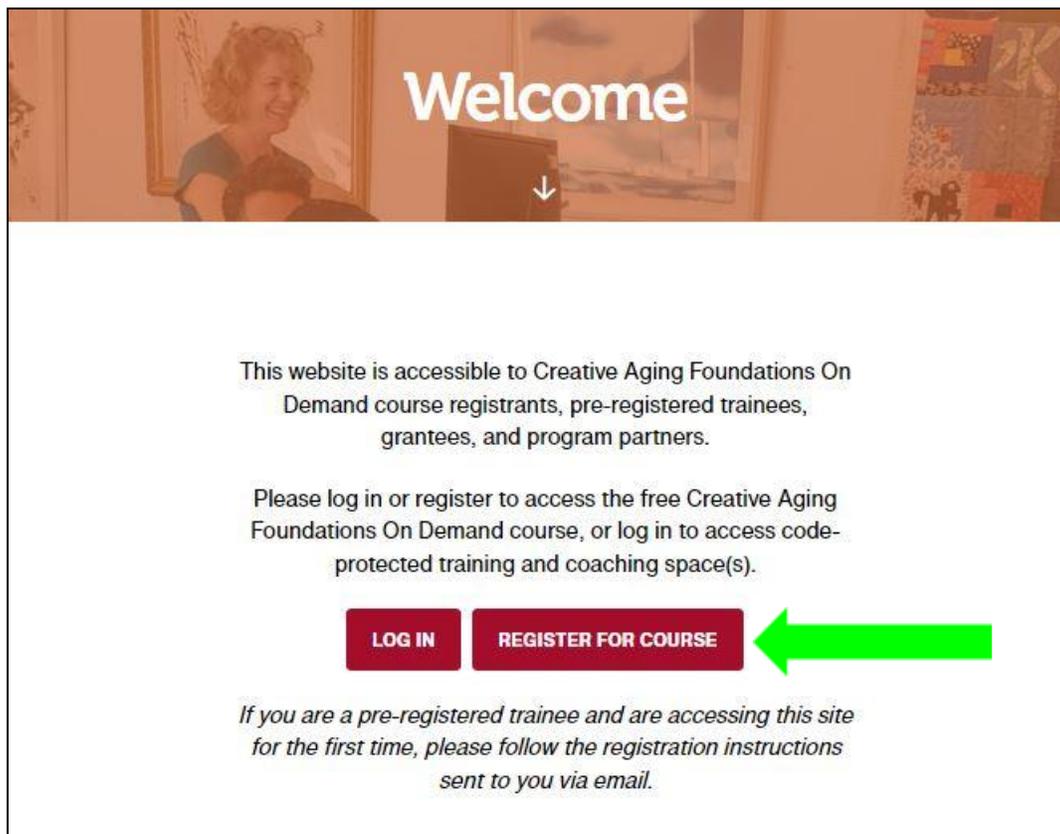


Creative Aging Foundations On Demand Registration Guide

Please follow the step-by-step instructions below to register for the course:

STEP 1: Visit creativeagingportal.org and click the button, “Register for Course.”



STEP 2: Fill out the registration form and click the button, “**Register Your Account.**”

- + Make sure you remember the username and password you created so that you can use it to log in to the portal in the future.

Course Registration

First name*

Last name*

Email Address*

Password*

Confirm Password*

Job Title

Job Function*

- Board & Governance
- Development
- Education
- Finance
- Grantmaking/Funding
- Marketing & Communications
- Operations
- Programs
- Senior Leadership
- Teaching Artist
- Other (Please specify)

Country of Residence*

State of Residence*

City of Residence

Organization / Company

Primary Organizational Type (if applicable):

- Arts Organization
- Community Center
- Education (K-12)
- Federal Government Agency
- Higher Education (College, university, or trade school)
- Housing
- Local Government Agency
- Museum
- Public Library
- Senior Center
- Senior Service Organization
- State Government Agency
- Other (Please specify)

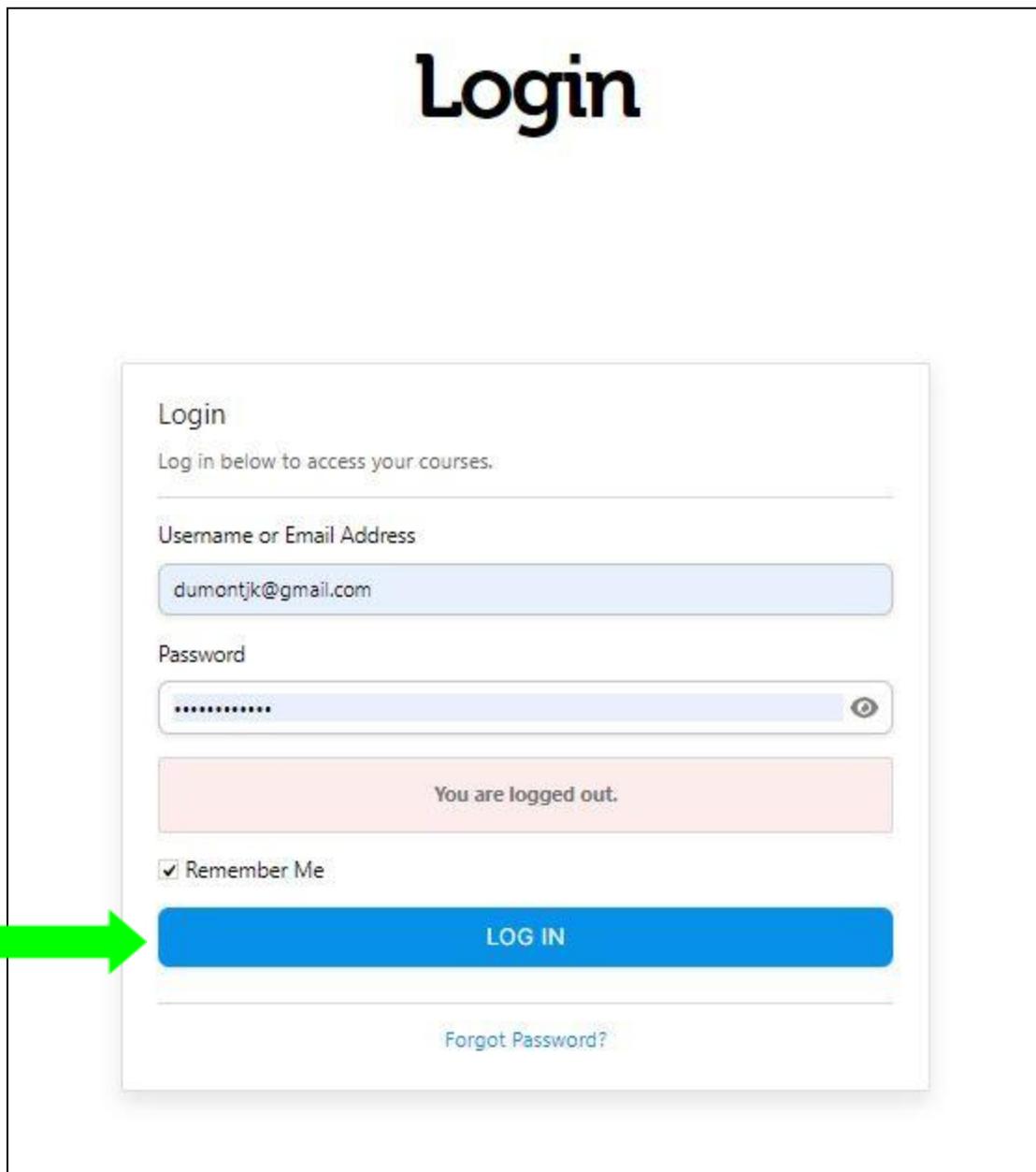
How did you find out about Creative Aging Foundations On Demand?*

- Lifetime Arts Website
- Lifetime Arts Training
- Lifetime Arts Newsletter/Email
- Social Media
- Referral
- InfoPeople
- Other (Please specify)



STEP 3: You will be directed to a page stating that you have successfully registered for the course. You will also receive a confirmation email via the email address you registered with. **Click the login hyperlinked text on the page or in the confirmation email to log in.**

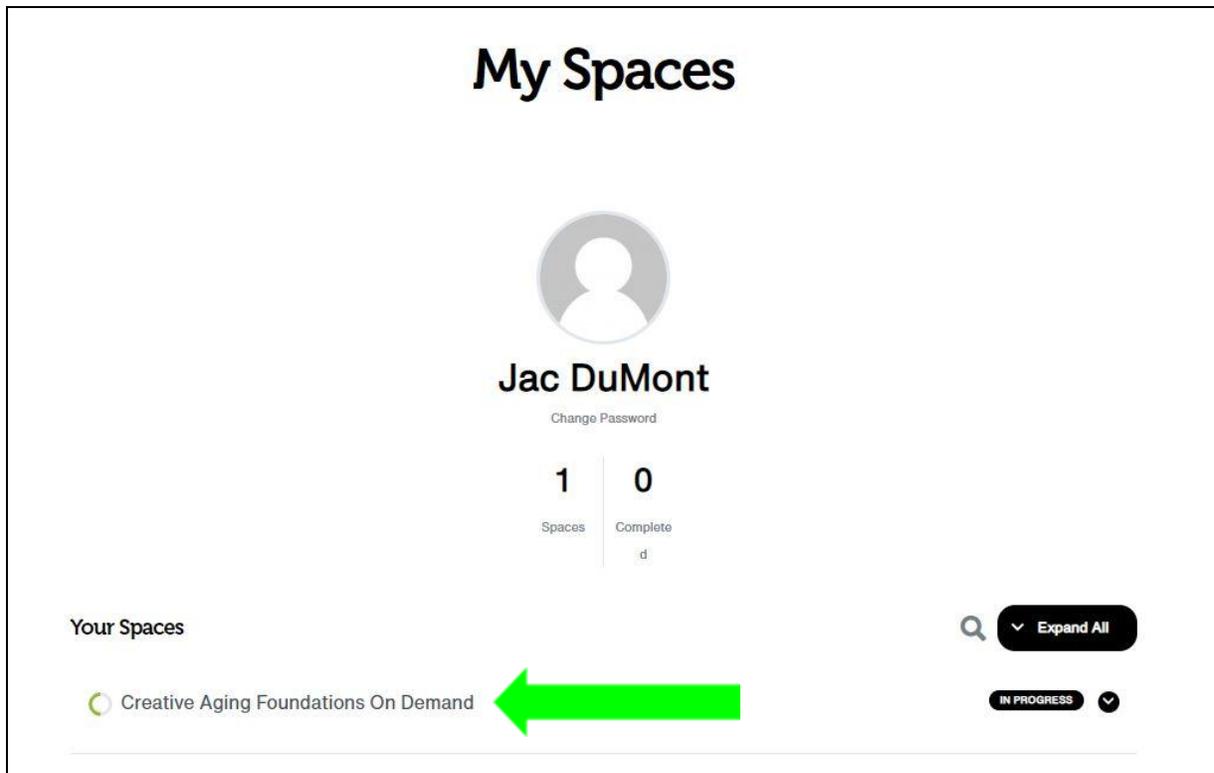
STEP 4: Enter the login credentials you just created and then click the button, “Log in.”



The image shows a login page with the following elements:

- Header:** The word "Login" in a large, bold, black font.
- Form Container:** A white box with a light gray border containing the login fields and buttons.
- Title:** "Login" in a smaller font.
- Instruction:** "Log in below to access your courses."
- Username Field:** A text input field labeled "Username or Email Address" containing the email address "dumontjk@gmail.com".
- Password Field:** A text input field labeled "Password" with a masked password "*****" and a toggle icon on the right.
- Status Message:** A pink rectangular box containing the text "You are logged out."
- Remember Me:** A checkbox labeled "Remember Me" which is checked.
- Log In Button:** A prominent blue button with the text "LOG IN" in white, capital letters. A large green arrow points to this button from the left.
- Forgot Password:** A link labeled "Forgot Password?" at the bottom of the form.

STEP 5: On your “My Spaces” page, click on, “Creative Aging Foundations On Demand.”



STEP 6: Explore, learn, enjoy. Repeat!

NEED ADDITIONAL SUPPORT?

If you have any trouble registering or accessing the course, please contact Lifetime Arts at portal@lifetimearts.org.