

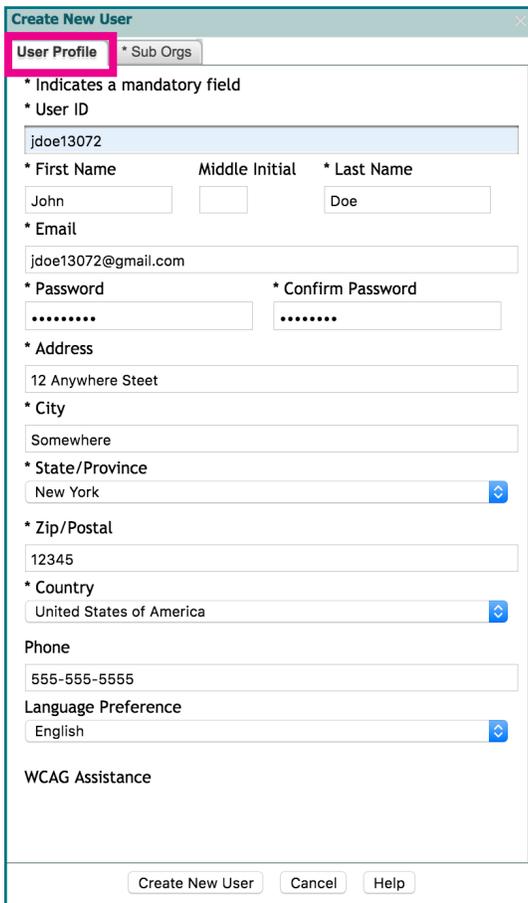
Creating a CourseMill Account

Users must self-register for a CourseMill account to access training provided by the NYS Workers' Compensation Board.

Navigate to the CourseMill application by typing or copying this address into your browser's address bar or by clicking on this link: <https://nyswcb.coursemill.com>



1. Select **Create New User**.



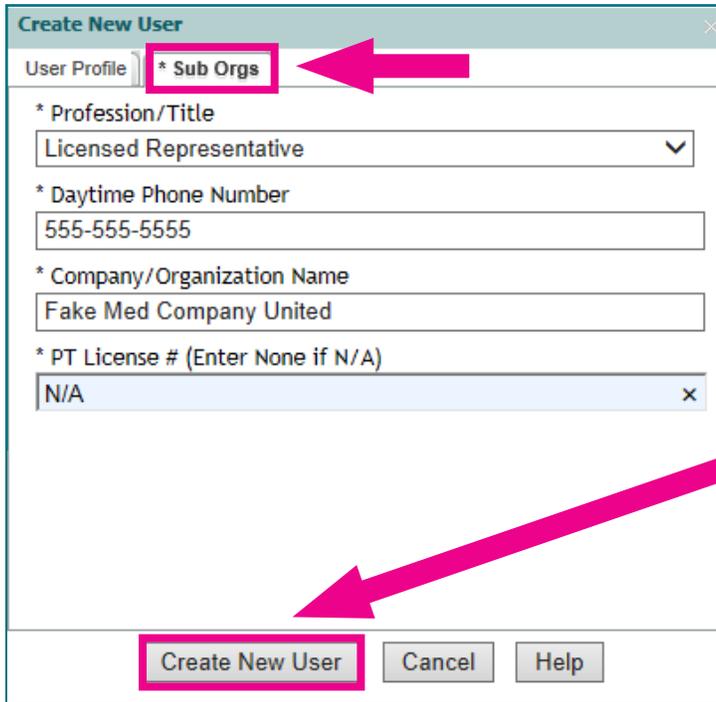
The **User Profile** tab will be displayed.

2. Fill in all fields.

Note: Required fields are marked with an asterisk.

Enter a **User ID**.

Passwords must be a minimum of eight characters, using a combination of upper and lowercase letters, numbers, and at least one of the following special characters: **! @ # \$ % ^ & ***



Create New User

User Profile | *** Sub Orgs**

* Profession/Title
Licensed Representative

* Daytime Phone Number
555-555-5555

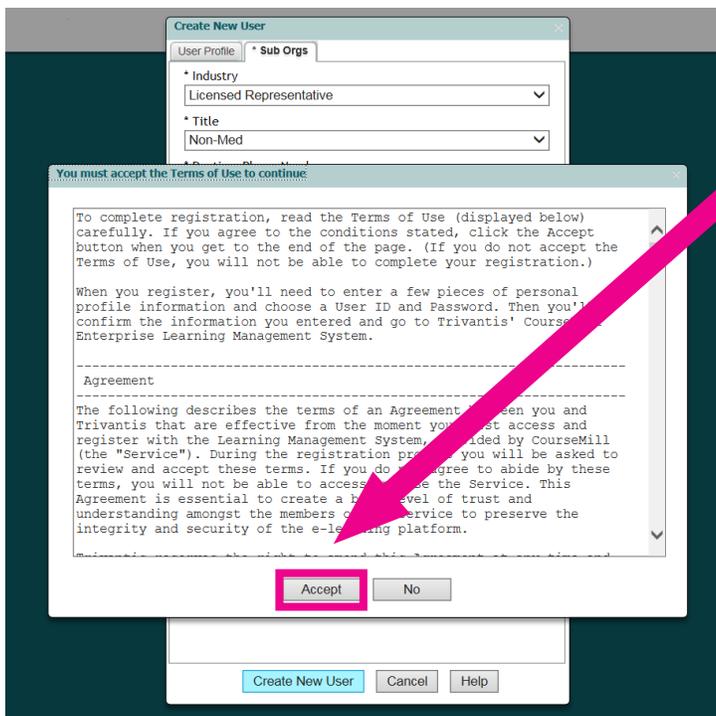
* Company/Organization Name
Fake Med Company United

* PT License # (Enter None if N/A)
N/A

Create New User Cancel Help

3. Click the **Sub Orgs** tab and fill in all fields displayed.

Click **Create New User** at the bottom of the window.



Create New User

User Profile | *** Sub Orgs**

* Industry
Licensed Representative

* Title
Non-Med

You must accept the Terms of Use to continue:

To complete registration, read the Terms of Use (displayed below) carefully. If you agree to the conditions stated, click the Accept button when you get to the end of the page. (If you do not accept the Terms of Use, you will not be able to complete your registration.)

When you register, you'll need to enter a few pieces of personal profile information and choose a User ID and Password. Then you'll confirm the information you entered and go to Trivantis' CourseMill Enterprise Learning Management System.

Agreement

The following describes the terms of an Agreement between you and Trivantis that are effective from the moment you first access and register with the Learning Management System, provided by CourseMill (the "Service"). During the registration process you will be asked to review and accept these terms. If you do not agree to abide by these terms, you will not be able to access or use the Service. This Agreement is essential to create a high level of trust and understanding amongst the members of the Service to preserve the integrity and security of the e-learning platform.

Accept No

Create New User Cancel Help

4. Read the **Terms of Use** and click **Accept** to access CourseMill.

To locate courses, see the **Enrolling in a Course** instructional resource. If you forget the User ID or Password you created, see the **Forgot Username or Password** instructions.