

Email Template for Self-Registration (New & Existing Learners)

Instructions

- **Customize this sample communication** to guide learners in accessing the UE Learning Portal through self-registration.
- **Self-registration for training can begin** once training admins generate their custom registration link for an individual course or learning plan.
- **Copy and paste the custom self-registration link** for your training initiative and institution branch ID code into the communication.
- **Existing users can use a self-registration link** to enroll in additional courses.

[Draft an announcement to learners regarding the purpose of the training.]

We ask that you complete the following courses:

- **[COURSE TITLE(S)]**

To begin training, go to **[self-registration link]**.

For users **without** an account, follow these steps:

1. Click “Register” and complete the registration form.
 - a. Enter your first name, last name, and email address.
 - b. Create and confirm your password.
 - c. Select your language.
 - d. Enter the following branch code: **XXXXXXX**.
 - e. Review and accept the Privacy Policy.
2. Click “Next.”

For users **with** an account, follow these steps:

1. Enter your login credentials.
 - a. Username: Your **[INSTITUTION NAME]** email address
 - b. Password: **[TEMPORARY PASSWORD]**

Use the **Forgot Password link** to reset your password if the information above doesn’t work.

2. Click “SIGN IN.”

All learners:

- You will be taken directly to the course content.
- You will receive a confirmation email upon successful completion of each course.

Need Help?

If you have any issues with signing in or accessing the courses, click any **Support Portal link** on the site or call the helpdesk at (877) 209-2236.

Direct all other questions to **[CONTACT NAME]** at **[CONTACT EMAIL ADDRESS]**.

Thank you for your time and cooperation in completing this essential training program.