

How to Register a User Account

Introduction

This document will explain how to create a **new user account** on the "E3 Courses" website. The "E3 Courses" learning platform is used to conduct online courses that are developed and/or maintained by the Ayers Institute for Teacher Learning & Innovation.

This document is intended for *new users* of the learning platform. If you are an *existing user* of the learning platform and your login username/password is working properly, you can proceed to the [How to Enroll in a Course](#) document.

Launch a compatible Web browser

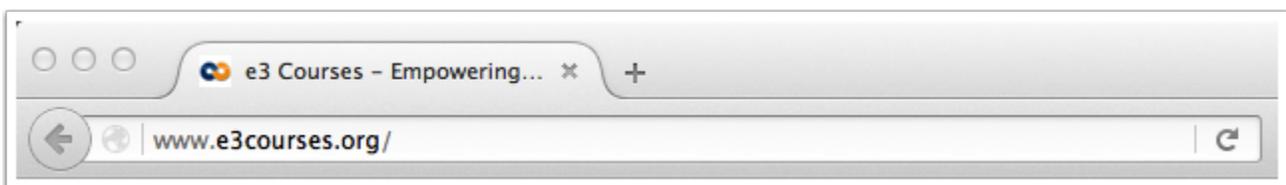
The "E3 Courses" website is designed to run properly in Web browsers that support [World Wide Web Consortium \(W3C\)](#) standards for Web development.

We recommend you access our online courses using an up-to-date version of *either* [Mozilla Firefox](#) or [Google Chrome](#). Both are free to download and use, and they are available for Mac and Windows operating systems.

WARNING: Using other Web browser software (such as Internet Explorer) may result in both functional and aesthetic problems with the learning platform.



Navigate to the Learning Platform



The Web address for "E3 Courses" learning platform is:
<http://www.e3courses.org>

Type this address into the Address Bar of your web browser.

Front Page of the Learning Platform

Ayers Institute | About Us | Initiatives | Resources | Contact | Help

LOGIN: Username [password] →

e3 COURSES
Empowering and Equipping Educators

We Issue
OpenBadges

Home | Teacher Preparation | College Access | INVEST Videos

Site Registration

You must register as a student before you can enroll in any of the courses on the e3 Courses website. Registration is started by completing an online form.

[REGISTER NOW](#)

After filling out the form, you will receive an e-mail with instructions on confirming your e-mail address and activating your account.

[Forgot Password?](#) | [Contact Us](#)

"The Courses @ Ayers Institute" are now:
e3 Courses
"Empowering and Equipping Educators"

These online courses are still offered by the Ayers Institute for Teacher Learning & Innovation.

Courses

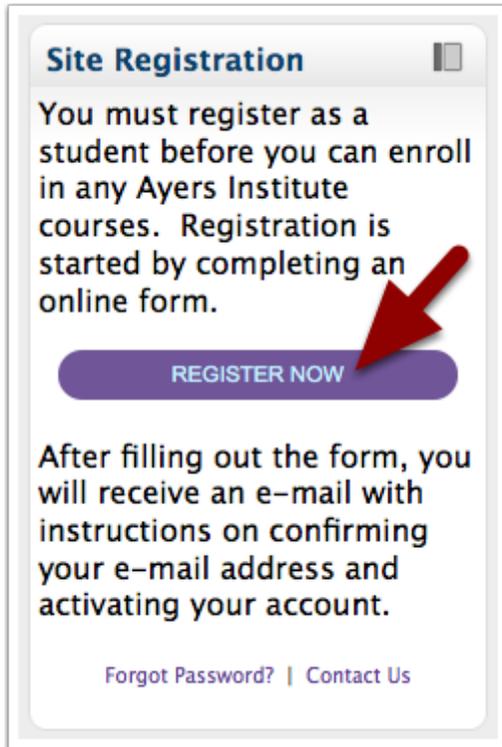
▼ Collapse all

▼ Teacher Preparation MOOCs

- Introduction to the Tennessee Academic Standards
- Planning and Assessing for Learning
- Pedagogical Shifts to Instructional

On the Front Page of the Learning Platform, look for the "Site Registration" block in the left-hand sidebar.

Start the User Account Registration Process



Click on the "Register Now" button to start the registration process. When completed, you will have a User Account that enables you to access Learning Platform content and to enroll in online courses.

Complete the "New Account" Form

The screenshot shows a registration form with the following sections and fields:

- Choose your username and password:**
 - 1. Username* (text input)
 - Password* (text input) with an "Unmask" checkbox. A note states: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)".
- More details:**
 - 2. Email address* (text input)
 - Email (again)* (text input)
 - 3. First name* (text input)
 - Last name* (text input)
 - 4. City/town* (text input)
 - Country* (dropdown menu showing "United States")
 - 5. reCAPTCHA: A box containing the words "reCAPTCHA", "also", and "also". Below it is a text input field with the instruction "Enter the words above". Links for "Get another CAPTCHA" and "Get an audio CAPTCHA" are provided.
- 6. "Create my new account" button and "Cancel" button.

At the bottom right, a red note says: "There are required fields in this form marked *."

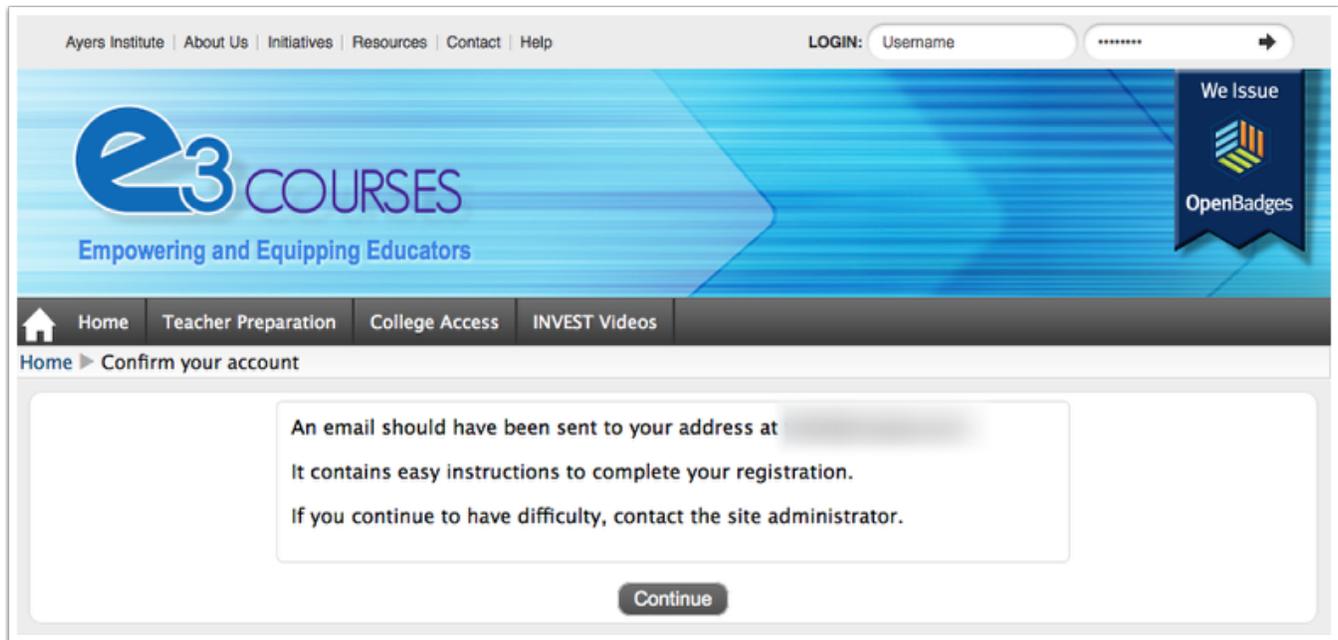
Fill-in *ALL* fields of the "New Account" form.

1. A **Username*** and **Password**** are required. Enter something that is both secure and memorable. (Requirements noted below.)
2. Enter and confirm an e-mail address that you regularly access. **IMPORTANT:** The e-mail account must be working and you must have access to retrieve e-mails from this account in order to activate your user account.
3. Identify yourself with both first and last name.
4. Let us know your geographic location with city and country.
5. Verify that you are a human (not a machine) trying to access our website by typing the "CAPTCHA" words into the field provided.
6. Click the "Create my new account" button to continue.

* The username is restricted to lowercase letters, numbers, and symbols.

** To promote security, the password must include 8 or more characters and at least 1 of each: lowercase letter, uppercase letter, and number.

Confirm your account



After submitting the New Account form, you will receive a message about the next steps.

IMPORTANT: Before your account becomes activated, *you must confirm your account* using the e-mail messages sent to your e-mail address .

Locate the Account Confirmation message sent to your E-mail Account

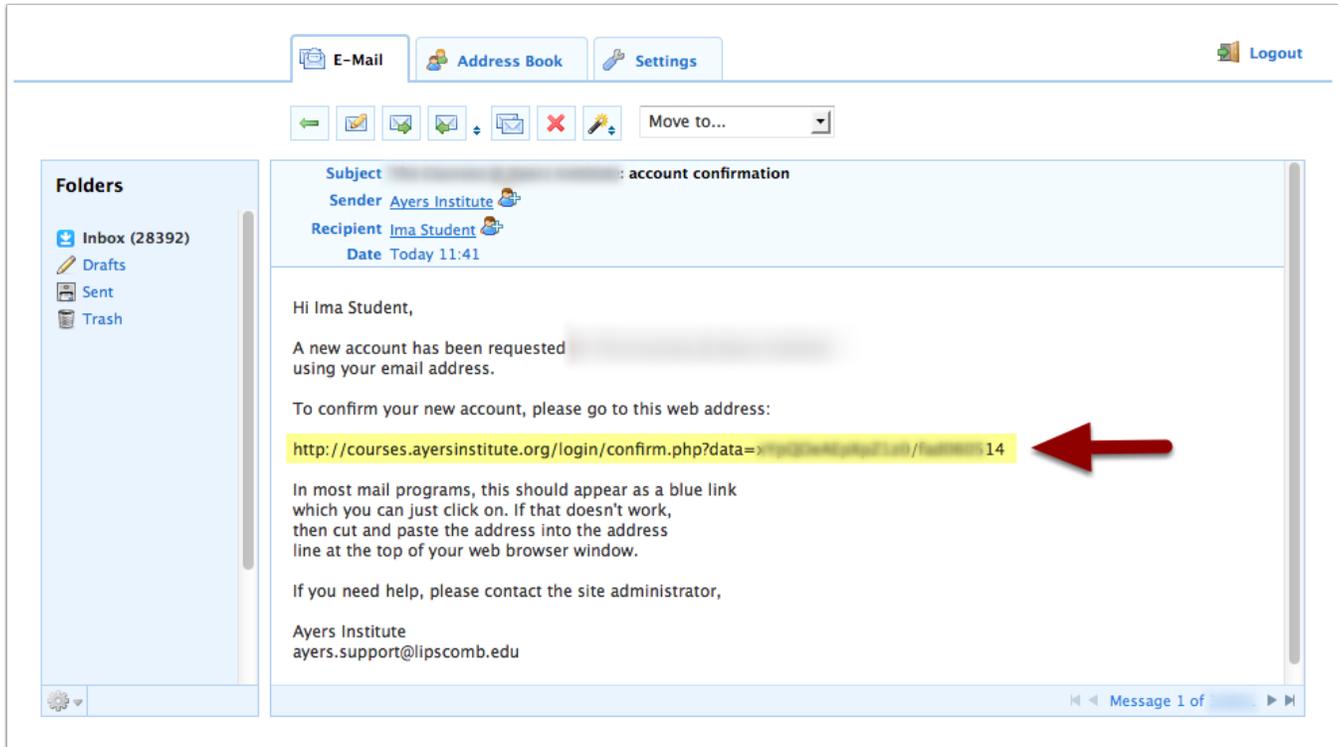
Check your e-mail account and look for a message titled: **“e3 Courses - Empowering and Equipping Educators: account confirmation.”** The e-mail will be addressed from: **Ayers Institute <ayers.support@lipscomb.edu>**.

TIP: This confirmation e-mail message is usually received within 1-5 minutes of when you submit the user registration form on our website.

If the confirmation message is *not* received, you should:

- Check your “SPAM” or “Junkmail” folder to see if the message was incorrectly categorized.
- Check with your e-mail system administrator to ensure that messages from “ayersinstitute.org” and “lipscomb.edu” are allowed into your e-mail system (a.k.a. Whitelisted).
- If not received within 1 hour, please contact the Ayers Institute for technical assistance using the e-mail address: ayers.support@lipscomb.edu.

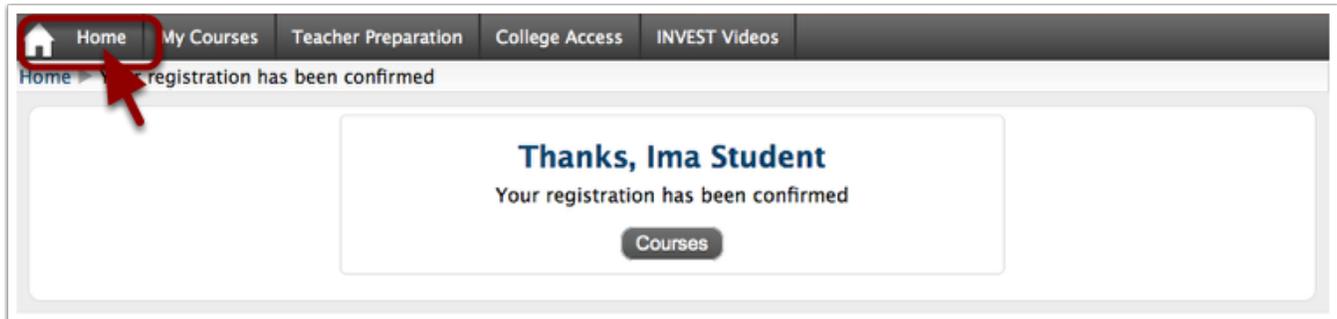
Use the Confirmation Hyperlink provided in the E-mail Message



If the hyperlink is stylized with color and underlined, then click the hyperlink.

If the hyperlink is not stylized, then copy the link text (highlighted line above) and paste it into your Web browser's address bar.

Confirmed User Account



When you visit the confirmation Web page (hyperlink sent in the e-mail message), your User Account on the Learning Platform is confirmed and immediately becomes active.

Click on the "**Home**" link in the gray menu bar to return to the Front Page listing of course categories and specific course offerings.

Conclusion

Now that you have an active **user account** on "E3 Courses" website, you can view informational pages and enroll in our online courses.

Your Next Steps:

While logged into your user account, we suggest you should enroll in one or more courses (see [How to Enroll in a Course](#)).

NOTE: You cannot access learning materials for a course until you enroll in that course. Some courses are *open-enrollment*, while other courses require an *enrollment key* before you can successfully enroll.

If you have questions or need technical support, please contact us by e-mail at ayers.support@lipscomb.edu.

Credits

E3 Courses are published and supported by the *Ayers Institute for Teacher Learning & Innovation*, an extension of the College of Education at Lipscomb University.



Information about the Ayers Institute's mission, programs, services, and educational resources is available on our website at <http://www.ayersinstitute.org>.