

How to Create an Account on hivtrainingny.org

1. Navigate to the hivtrainingny.org website.
2. On the home page, to the far right under the log-in and password boxes, click on **Register**



3. Fill in the requested information.
 - a. Note: Boxes marked with an asterisk are required.

Create a New Account

* Required fields

No identifiable information will be used for data collection purposes, all other information will remain confidential.

Passwords are required to be a minimum of 6 characters in length.

Registration

Password *	City*
Confirm password	State*
Password recovery question	NY
First Pet's Name	Zip*
Password recovery answer *	Country
Primary Email address *	USA
Confirm primary Email address *	Work phone*
Alternate Email address (Optional)	Work Setting*
First name * MI	-Select-
Last name *	Education*
Work Title*	-Select-
Organization*	Ethnicity
Work Address*	-Select-
	Race
	-Select-
	Occupation*
	-Select-
	Year Current Occupation*
	-Select-

Cancel Create Account

IMPORTANT: When filling in the primary email address, make sure it is an email address that you currently have access to and will have access to in the future.

This will be the email address that you use to log-in to the site. Courses taken on the hivtrainingny.org site will be associated with that email address.

If you register under multiple email addresses, you will have multiple profiles and it may be harder to access certificates of attendance.

If you forget your password, reset it. Do not register for a new account with a different email address as any courses that were previously taken will not be listed under the new account.

Note: The alternate email address cannot be used to log-in to the site. Adding an alternate email address indicates you would like to receive emails at an alternate email address in addition to the primary email.

4. Click on **Create Account** at the bottom of the page.
5. A screen will load which confirms your registration. A confirmation email will be sent to the registered email address from: **HIV Training** at anonymous@tspark.com
*Note: If the email is not received within a few minutes, check your Spam/Junk folder.
If the email does get redirected to your Spam folder, add anonymous@tspark as a trusted sender (usually by right clicking on the email and selecting "Never Block Sender" or "This is not junk" or "Not Spam").*