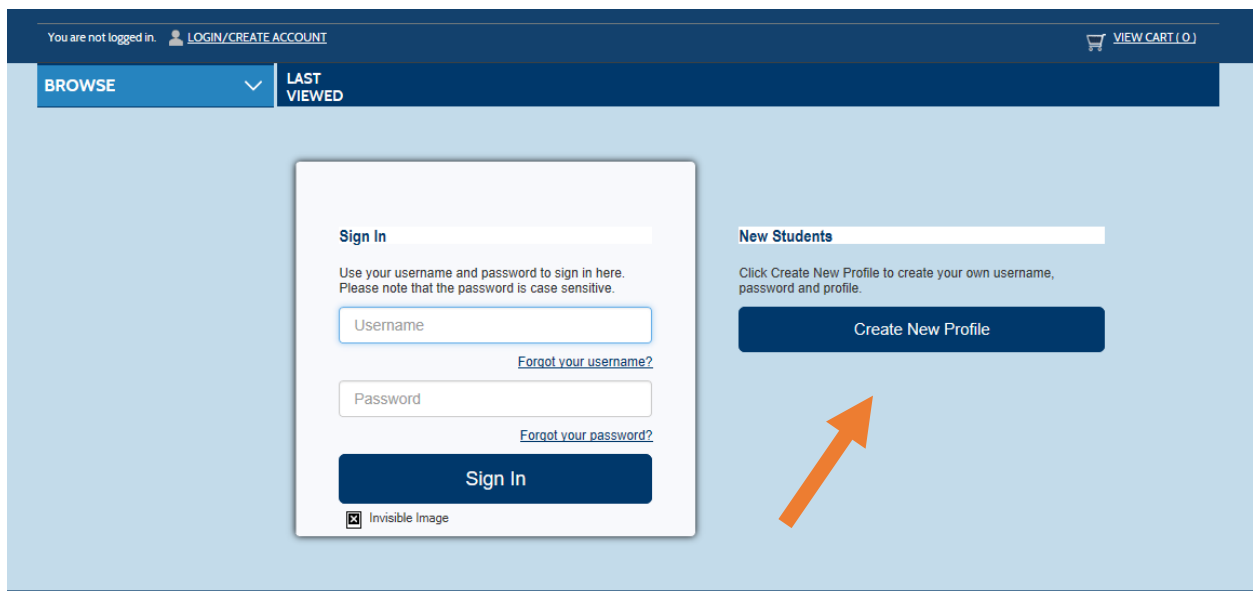


Creating a Lumens Account

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”



The screenshot shows the Lumens website interface. At the top, there is a navigation bar with 'BROWSE' and 'LAST VIEWED' options. Below this, the main content area is divided into two sections. On the left is the 'Sign In' section, which includes a form with 'Username' and 'Password' fields, a 'Sign In' button, and links for 'Forgot your username?' and 'Forgot your password?'. On the right is the 'New Students' section, which contains a 'Create New Profile' button. An orange arrow points to this button, indicating the next step in the process. The page also features a top navigation bar with 'You are not logged in. LOGIN/CREATE ACCOUNT' and a 'VIEW CART (0)' link.

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*
00/00/0000

Company

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

Gender Female Male

How you heard about us

Job Title
Type or area of employment.

E-mail Preference Yes No
Receive course related info via
e-mail?

Employer


Ethnicity

Individual with Disabilities Yes No

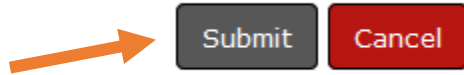
Social Security Number

Health Care License Number

SPC PeopleSoft Student Number



5. Once all information is inputted click "Submit"



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