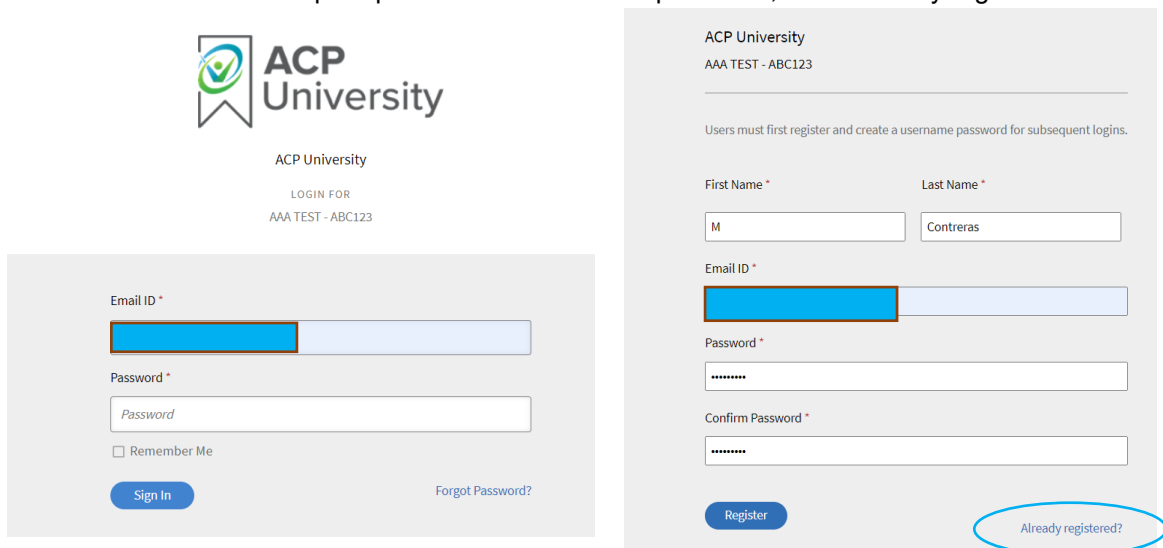


- You will receive an email to notify you of successful registration.

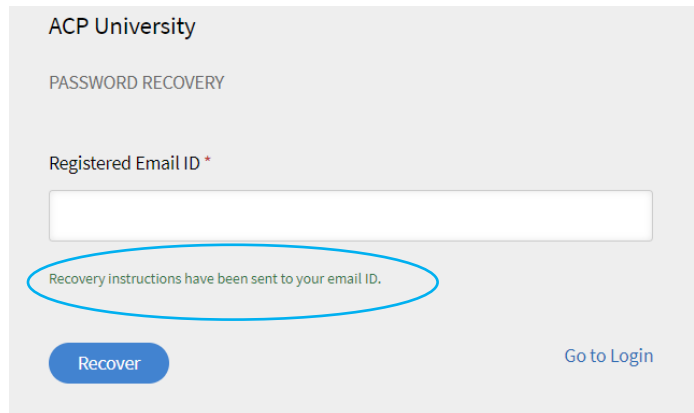
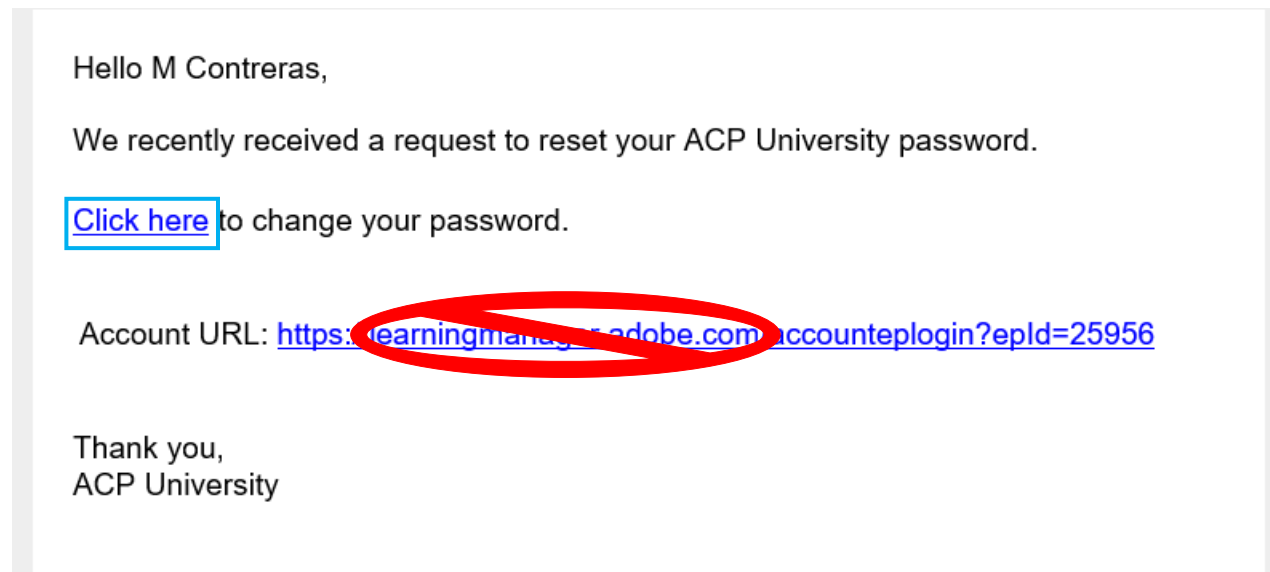


After Initial Registration, How to Login

- There are two ways to login after initial registration:
 - Download the Adobe Learning Manager App for quick and easy login from any smart device.
 - Through your computer browser:
 - Use your facility-specific access link which was bookmarked during registration. You'll be prompted to enter your email address and password to login.
 - If not prompted to enter email and password, click "Already registered!".

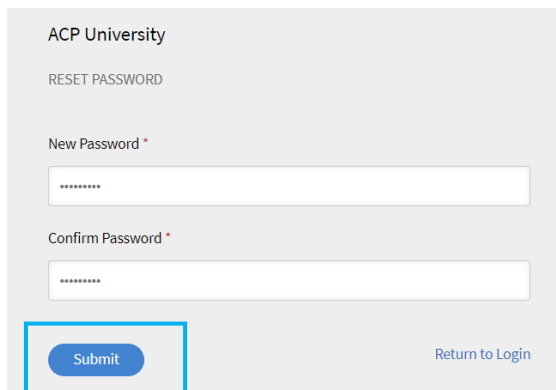
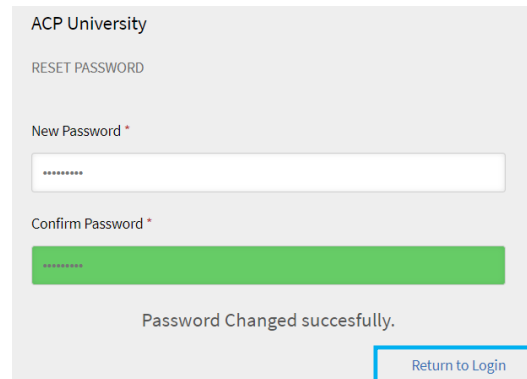


- ii. You will be redirected to your registration profile to update any information on your learner's page. If no changes, scroll down and select "Proceed".
6. If you forgot your password:
 - a. Click "Forgot Password".
 - b. Enter your Email ID.
 - c. Click "Recover".
 - d. Recovery instructions will be sent to your Email ID.
 - e. Select "Click here" in your recovery instructions email to change your password. **DO NOT click Account URL**

 A screenshot of the ACP University Password Recovery page. The page has a light gray background. At the top, it says "ACP University" and "PASSWORD RECOVERY". Below that is a form with a label "Registered Email ID*" and an empty text input field. Underneath the input field, a message in a light blue box says "Recovery instructions have been sent to your email ID." At the bottom left is a blue button labeled "Recover", and at the bottom right is a link labeled "Go to Login".

- f. Reset and confirm password and select "Submit".

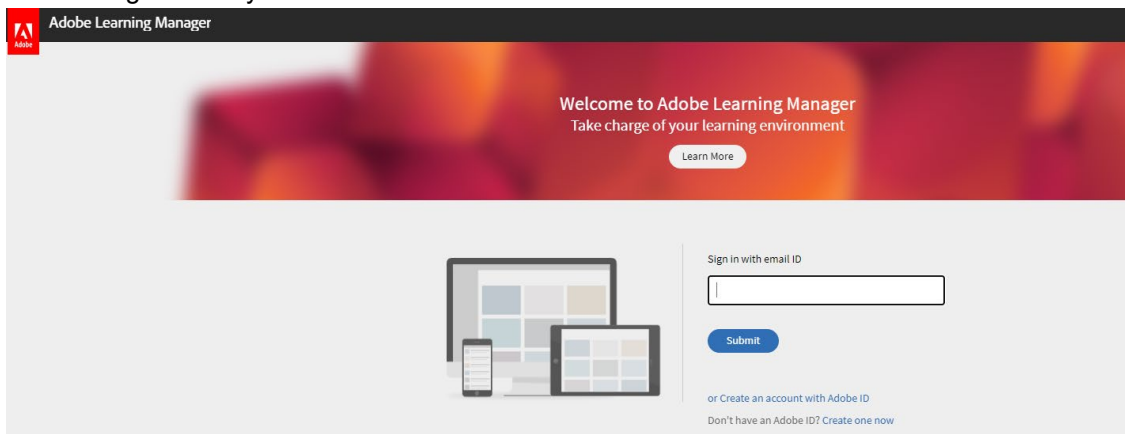
g. Once your password has been reset successfully, select “Return to Login”.

7. If your facility-specific link is not handy, use the following index link to locate your account:

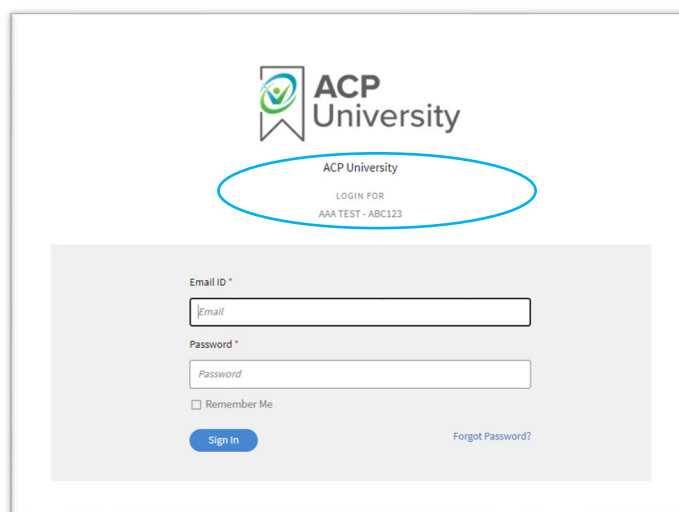
<https://learningmanager.adobe.com/acapindex.html>

a. Sign in with your email address.



b. You will be redirected to your facility-specific login page. Note: Your facility name will be reflected on the Login page.

c. Login with your Email ID and password.



If you have any questions, please contact the ACP Clinical Education department at ClinicalEd@hanger.com.