

# Instructions for Students

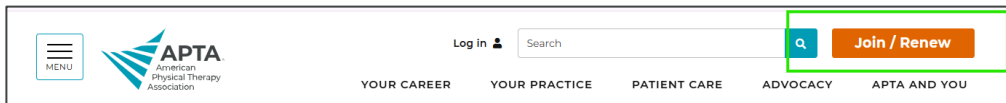


Follow these three simple steps to register for the Risk Management Toolkit modules.

## Step 1: Create an APTA Account

To access the four modules within the APTA Learning Center you will need to have an APTA account. If you are not an APTA member, you will need to create a nonmember account.

[To get started, visit APTA's website and click "Join/Renew."](#)



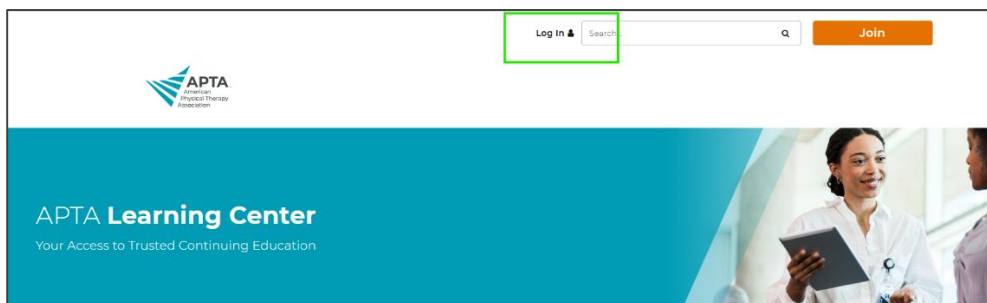
On the next page, click "Create a free account."

Don't have an APTA account?

 [Create a free account.](#)

## Step 2: Activate Your Account

Once you have created an account, you must log into the [APTA Learning Center](#) to activate your account. If the created account has not been activated, you will not be able to be registered for the toolkit.



## Step 3: Record Important Account Details

Take note of the following account details and be prepared to share them with your professor or educator in order to register for the course.

- Your APTA ID number

- Your first and last name
- Your “.edu” email address correlating to your active APTA account
- Your APTA member status (“Student” or “Nonmember”)

## What Happens Next?

- You will receive an email confirmation once your professor or educator has registered you for the course, along with instructions on how to access the four modules via the APTA Learning Center.
- Your professor or educator should communicate the dates during which you should access and complete the course modules.
- Following the completion of each module, students will receive a certificate of completion, which can be downloaded as a PDF or printed. (Note: You may access your certificates at a later date by navigating to “CEU Certificates/Transcripts” in your APTA Learning Center dashboard.
  - Students will have three attempts per module and must earn a score of at least 70% to pass the exam and complete the course. All course components must be completed in order.
- After the conclusion of all four course modules (at your professor/educator’s chosen end date), you may be required to provide the four completion certificates to indicate that you met the above score requirements. [APTA’s Career Advancement team](#) is here to help with any questions you may have. For member account and login issues, [contact Member Success](#).