

Quick Reference Guide

LINCS COURSE SIGN-UP INSTRUCTIONS

ACCESSING THE LINCS WEBSITE

Click on the LINCS link in the course syllabus:
<https://courses.lincs.ed.gov>



CREATE A LINCS ACCOUNT

Choose the button on the right that says, "CREATE ACCOUNT."

ENTER YOUR INFO:

- First name (required)
- Last name (required)
- Organization (optional)

CREATE A PASSWORD:

- Should be at least 8 characters in length.
- Is different from your past 12 passwords.
- Includes at least one character from each of the four categories:
 1. Upper-case letters
 2. Lower-case letters
 3. Numbers
 4. Special characters

SUBMIT THE FORM

- After reviewing the terms and conditions, select the checkbox and click "CREATE AN ACCOUNT."

NEED TO REGISTER?

[CREATE ACCOUNT](#)

First Name: **(required)**

Last Name: **(required)**

Email Address: **(required)**

Organization (optional):

Passwords must be at least 8 characters in length, must not be the same as any of your past 12 passwords, and must include at least one character from each of the following four categories: (1) upper case letters, (2) lower case letters, (3) numbers (4) special characters # \$ % & ' " () * + , - . /

Password: **(required)**

Confirm Your Password: **(required)**

I agree to the Terms and Conditions.

[CREATE AN ACCOUNT](#)



CHECK YOUR EMAIL INBOX

You should have received a verification email from LINCS.

- Click on the link provided in the verification email.
- Use your email and newly created password to log in by clicking the "SIGN IN" button at the bottom of the page.

ACCESSING THE COURSES

- Choose the "LEARNING PORTAL" option from the top-left side of the page.
- Under the "COURSES" heading, select the course that is listed in your syllabus.

You are now enrolled in the course and have access to all course content.

