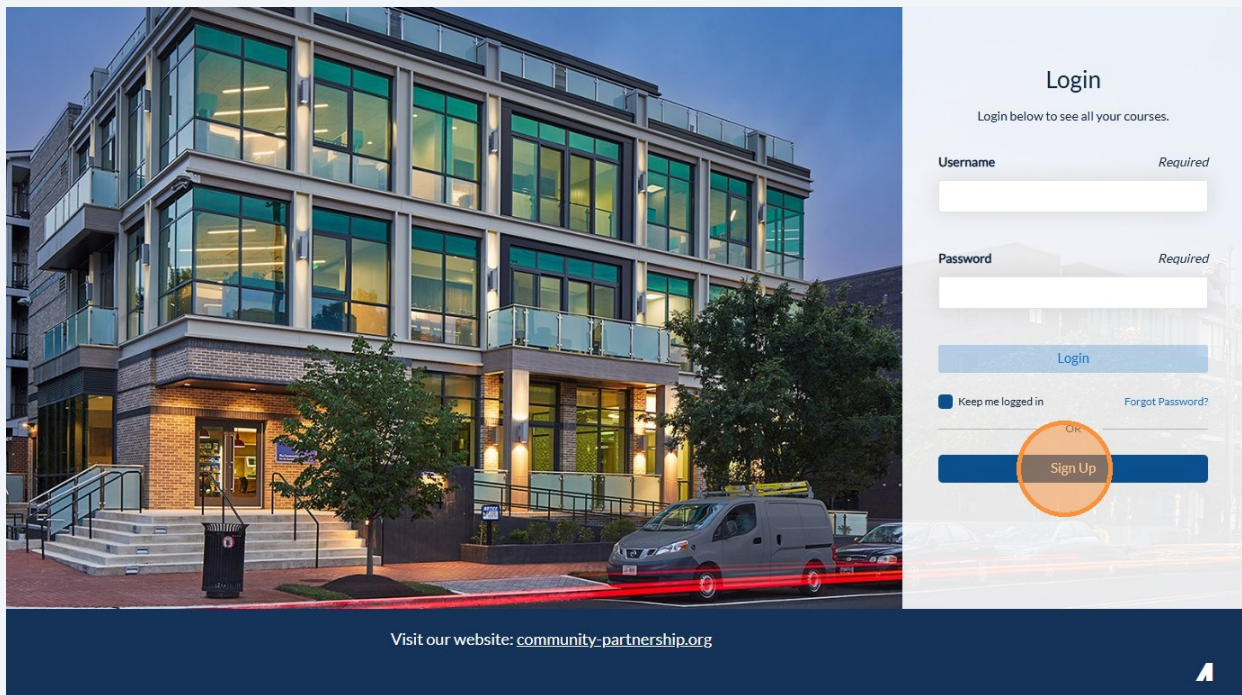


How to Sign Up for a New Account - Sec

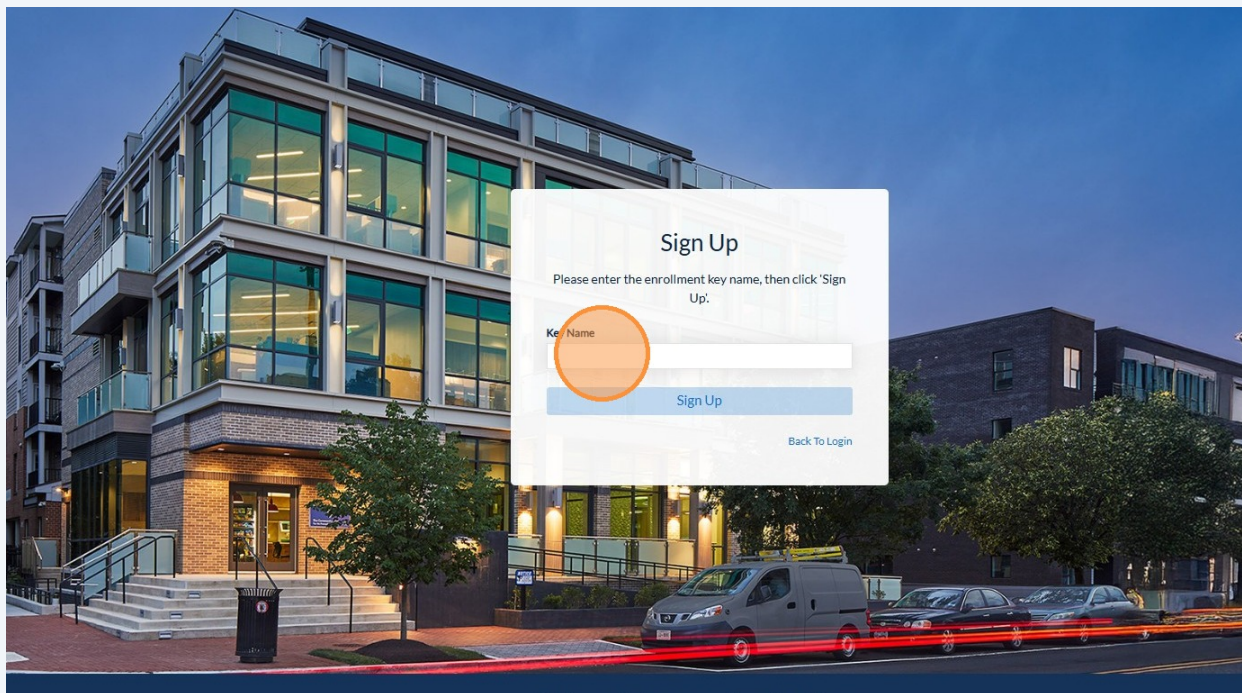
- 1 Navigate to <https://community-partnership.myabsorb.com>



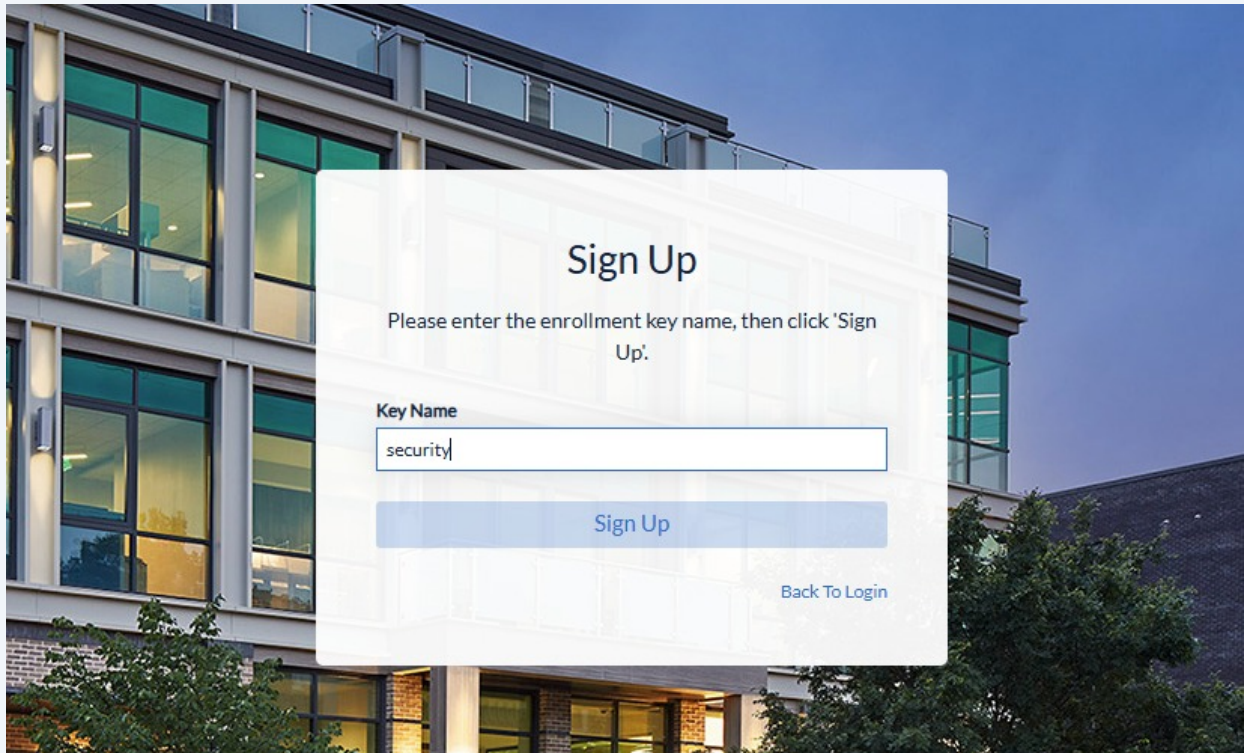
2 Click "Sign Up"



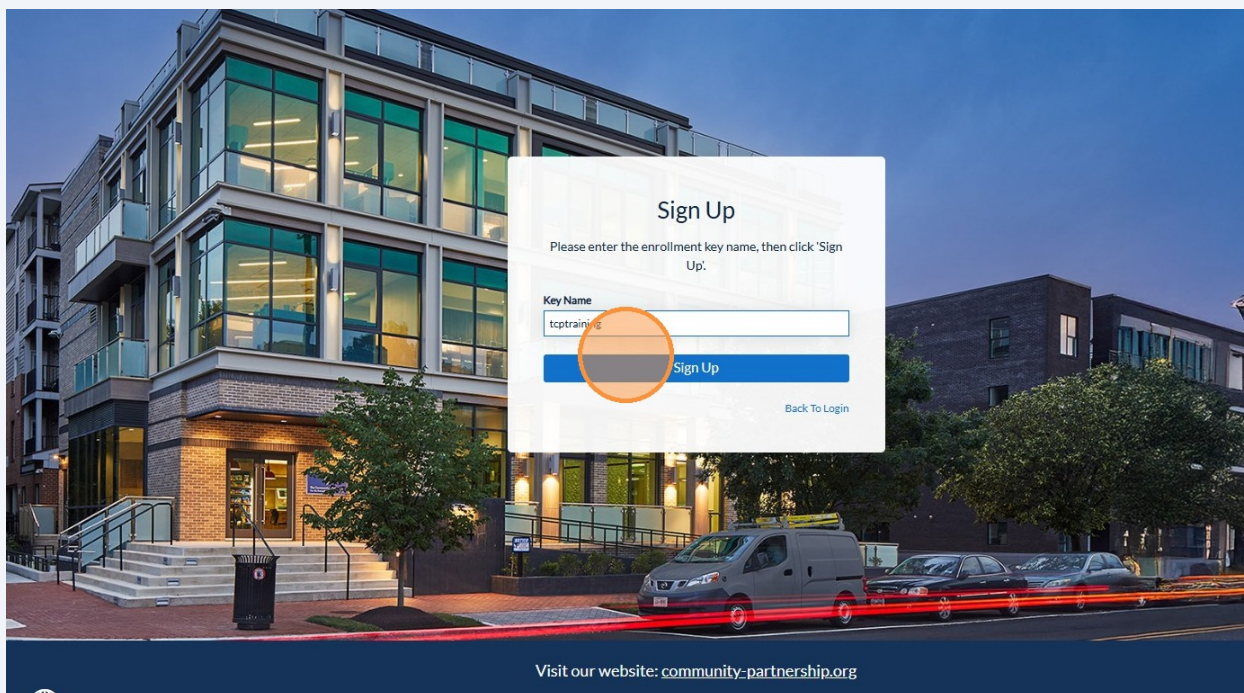
3 Click the "Key Name" field.



4 Type "security"



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.

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*



Alert!

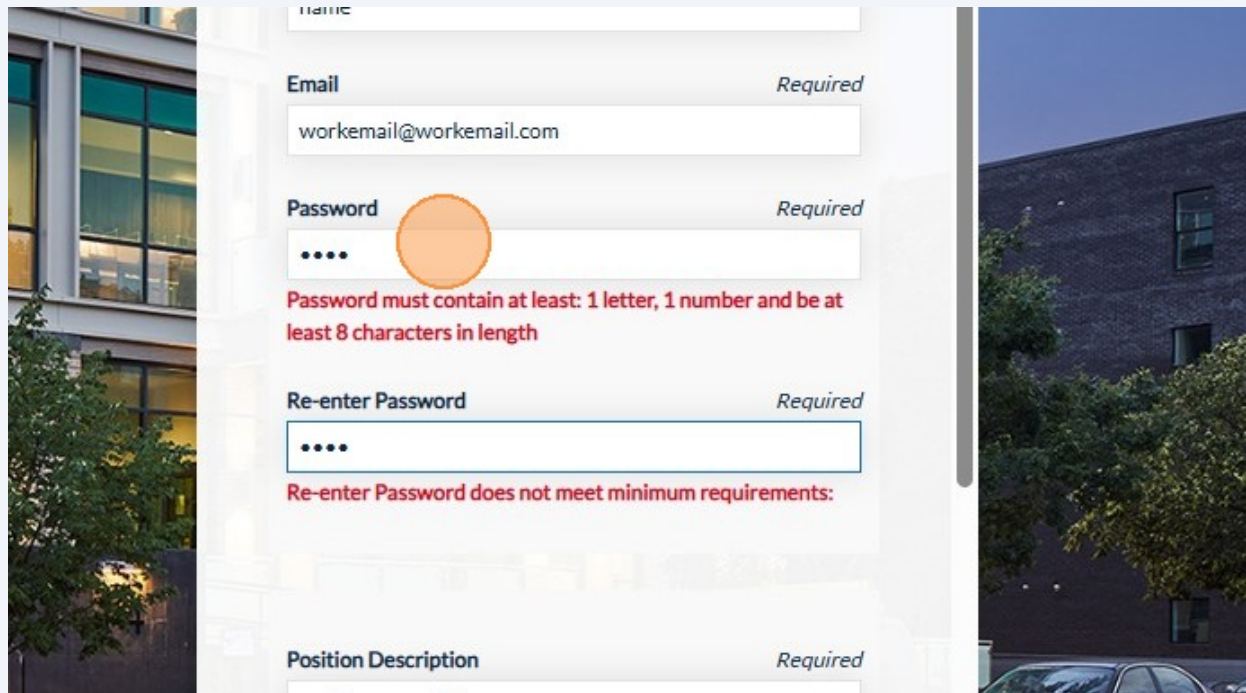
Be sure to use the name you want printed on your training certificates.

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

If you do not have a work email, use the email that you will use for this account.

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:

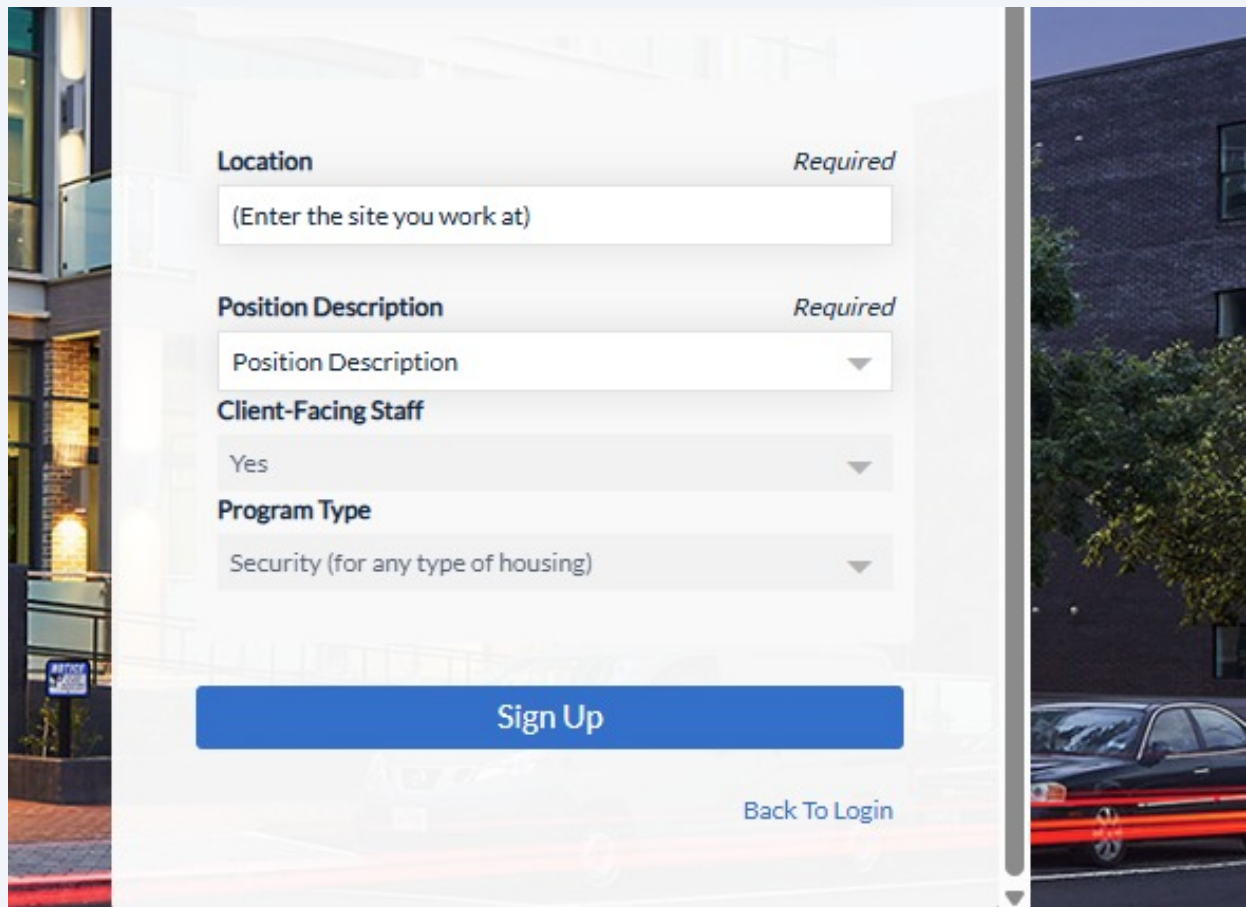
- Name**: A text input field.
- Email**: A text input field containing "workemail@workemail.com". It is marked as "Required".
- Password**: A text input field with four dots. It is marked as "Required". An orange circle highlights this field. Below it, a red error message states: "Password must contain at least: 1 letter, 1 number and be at least 8 characters in length".
- Re-enter Password**: A text input field with four dots. It is marked as "Required". Below it, a red error message states: "Re-enter Password does not meet minimum requirements:". This message likely refers to the password field above.
- Position Description**: A text input field. It is marked as "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

Enter the location you provide security at (ex. 801 East Men's Shelter)



Location *Required*

(Enter the site you work at)

Position Description *Required*

Position Description ▼

Client-Facing Staff

Yes ▼

Program Type

Security (for any type of housing) ▼

[Sign Up](#)

[Back To Login](#)

9

Specify in the "position description" if you are an SPO or SO

Location *Required*

(Enter the site you work at)

Position Description *Required*

Position Description ▼

Client-Facing Staff

Yes ▼

Program Type

Security (for any type of housing) ▼

Sign Up

[Back To Login](#)

10 Click "sign up"

Location *Required*

(Enter the site you work at)

Position Description *Required*

Position Description ▼

Client-Facing Staff

Yes ▼

Program Type

Security (for any type of housing) ▼

Sign Up

[Back To Login](#)