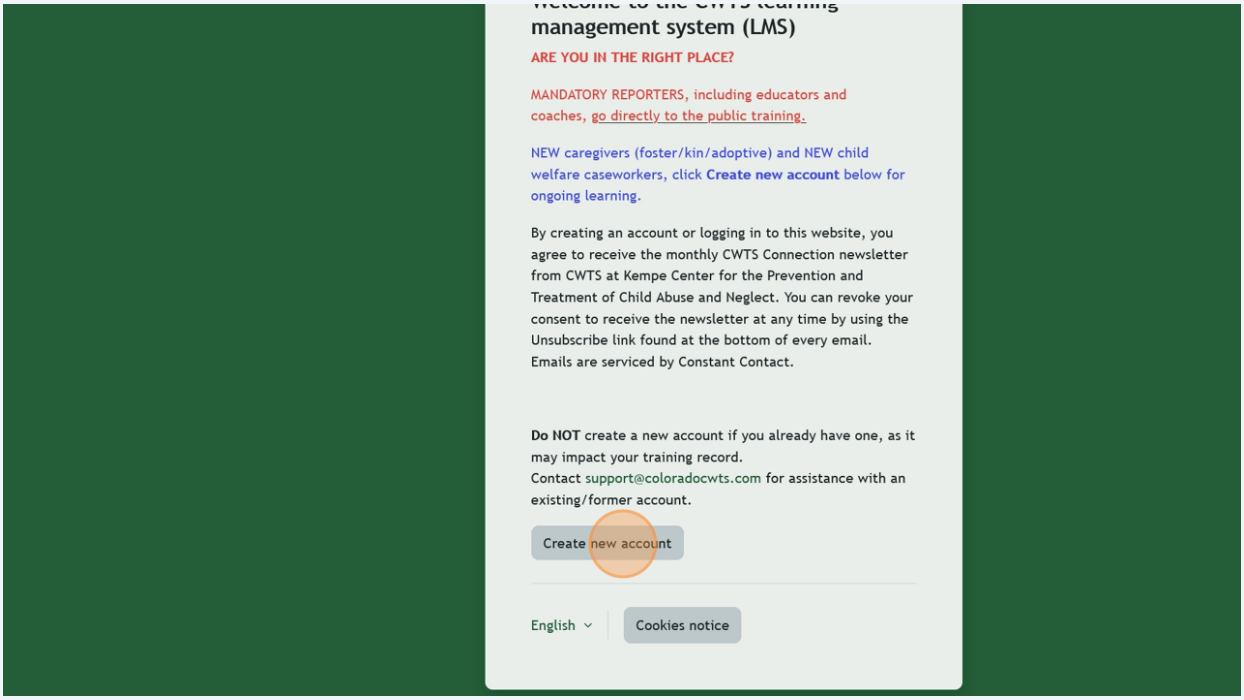
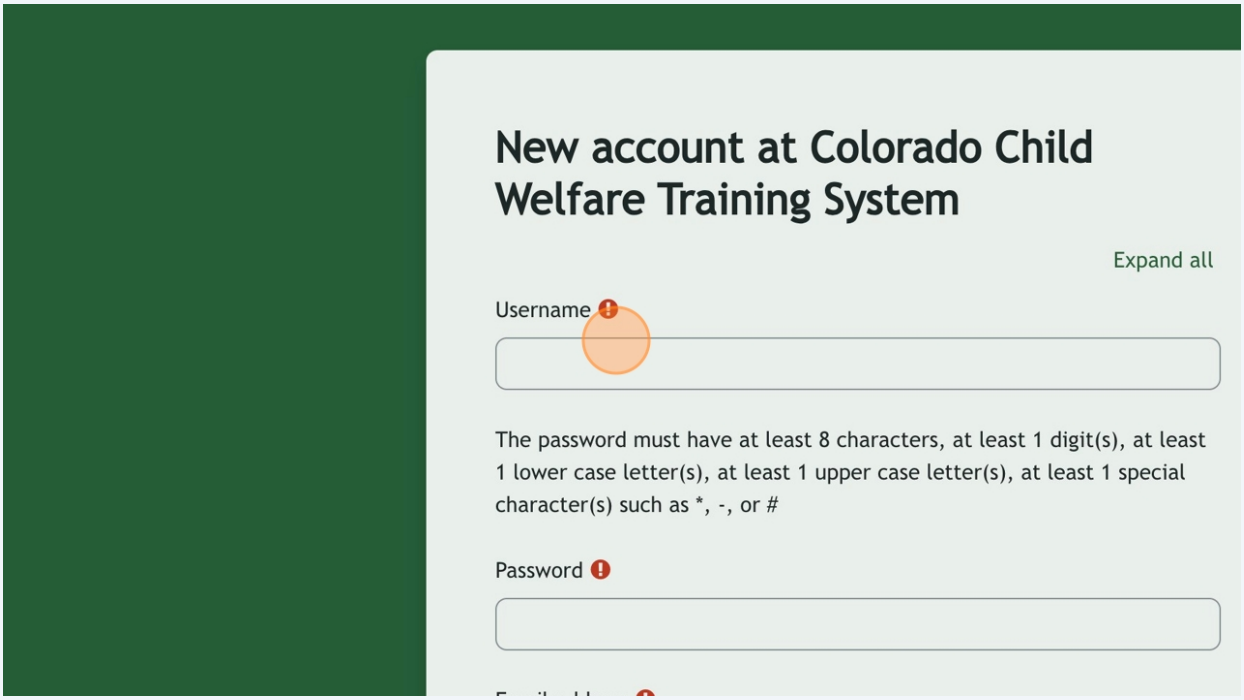
Create a New Account

COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

1 Scroll to the bottom of the LMS login page. Click **Create new account.**



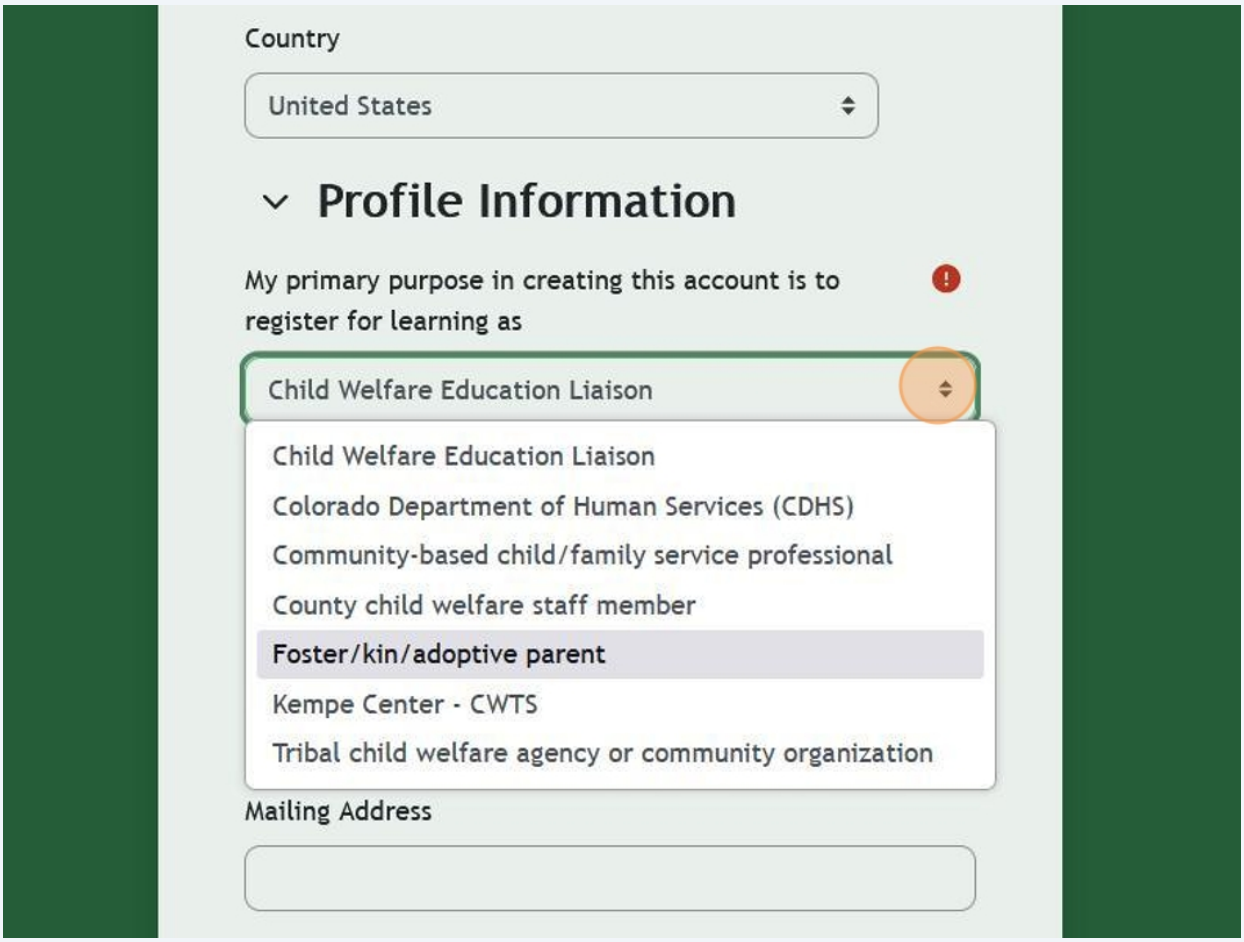
2 Click the **Username** field.



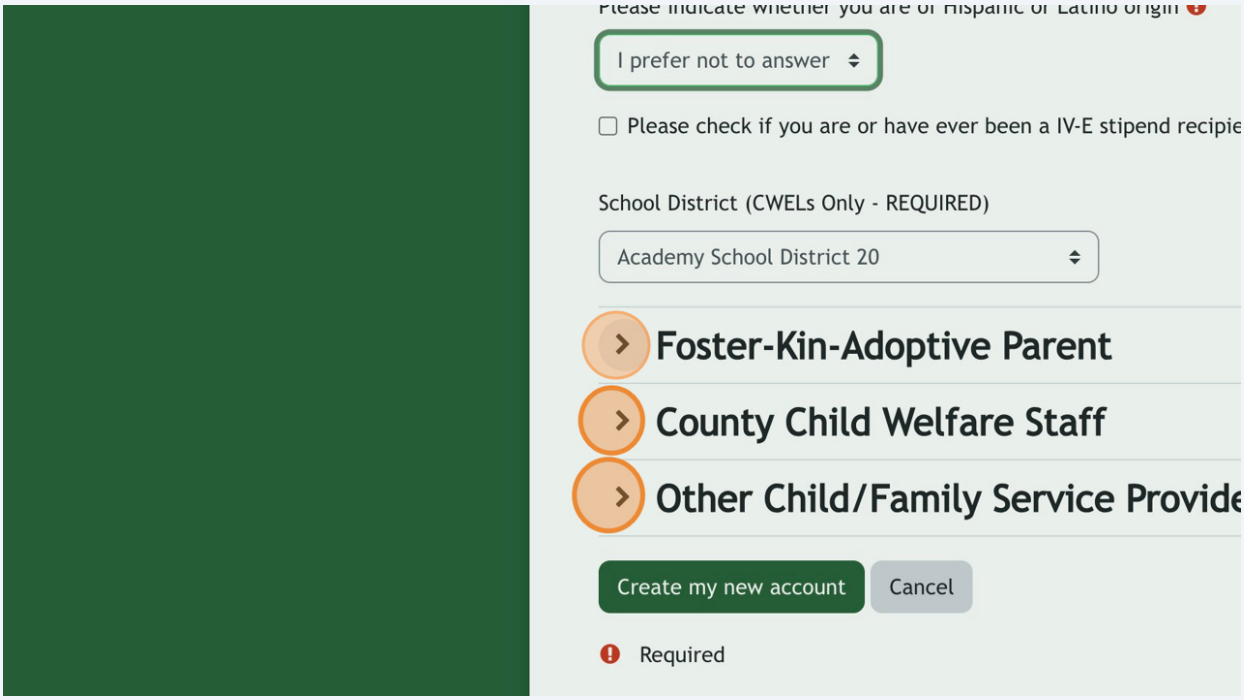
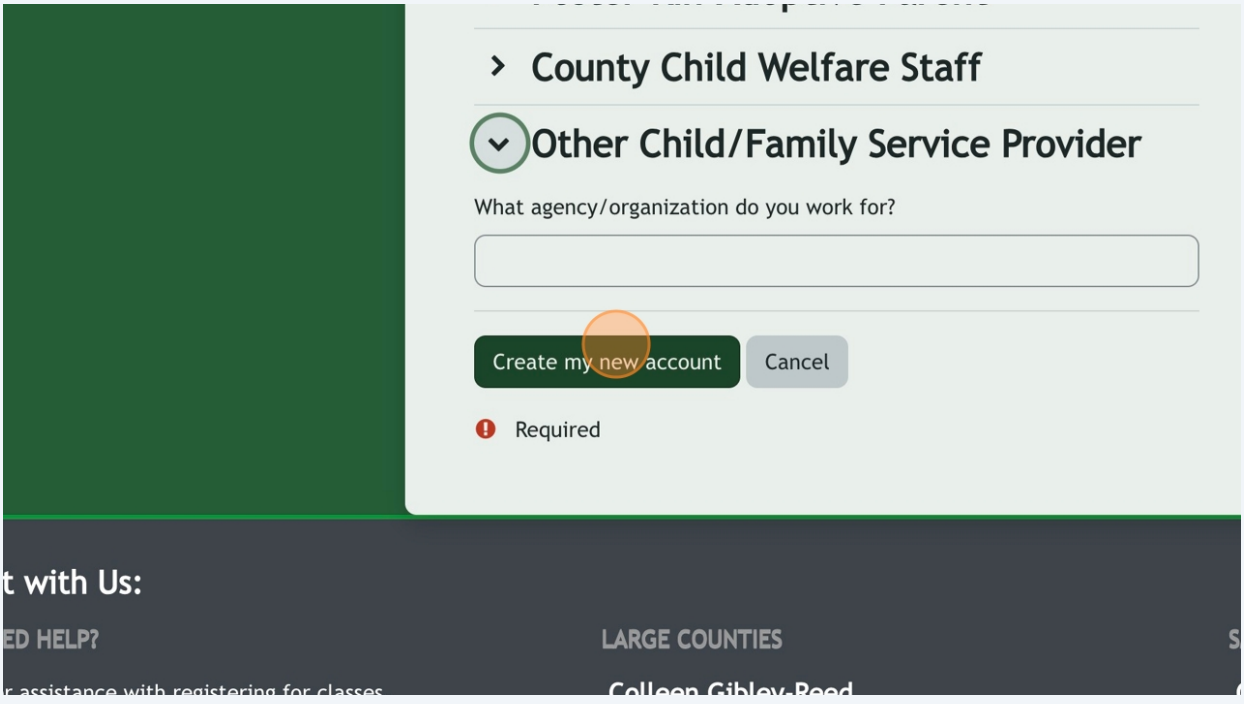
3 Type a username of your choice. Then fill out all required sections of the form (indicated with a red exclamation point) and any optional sections you choose.

⚠ **Alert!** The next question is usually answered incorrectly, so please make sure to read all available options before selecting one. **If you select the wrong designation, it may prohibit you from enrolling in certain courses.**

4 Under **Profile Information**, the first question is *My primary purpose in creating this account is to register for learning as [blank].* The selection defaults to Child Welfare Education Liaison, so click on the arrows to see the dropdown and select your correct role. Then complete the rest of the form.



5 Farther down are additional sections for specific roles. Click on the arrow to the left of the section that best describes your role. Answer the questions in that section.



6 When you have completed all fields, click **Create my new account**. You will receive an email to activate your account, which you will need to do before you can log in.