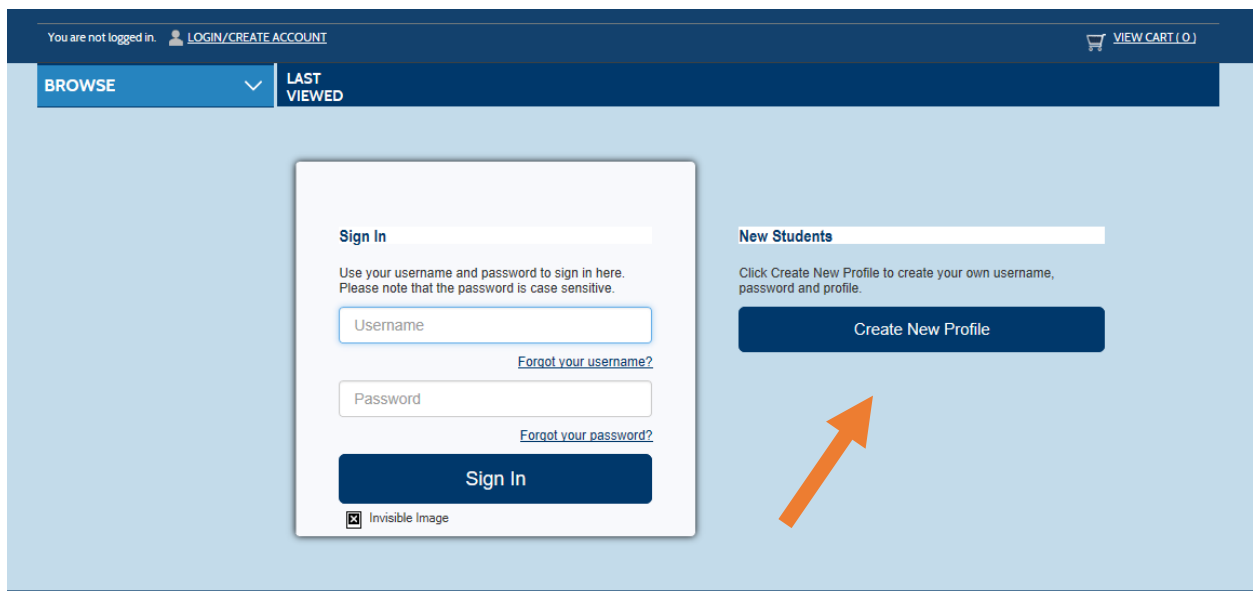# Creating a Lumens Account

1. Link to Lumens webpage

https://spcollege.augusoft.net//index.cfm?fuseaction=1995&retURL=/&waitingList=0&addToCart=0&int_class_id=0&int_catalog_id=0&int_category_id=0&int_sub_category_id=0&int_certificate_id=0

2. Click "Create New Profile"

3. Fill in the required fields.

STEP-1    STEP-2    STEP-3

Username*
Username: minimum 6 characters

Password*
Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: (){}!@$%^&*)

Strength

Re-enter password*

Password hint*

Identity Verification Question*
None specified

Identity Verification Answer*

E-mail*
Privacy Policy

Re-enter E-mail*

First name*

Middle Name

Last name*

4. Click the drop down and select your company aka department (if your company is not listed leave field blank and send email to calvert.stephanie@spcollege.edu)

STEP-1    STEP-2    STEP-3

Birthdate*
mm/dd/yyyy
00/00/0000

Company
None specified
If your company is not available in the list, select ** Add Company ** and you will be prompted to add your company's information after submitting this form.

**In the "Birthdate" field be sure to use your actual birthday**

| STEP-1 | STEP-2 | STEP-3 |
| --- | --- | --- |

**Birthdate***

mm/dd/yyyy

00/00/0000

**Company**

None specified

If your company is not available in the list, select ** Add Company ** and you will be prompted to add your company's information after submitting this form.

**In the "Health Care License Number" field input your FC DICE number**

| STEP-1 | STEP-2 | STEP-3 |
| --- | --- | --- |

**Educational Level**

None specified

**Gender**

○ Female ○ Male

**How you heard about us**

None specified

**Job Title**

None specified

Type or area of employment.

**E-mail Preference**

● Yes ○ No
Receive course related info via e-mail?

**Employer**

**Ethnicity**

Unknown or None specified

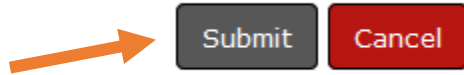**Individual with Disabilities**

○ Yes ● No

**Social Security Number**

**Health Care License Number**

**SPC PeopleSoft Student Number**

5. Once all information in inputted click "Submit"



6. Now that you have created a student account in Lumens you can register for classes.