**Skills for Success Course Registration Instructions**

**Step 1: Read this in entirety before beginning your registration Step 2.**

* **If you do not have a social security number, you cannot register at this time.**

**If you have an open browser window, close it before clicking on the registration link.**

**Step 2:** Click on the registration link sent to you to begin the course registration.

If you have participated in a Skills for Success course previously, you already have an account. Please scroll down the page to **Returning Student** and click on “Sign In”. ***Please do not create another account. (Contact our Registrar Team if you do not remember your login credentials and we will send them to you)***

Enter your **full** **legal name** (the name that is on your driver’s license, social security card or birth certificate)

Enter your email address **that you can access**, then click on **“New Account”**.

* Make a mental note of the username and password that you use to create this account. You will need these credentials if you decide to register for another S4S course. (These credentials will be different from your alabama.edu account)

**DO NOT enter dashes when entering your social security number or it will create a registration error.**

**Step 3:** Complete the required information in each section.

* Make sure you click the **“Enroll and Pay” or “Submit”** button at the end to complete the registration (there is no charge for the course, but if you do not click that button, your registration will not be complete).
* You will receive an enrollment confirmation email confirming your registration from sandra.dutton@accs.edu.
* **If you do not receive an enrollment confirmation, do not create another account. Go back to the link and scroll down and to “Returning Student” and click “Sign In*” to complete your registration*.**

**Step 4:** Once your registration has been processed, you will receive an email from **noreply@rapididentity.com**witha subject line “**Activate Your Alabama.edu Account**”.

* Click on the link in that email and follow the steps in the email to set up your **alabama.edu account**. The information needed to create your account is provided in the email. You will need to create a unique password.
	+ This account provides you with unique access to the new unified Alabama.edu Canvas online learning platform. Your account can be used with any community college within the Alabama Community College System (ACCS) to access many of the shared applications and systems.
* This email may take up to 48 hours to receive, pending registration workload. (Allow additional time for weekend and holiday hours) Check all your inbox folders, as sometimes it will land in your spam/junk folder.
* If you do not receive the email from **rapididentity.com** after 48 hours, let the college or your instructor know or reply to the enrollment confirmation email. **Please do not register again**.

Registrar Team Contacts:

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