Welcome to Student Org Finance Training. In order to participate in this training course, you will need to register yourself by carefully following the instructions below:

*(SPECIAL NOTE: YOU CANNOT BE LOGGED INTO CANVAS WHEN ACCESSING THIS TRAINING COURSE)*

**1st time user registration:**

1. Go to this URL [https://utah.instructure.com/register](https://utah.instructure.com/register) and select the green "I'M A STUDENT" button. *

* You should NOT be logged into Canvas when accessing this registration. If you are, log out first.
2. In the next window, you will need to use the Join Code: **E7NLMR**

<table>
<thead>
<tr>
<th>Student Signup</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Join Code</td>
<td>E7NLMR</td>
</tr>
<tr>
<td>Full Name</td>
<td>John Doe Treasurer UofU Cycling</td>
</tr>
<tr>
<td>Username</td>
<td>John Doe Treasurer UofU Cycling</td>
</tr>
<tr>
<td>Password</td>
<td>*******</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>*******</td>
</tr>
</tbody>
</table>

You agree to the terms of use and acknowledge the privacy policy.

Enter your Full Name as follows:
NAME / POSITION TITLE / CLUB TITLE with one space in between words. (Limit = 100 characters)

**i.e.** John Doe Treasurer UofU Cycling Club

Copy your new full name and paste it in the Username box. (Full Name and Username should be identical)

Create a password. Use 8 characters using letters and numbers. One letter needs to be capitalized.

You will enter the training course when you click the red "Start Learning" button.

---

**To re-enter the course after logging out:**
1. Go to this URL [https://utah.instructure.com](https://utah.instructure.com) and use the Canvas Guest Login ONLY.

2. Use your new username and password in the guest login.