

## 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 <u>ClinicalEd@hanger.com</u>. 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".

Users must first register a	nd create a username password for subsequent logins
First Name *	Last Name *
М	Contreras
Email ID *	
Password *	
Confirm Password *	

- 2. Complete your registration profile.
  - 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".



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



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

Hello M Co	ntreras,
Congratula	tions!
You have b University.	een enrolled into ACP University, the learning platform for ACP
Click on the application.	${\sf b}$ link below and follow the on-screen instructions to start using the .
Account U	RL: https://learningmanager.adobe.com/accounteplogin?epId=25956
Thank you	

## After Initial Registration, How to Login

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

ACP University	ACP University AAA TEST - ABC123
	Users must first register and create a username password for subsequent logins.
ACP University	
LOGIN FOR	First Name * Last Name *
AAA TEST - ABC123	M Contreras
	Email ID *
Email ID *	
	Password *
Password *	
Password	Confirm Password *
Remember Me	
Sign In Forgot Password?	Register 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

ACP University	
PASSWORD RECOVERY	
Registered Email ID *	
Recovery instructions have been sent to your email ID.	
Recover	Go to Login

Hello M Contreras,
We recently received a request to reset your ACP University password.
Click here to change your password.
Account URL: https://earningmancy_radobe.com/accounteplogin?epId=25956
Thank you, ACP University

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



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

ACP University	ACP University
RESET PASSWORD	RESET PASSWORD
New Password *	New Password *
Confirm Password *	Confirm Password *
	Password Changed succesfully.
Submit Return to Login	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.	
M	Adobe	e Learning Manager		
Rospe				
			Welcome to Adobe Learning Manager	
			Learn More	
			Sign in with email ID	
			Submit	
			or Create an account with Adobe ID	
			Don't have an Adobe ID? Create one now	

- 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.

Oniversity
ACP University LOGIN FOR AAA TEST - ABC123
Email ID *
Email Password *
Password  Remember Me
Sign In Forgot Password?

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