



# APS Quick Reference Guide

Welcome to the Academy of Peer Services (APS)!

This guide contains quick tips to get started with the Academy of Peer Services

We hope you enjoy your experience with us.

**WE LEARN. WE SHARE. WE THRIVE**

# Quick Reference Guide

Includes instructions for the **New!** Required \*APS Policies Course



**IMPORTANT!**

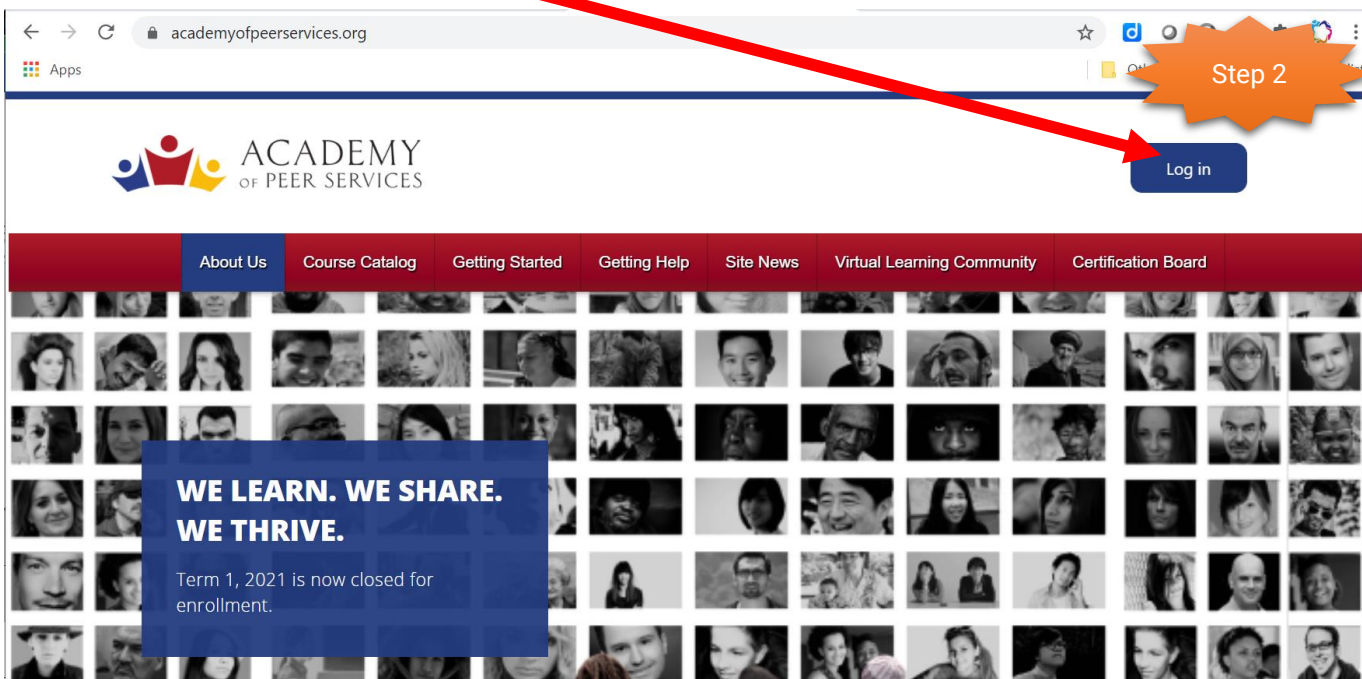
You are required to complete the **Attestation** and **Course Evaluation** at the beginning of each Term you register for courses in the Academy.

## How to register for APS Courses

This Quick Reference Guide is intended to offer simple steps to access APS courses and features. The [APS User Guide](#) contains more detailed step-by-step instructions. If you still need assistance, contact our End User Support Specialist by email at: [academyofpeerservicesnyomh@gmail.com](mailto:academyofpeerservicesnyomh@gmail.com). Include your name and phone number so she can call you back.

Step 1

**Step 1:** Go to the Academy of Peer Services: <https://www.academyofpeerservices.org/>  
**Step 2:** Click Log in



Step 2

Login

Already have an account? Log in below.

Step 3

**Step 3:** If you are a returning user, enter your username (email address) and password to Log in.

If you are a new user, click **Create new account** at the bottom of the screen and follow the instructions.

**Returning Users:** At the start of each Term, all of the previously registered courses and tests are reset. Before you can register for new courses, you must **complete the required \*APS Policies course**.

ACTIVE COURSES

In Progress

Not Started

Overdue

The **ACTIVE COURSES** window is empty at the start of each new Term.

Register for the **\*APS Policies course**.

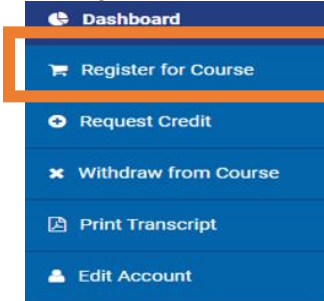
COMPLETED COURSES

**NOTE**

Existing users need to register for the **\*APS Policies course** and complete the Attestation before other courses become available.

**New Users:** You are pre-registered in the required \*APS Policies course. You can skip ahead to step 9 to complete the course and Attestation process (required) before returning here to register for new courses.

#### To Register for Courses...



Step 4

**Step 4:** Click **Register for Course** in the navigation bar.

**Step 5:** Click **Advanced Filters** under the green Find Course button (top right corner).



Step 5

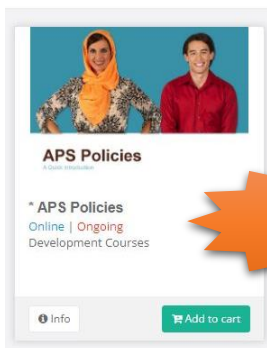
Under **Advanced Filters** are the following categories:

- Continuing Education
- Core Courses
- Development Courses
- Elective Courses
- **Required Courses**
- Supervision Courses

Step 6

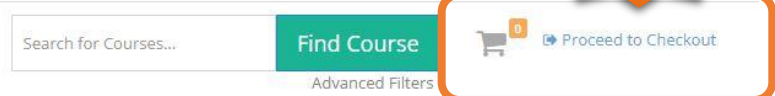
**Step 6:** Click **All Categories**. Then choose **Required Courses** in the menu to register for the \*APS Policies course.

For all other courses, choose the appropriate category in the menu or choose from the alphabetical listing in the Register for Courses window.



Step 7

**Step 7:** Click the green **Add to Cart** button.



Step 8

**Step 8:** Click **Proceed to Checkout** (next to the green Find Course button in the top right corner).

In the next two confirmation windows, click **Confirm** and **Go to Dashboard**. The course(s) will appear in the **ACTIVE COURSES** window of your dashboard.

**Step 9:** Click Dashboard and the title of the course in the ACTIVE COURSES window.

**Step 9**

ACTIVE COURSES

**\* APS Policies**

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This will open the “landing page” for the course. For the \*APS Policies you need to complete the Attestation and the Course Evaluation before you can register for any other courses in the Academy.

For all other courses you will complete a Posttest and Course Evaluation in order to receive a certificate.

**Step 10**

Start Course

**Step 11**

Attestation

**Step 12**

Complete Course Evaluation

**Step 10:** Click **Start Course** to launch the course. You may need to set the pop-up blocker to allow the APS site. To learn more, [click here](#).

**Step 11:** If you are taking the \*APS Policies course, click **Attestation** after you have completed the course. This requires you to agree that you understand the APS Policies and Terms of Use. For all other courses, the middle icon will be **Take Posttest**. You will have two attempts per Term to successfully complete the Posttest.

**Step 12:** Click **Complete Course Evaluation** to provide your feedback (This is required for all courses).

It may take up to two hours after completing the Attestation (or Posttest) and Course Evaluation before the course appears in the COMPLETED COURSES window of your Dashboard.

**Step 13:** When the course appears in COMPLETED COURSES, click the course title to access the Download Certificate link for the course certificate. If this is the \*APS Policies course, you will now be able to register for and complete all of the other APS courses.

**Step 13**

COMPLETED COURSES

**\* APS Policies**

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Download Certificate

For more detailed instructions on how to register for and complete Academy Courses, visit the [APS User Guide](#).

To learn more about the Academy of Peer Services, review the [Frequently Asked Questions \(FAQ\)](#).

For further assistance with any of these steps, send email to: [academyofpeerservicesnyomh@gmail.com](mailto:academyofpeerservicesnyomh@gmail.com). Be sure to include your name and phone number so the APS User Support Specialist can call you back.