Learning Management System (LMS) New User Guide

Create an Account

1. Go to http://education.usp.org to access the USP Education Learning Management System
2. Click the setting icon on the upper right hand corner of the screen and select “Register”

*Each individual attendee will need to create a separate account; multiple participants cannot be registered using the same account. Each participant will need the Email (user ID) and password they used when creating the account to register and participate/view the course. The name on the account should be written in the exact format it is to be displayed on the Certificate of Completion.
3. You will now see the USP Access Point screen. USP Access Point is a single sign-on functionality which will allow you to use the same login credentials to register for USP events and access your subscriptions to USP's free resources and applications. To register & pay for a course, launch an online course, complete an evaluation or print a completion certificate, you must create a USP access point account.
4. Click the link, “Create a new USP Access Point account, if you do not have one”.
5. The USP Access Point registration form displays.
6. Complete the fields in this form. Note that mandatory fields are indicated by a red asterisk (*).
7. **For the Password:** Please follow the Password Guide below to assign a password to your account.
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**Password Guide**

- Password is case sensitive.
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.
- Must be at least 8 characters long and include at least one of each of the following:
  - Uppercase or lowercase letter (A-Z or a-z)
  - Number (0-9)
  - Symbol (!, #, $, etc.)

8. If you do not want to receive email notifications regarding USP’s products and services, please click the “Opt Out” check box.

9. Enter the correct Captcha code. If you cannot read the code, click the refresh button to generate another code.

10. Click the check box to agree to USP's [Privacy Policy](#).

11. Click Submit.

12. You will now see an on-screen confirmation informing you to complete your registration process by confirming your account.
13. You will receive a USP New User Registration Verification email which will provide with a link to complete your account registration.

14. Once you have activated your account, you will be required to log into USP Access Point and you will be redirected back to the LMS Welcome page.