

## USING APTI -LEARN: ESTABLISHING YOUR PROFILE For First-time Users

If you were once registered with APTI, or took a course, you may already be in the new APTI-Learn system. On the main APTI-Learn login page, click the **'Not sure whether your email address is already registered? [Click here to check now](#)'** link, then enter your email address to see if you are already registered.

If your email address is registered, return to the login page and click the **'Forgot Password'** link in the grey **'Login'** box in the upper left corner of the main APTI-Learn.net page. Then you can establish a new password.

If your email address is NOT registered, click the **'First time user? Click here to register'** link in the grey **'Login'** box in the upper left corner of the main APTI-Learn.net page.

A **window** (like the one to the right) will appear. You can then enter :

- Your email address
- Confirmation of your email address
- Your first name
- Your last name
- A password of your own choosing (must be between 10 and 50 characters, and cannot contain '&')
- Confirmation of your password

When you are done, click the **'Next'** button.

This **second window** will appear, providing a series of drop-down windows for you to select the organization you are part of.

- If your agency is affiliated with a multijurisdictional organization (e.g., MARAMA, WESTAR, etc.), choose it from the **'Select an Organization'** menu. If you are affiliated with a school, Tribe, business, or other entity, chose it from the menu.
- If another **'Select an Organization'** menu appears, make the appropriate choice for your organization.
- If your organization does not appear in any drop-down menu, enter the name of your organization where prompted.

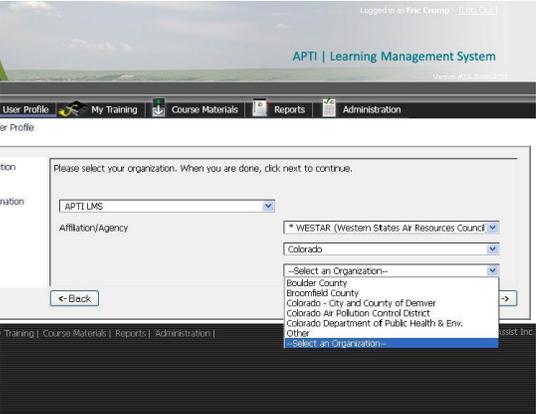
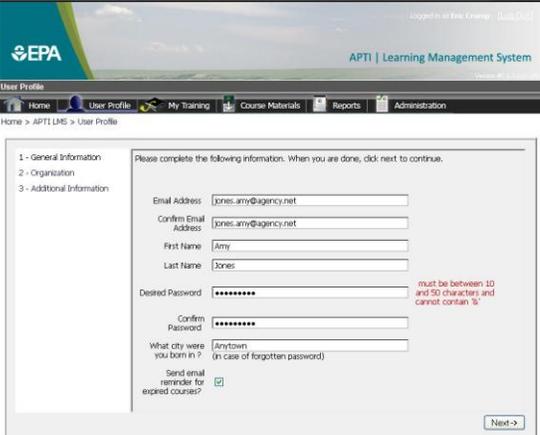


Welcome to the APTI Learning Manager

Welcome to APTI-Learn -- the Air Pollution Training Institut System APTI-Learn provides training for air pollution profes from online training. The goal is to facilitate professional de needed to understand and implement environmental progr APTI-Learn is divided by job function (e.g., air toxics, perm includes classroom, self-instructional, and web-based train special course and workshop offerings. To access training o need to establish a user profile. APTI-Learn allows you to n track your training efforts, as well as print course completio

Please contact us with your questions at: EM-Assist Help Di

[Not sure whether your email address is already registered ? Click here to check now.](#)



When you are done, click the **'Next'** button.

A **third window** will appear, with a list of air pollution agency job functions. Check the box next to each job function that fit into your job description.

Enter the following information in the appropriate fields:

- Your work phone
- Your job title
- Your work street address
- Your work city
- Your state
- Your work zip code
- Year you began work in the air pollution field
- Year you began work in your current job position

When you are done, click the **'Submit'** button to save your profile. Click any of the tabs at the top of the page to leave the "My Profile" section of APTI-Learn.

User Profile

Home User Profile My Training Course Materials Reports Administration

Home > APTI LMS > User Profile

1 - General Information  
2 - Organization  
3 - Additional Information

Please complete the following information. When you are done, click update to save your profile.

Please select job functions that apply:

- Administrative
- Air Toxics / Hazardous Air
- Ambient Monitoring, QA/QC
- Climate Change
- Emissions Estimation & Tr
- Inspection & Enforcement
- Introduction to Air Pollut
- Mobile Sources
- Modeling, Forecasting, & I
- Permit Writing
- Planning/ Regulation Dev
- Source Sampling and Mo

Functional Areas

Work Phone \_\_\_\_\_

Job Title \_\_\_\_\_

Work Street Address \_\_\_\_\_

Work City \_\_\_\_\_

Work State \_\_\_\_\_

Work Zip Code \_\_\_\_\_

Year started in Air Pollution field (YYYY) \_\_\_\_\_

Year started in Current Position (YYYY) \_\_\_\_\_

< Back Update