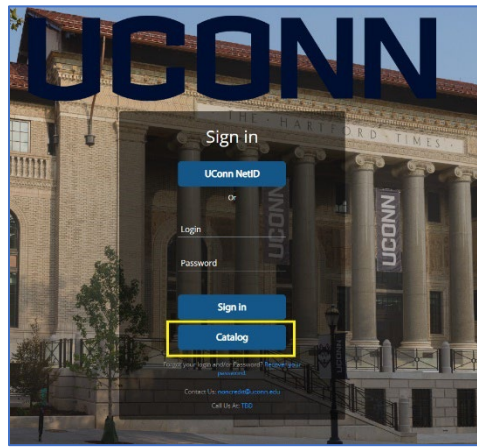## How to log-in if you've been registered by your municipality.
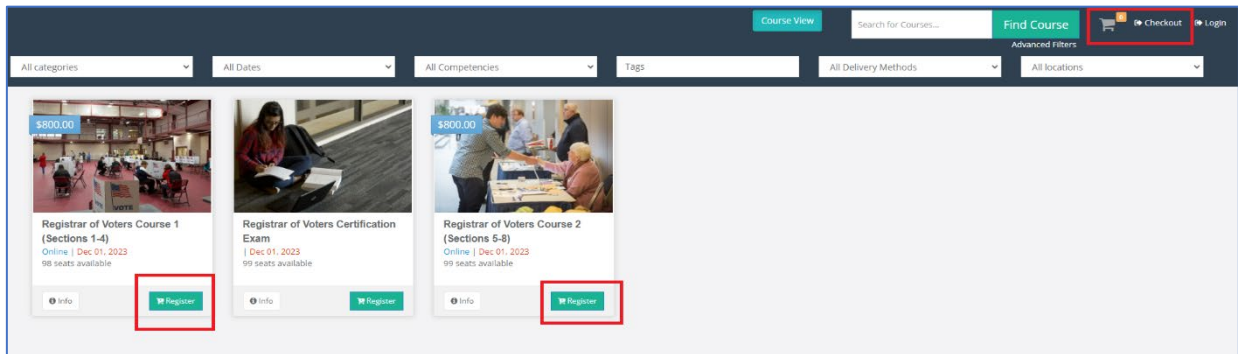
If you've been registered for the Registrar of Voters course by your municipality, you should've received an email with your Username – **first name.last name** - and a temporary password. Using this information, click here uconn.geniussis.com/PublicWelcome.aspx?AffiliateID=DG3RZ5 to go to the course landing page, and login with your username and password and click – sign in. This will take you to the course.

How to Self-Register for ROV Program courses.

1. If you are self-registering, or registering learners from your municipality, click on the button that reads 'Catalog' from this link: uconn.geniussis.com/PublicWelcome.aspx?AffiliateID=DG3RZ5

2. Once you are in the catalog screen (screenshot below), click on the green register button for the course you want. This will add the course to the basket in checkout at the top right of the screen.

3. Click on the course in the checkout, this will open a new window which is the registration page. Complete all the information requested and click **"Register"** on the blue rectangle:

4. If you are registering someone other than yourself, add their information, name, email and phone. You need to register one user at a time. When you've completed the registration information, click on the blue rectangle.

5. Once complete, you'll be taken to the **Course Confirmation** page. On the right side of the page in a box that says "Cart Summary." That will show the cost of the course with a box to add a coupon code (as applicable for users who've submitted previous payments).

    a. If you have a coupon code, add it <u>EXACTLY</u> as provided by UConn SPP staff via email

6. After the code is accepted, a box at the bottom of the page will show "<u>Payment Method</u>." <u>Click the down arrow</u> to select: "**Pay via credit card or ACH check**." – then click on the green box that says "**Make Payment**."

7. This should bring you to a payment page (example below). Required data entry will be determined by the selection of payment via credit card or via ACH, and the page will automatically adjust based on your selection.

8. Once you submit payment details you will be asked to confirm the "Return Policy Agreement," checking the appropriate box, and then hitting **Continue.**

9. After payment is processed you should receive a registration confirmation message on your screen. if you self-registered, you will be taken to the Genius learner portal where you will see your course.
   a. If you registered others to take the course, an email will be sent to them with the information they need to log on including their username (first name.last name) and password.

10. Registered users should receive email confirmations from UConn for both the creation of their account, and for their registration in each respective course. Those emails should originate from uconn@geniussis.com – so keep an eye out in spam and junk folders.