

How to Sign Up for a New Account

1

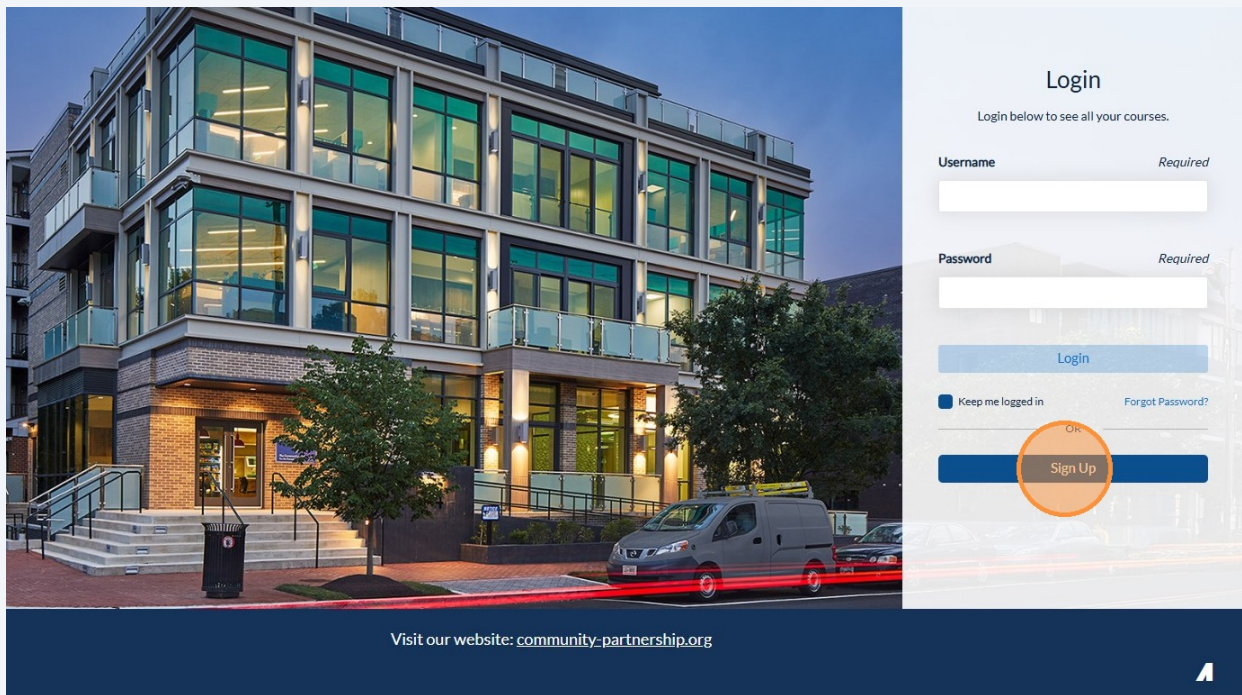
Navigate to <https://community-partnership.myabsorb.com>



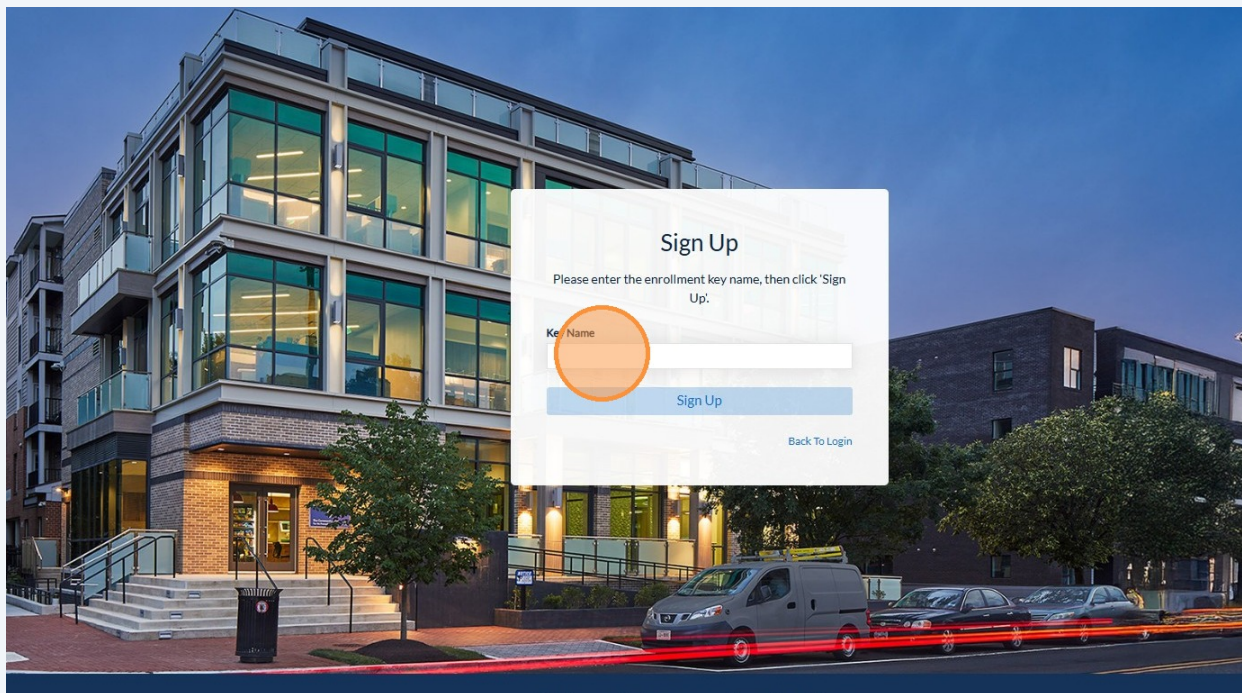
Alert! If you already created an account for HMIS trainings, do NOT create another account. Log-in with your existing account.

Please see the guide about updating your profile. That will give you access to the other trainings you need.

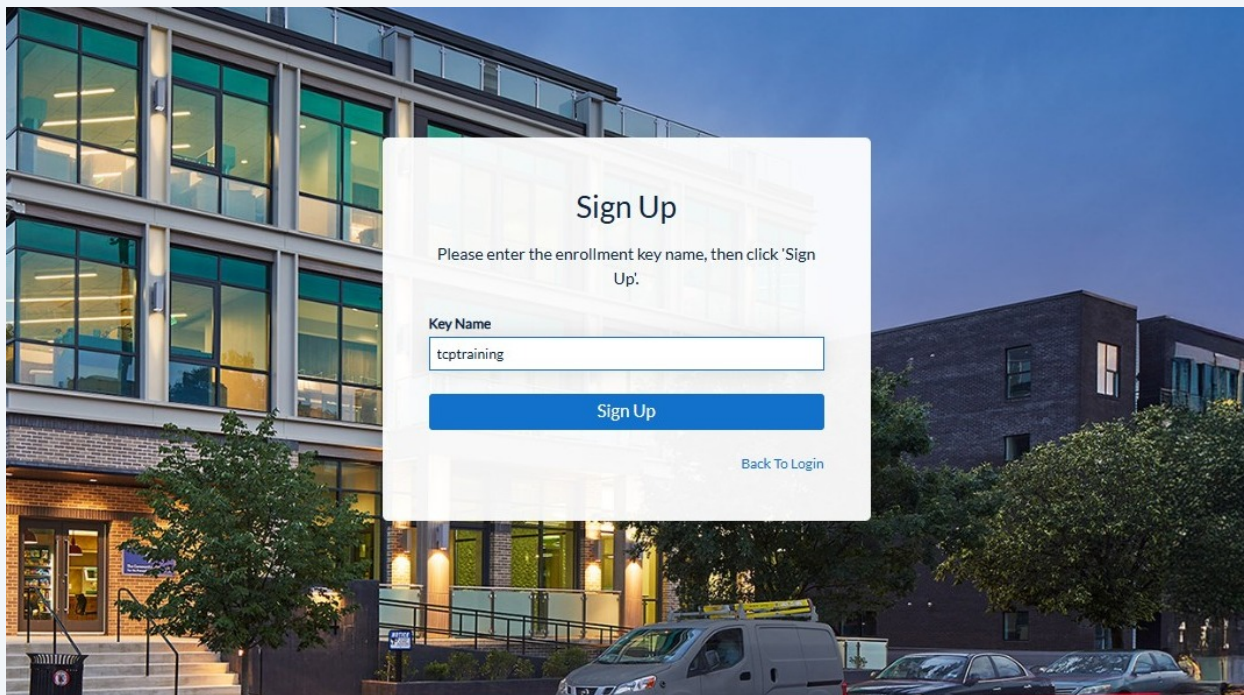
2 Click "Sign Up"



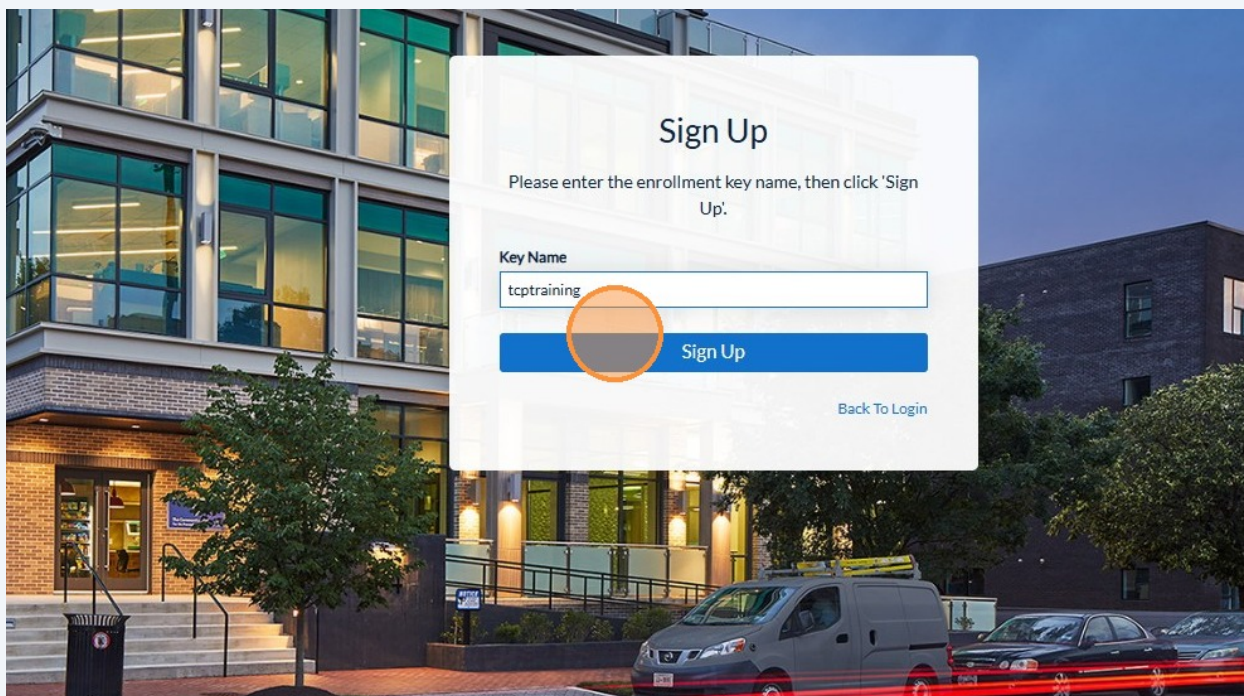
3 Click the "Key Name" field.



4 Type "tcptraining"



5 Click the "Sign Up" button.



6

On the top part of the form, where prompted, enter your first name, last name, and WORK email.

community Partnership
Prevention of Homelessness

Search Login

Sign Up

To use the key tcptraining, please sign up for a new account or login to an existing one.

First Name *Required*

Last Name *Required*

Email *Required*

Password *Required*

Re-enter Password *Required*

Position Description *Required*

Position Description

Client-Facing Staff *Required*

No

Active License in DC *Required*



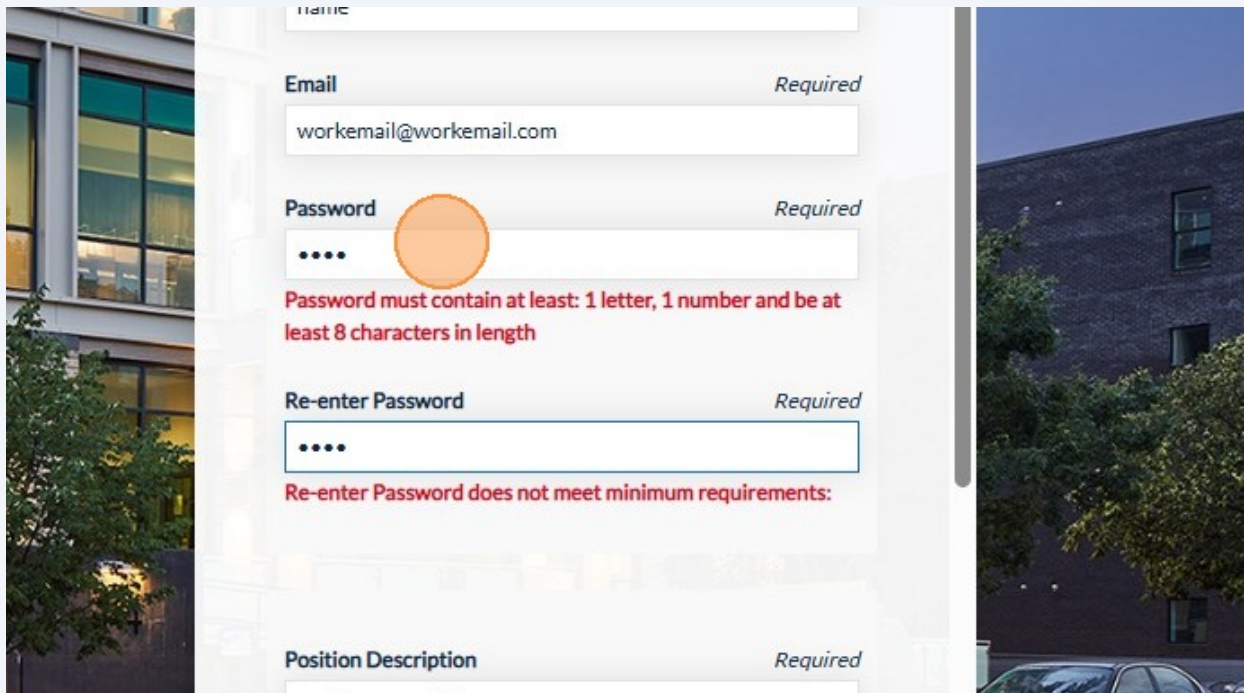
Alert!

Be sure to use the name you want printed on your training certificates.

Make sure to use your work email. If you have multiple work emails, contact the Training Team (training@community-partnership.org)

7

Click the "Password" field. Enter the password you want to use. It needs to be at least 8 characters with at least 1 letter and 1 number.



The screenshot shows a registration form with the following fields and labels:

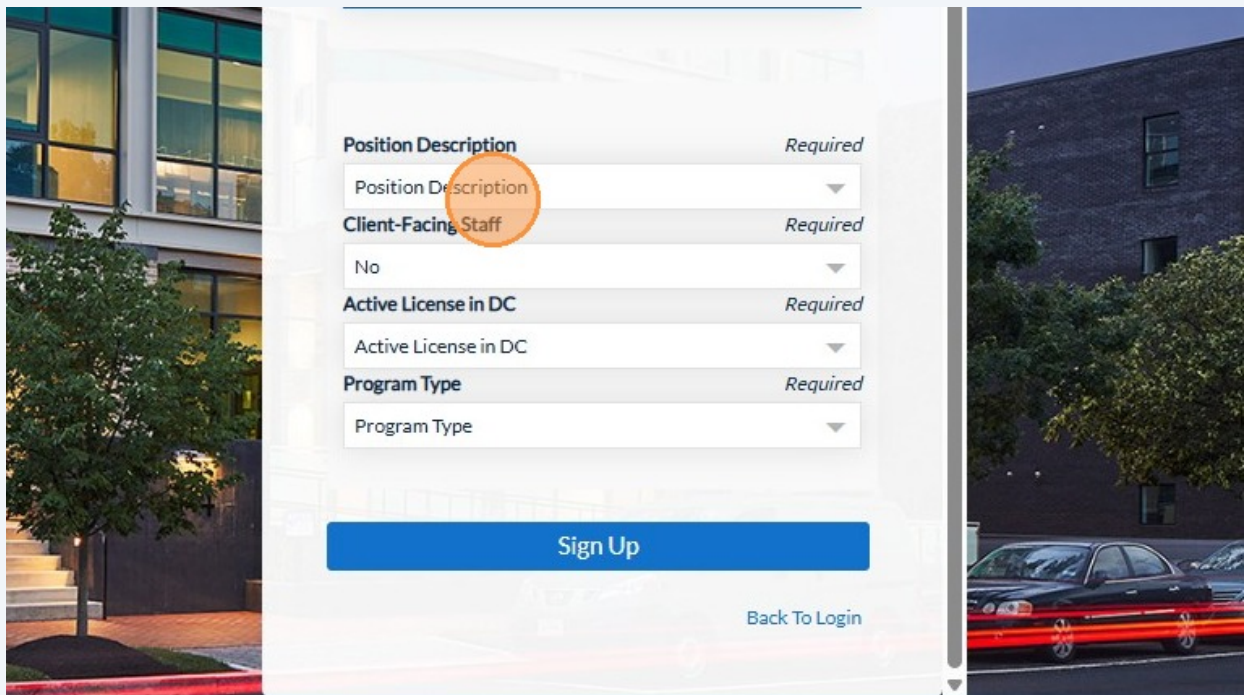
- Name** (Required)
- Email** (Required): workemail@workemail.com
- Password** (Required): This field is highlighted with an orange circle. Below it, a red error message states: "Password must contain at least: 1 letter, 1 number and be at least 8 characters in length".
- Re-enter Password** (Required): This field contains four dots. Below it, a red error message states: "Re-enter Password does not meet minimum requirements:".
- Position Description** (Required)



Tip! Write your password down or save it to your browser. You will need this every time you need to register for a course, take a course, see your certificates, etc.

8

Select the position description that best describes your work. This will determine the trainings you have to complete.



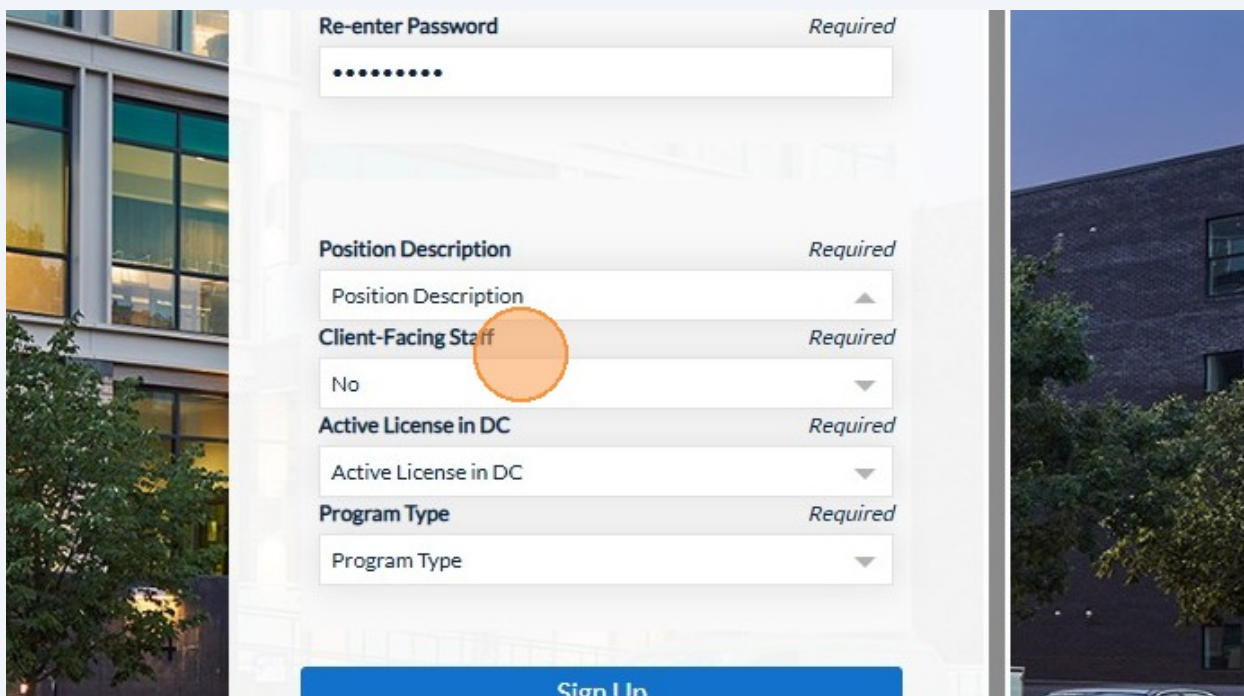
The screenshot shows a registration form with the following fields:

- Position Description** (Required): A dropdown menu with "Position Description" selected. An orange circle highlights this field.
- Client-Facing Staff** (Required): A dropdown menu with "No" selected.
- Active License in DC** (Required): A dropdown menu with "Active License in DC" selected.
- Program Type** (Required): A dropdown menu with "Program Type" selected.

At the bottom of the form are two buttons: "Sign Up" (blue) and "Back To Login" (light blue).

9

Click "Client-Facing Staff." If your position requires you to interact with clients, select "yes."



The screenshot shows a registration form with the following fields:

- Re-enter Password** (Required): A text input field with masked characters (dots).
- Position Description** (Required): A dropdown menu with "Position Description" selected.
- Client-Facing Staff** (Required): A dropdown menu with "No" selected. An orange circle highlights this field.
- Active License in DC** (Required): A dropdown menu with "Active License in DC" selected.
- Program Type** (Required): A dropdown menu with "Program Type" selected.

At the bottom of the form is a blue button labeled "Sign Up".

10

Click "Active Licenses in DC." Review the licenses listed and select the one that you have.

If you do not have a listed license, select "not applicable." If you have multiple listed licenses, select "multiple of these options."

Position Description *Required*

Position Description

Client-Facing Staff *Required*

No

Active License in DC *Required*

Active License in DC

Program Type *Required*

Program Type

Sign Up

[Back To Login](#)

11

Click the "Program Type" button and select the program type that best describes the program you work for.

Position Description *Required*

Position Description

Client-Facing Staff *Required*

No

Active License in DC *Required*

Active License in DC

Program Type *Required*

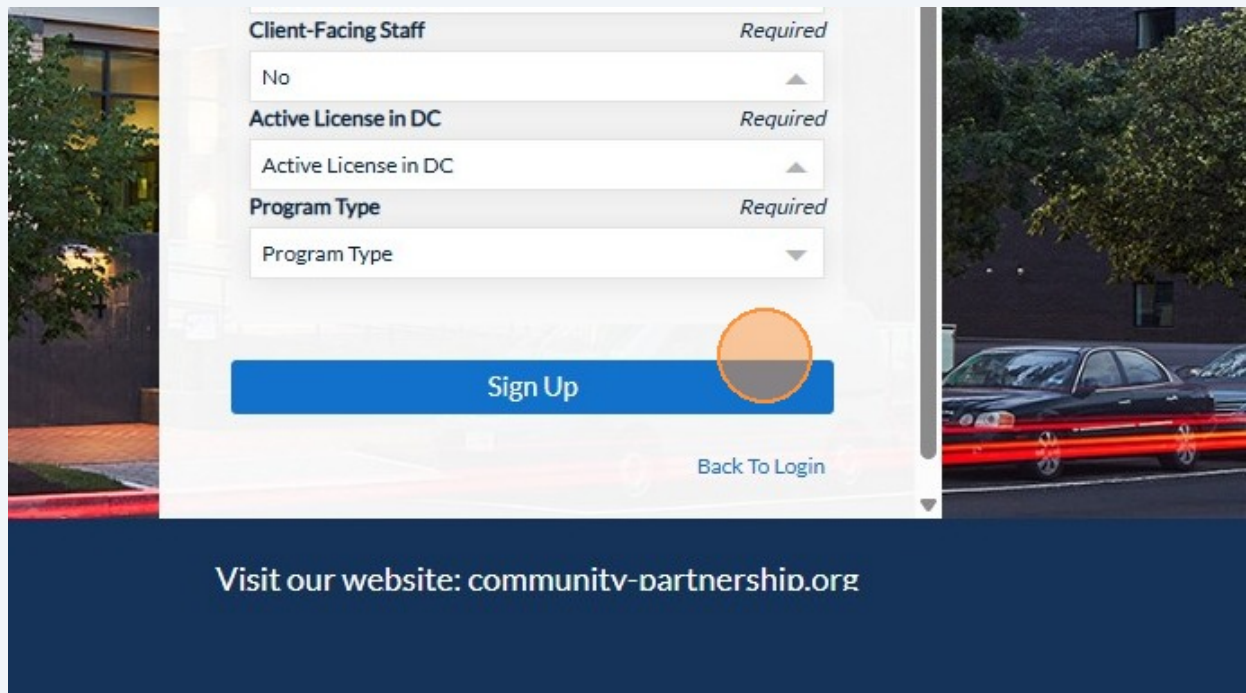
Program Type

Sign Up

[Back To Login](#)

Visit our website: community-partnership.org

12 Click "Sign Up"



The screenshot shows a sign-up form overlaid on a background image of a street scene with trees and a car. The form contains three required dropdown menus: "Client-Facing Staff" (set to "No"), "Active License in DC" (set to "Active License in DC"), and "Program Type" (set to "Program Type"). Below these is a blue "Sign Up" button, which is highlighted by an orange circle. To the right of the button is a "Back To Login" link. At the bottom of the form is a dark blue banner with the text "Visit our website: community-partnership.org".

Client-Facing Staff *Required*

No

Active License in DC *Required*

Active License in DC

Program Type *Required*

Program Type

Sign Up

Back To Login

Visit our website: community-partnership.org