

Hi, this is Forrest from the SWORPS Help Desk. In this video, we'll be learning how to register for a TN-ELAP account.

First, visit TN-ELAP.org and choose the Register and Log In tab. This page is where you'll both register—with the Green button—and log in—with the red button. Click the Register for TN-ELAP Account button to navigate to the New Account registration form.

Enter the username you'd like to use to log in and enter your full name to help us communicate with you in the future.

The email address you enter will be used to reset your password if you ever forget it or are ever locked out of the system by trying to log in with an old password too many times. It will also be used to send you system messages. Whenever possible use your business e-mail address.

Your password must be at least seven characters long and it must include at least one capital letter, one number and 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.

Select the Grantee and Grant type associated with the Centers for which you would like to register. For this video, we are going to use the SWORPS Testing Grantee. Once you select the Grantee, its associated Centers should appear with checkboxes. You may select one or multiple as your role requires. If you are unsure of which centers to choose, ask your grantee director.

Once you have completed the registration form, click the Register button and you will be redirected to the log in page. To activate your account, shoot us an email at [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu).

If you encounter any difficulties, please get in touch with us at [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu) and we'll be happy to help.

