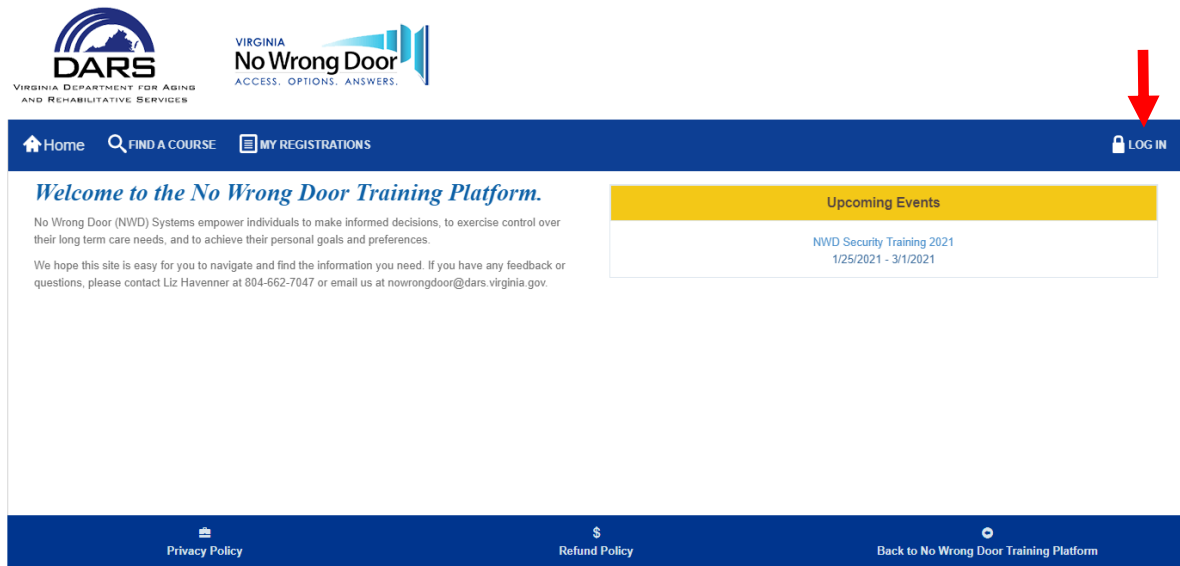
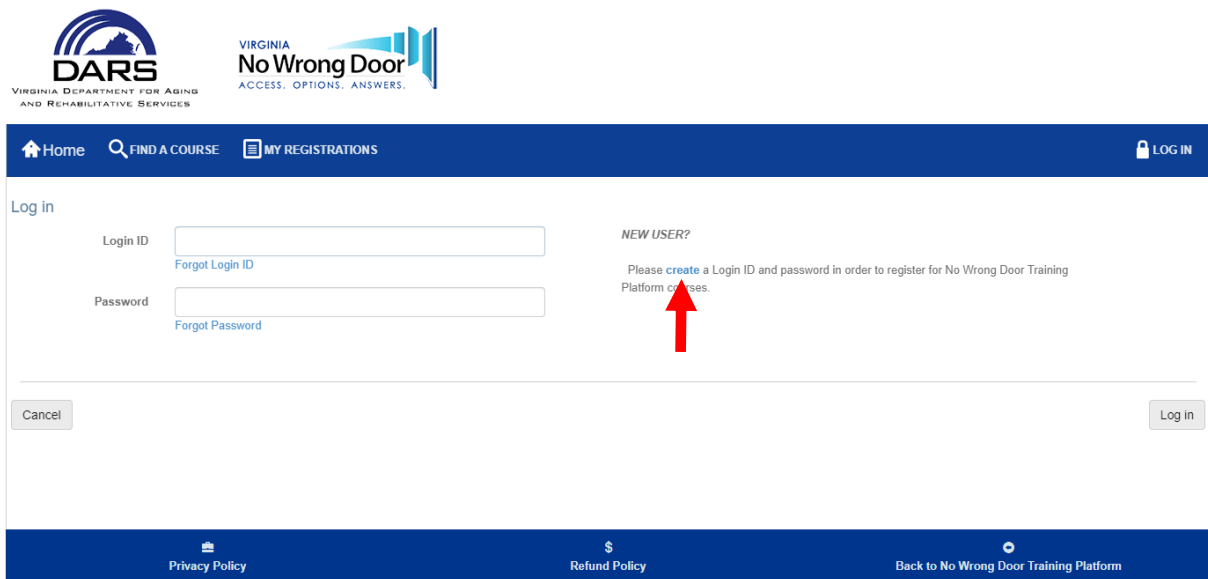


## CREATING A USER ACCOUNT

1. Log on to the NWD training platform: <https://dars-events.virginiainteractive.org> **LOG IN**



2. Click **create**



3. The **“Create Account”** screen displays. Enter the following information:
  - a. Login ID: must have at least 6 characters. Only alpha (a-z, A-Z), numeric (0-9), dash (-), and underscore (\_) are allowed

- b. Password: Your password is case-sensitive and must have at least:
  - 8 characters minimum
  - 1 uppercase letter (A-Z)
  - 1 lowercase letter (a-z)
  - 1 digit (0-9)
- c. Confirm Password
- d. First Name
- e. MI (optional)
- f. Last Name
- g. Title
- h. Agency/Organization: If your agency is not in the dropdown list please check the box labeled “My Agency/Organization not in list above” and enter your agency’s name in the provided field.
- i. Email
- j. Phone Number

Click **“Submit”**



Create Account

**New Account Information**

Please use the form below to create No Wrong Door Training Platform online account.

Login ID	<input type="text"/>	Login ID must have at least 6 characters. Only alpha (a-z, A-Z), numeric (0-9), dash (-), and underscore (_) are allowed.
Password	<input type="password"/>	Your password is case-sensitive and must have at least:  - 8 characters minimum - 1 uppercase letter (A-Z) - 1 lowercase letter (a-z) - 1 digit (0-9)
Confirm Password	<input type="password"/>	
First Name	<input type="text"/>	
MI	<input type="text"/>	
Last Name	<input type="text"/>	
Title	<input type="text"/>	
Agency/Organization	<input type="text"/>	
<input checked="" type="checkbox"/> My Agency/Organization not in the list above.		
Please Enter Agency Name below:		
	<input type="text"/>	
Email Address	<input type="text"/>	
Phone Number	<input type="text"/>	

#### 4. Activate your account via email



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### Account Activation Needed

Please check your email and click on the link provided in your email to activate your account. You cannot log in until your account is activated. The activation link will expire in the next 30 minutes.

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