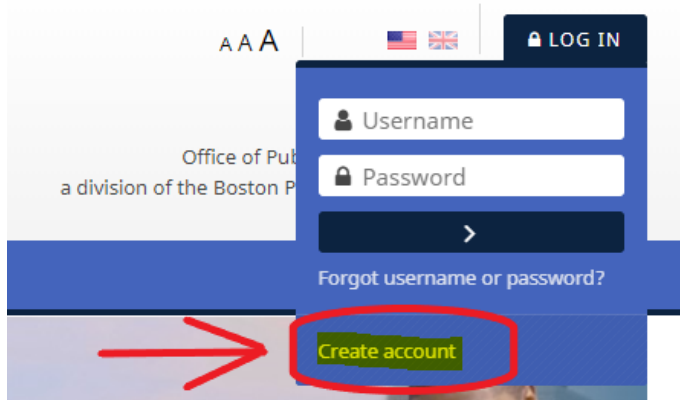


Instructions for creating an account on the DelValle Institute Learning Center

To create a new account on the Learning Center, follow the instructions below:

1. Navigate to the [DelValle Institute Learning Center](#)
2. Click the dark blue **LOG IN** button at the top right
3. Select "**Create new account**" at the bottom of the drop-down menu



4. Fill in the required information under the sections "**Choose your username and password**", "**Organization information**" and "**Licenses**".
 - a. *If you do not see the required fields to fill in, click on the "+" button to the left of the section title to display the drop-down menu with the required fields to fill in.*

5. When you are finished filling in the required information, select "**Create my new account**" at the bottom of the page.
6. Check your e-mail for a message to confirm your account to complete your new account registration
 - a. **If you do not see an e-mail from the DelValle Institute in your inbox, check your "Spam" and "Junk" folders. If you still do not see an e-mail, please contact the Delvalle Institute, at delvalle@bphc.org, to have your account confirmed within 7 days of creating your account.*