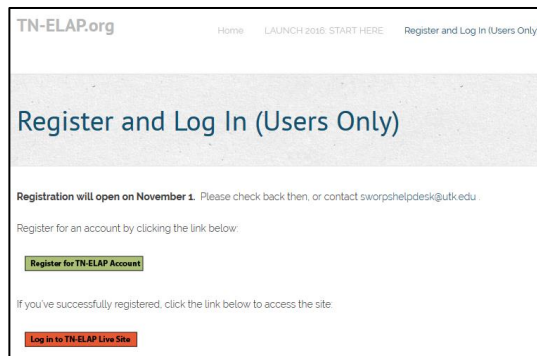


Hi, this is Deidre from the SWORPS Help Desk. In this segment, we'll be learning how to register for the TN ELAP data entry application.

First, you'll select the Registration link from [tn-elap.org](http://tn-elap.org), or you can type in the following URL: [elap.sworps.tennessee.edu/account/register](http://elap.sworps.tennessee.edu/account/register) Either way will take you to this page you see before you.



Once there, you will select a username. Today, we're going to create a user for TestBTest. Once you've selected a username, then enter your full name that helps us communicate with you in the future.

Then, you'll enter your e-mail address. This e-mail address will be used to reset your password if you ever forget, or if you get locked out the system, and it will send you system messages. If possible, use your business e-mail address.

Now, create a password. Passwords should be greater than seven characters

and they need to include at least one capital letter, at least one number, and at least one special character. A special character is a character that is neither a letter nor a number, such as an exclamation point or an asterisk.

The system will ask you to confirm your password. You'll need to type the same password in each box.

Now, choose your Grantee. Today, we're going to use the SWORPS Test Site. Once you choose your grantee, the centers associated with that grantee should pop up. You may choose one, or multiples of those as your role permits. If you have a question about which centers to choose, you should ask your grantee director. Today, we're going to choose SWORPS Test Center Two, the SWORPS Test Center, and SWORPS Test Center Three, which is a LEAPS grant. Both your 21<sup>st</sup> Century grant-funded centers and your LEAPS grant-funded centers should show up here.



After you've chosen your centers, please click Register.

And that's it. It will automatically direct you to the log in page. If you're registering during the first week of the product launch, you will not need to e-mail the Help Desk to let us know you've registered. We'll activate your account by default. If you encounter any difficulty, just let us know. We can be reached at [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu)

Thank you.