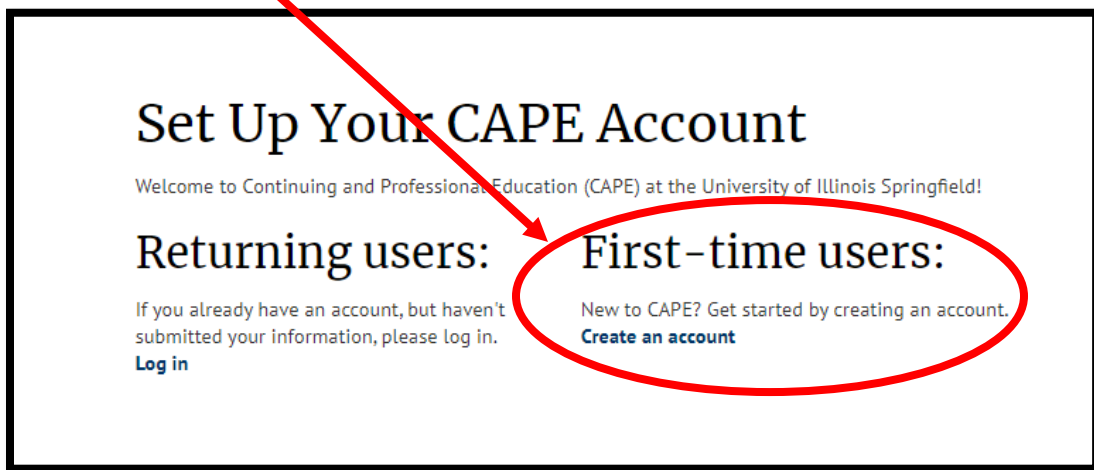


## Your Recipe for Grant Success UIS-ION Course Registration

### Step 1: Create Your Registration Account

This account will allow you to register for ION courses as UIC faculty and staff. The same account provides access to your non-credit transcript to verify completion of courses.

1. Go to [Set Up Your CAPE Account \(uis.edu\)](https://uis.edu)
2. Under “First-Time Users” click on **Create an account**.



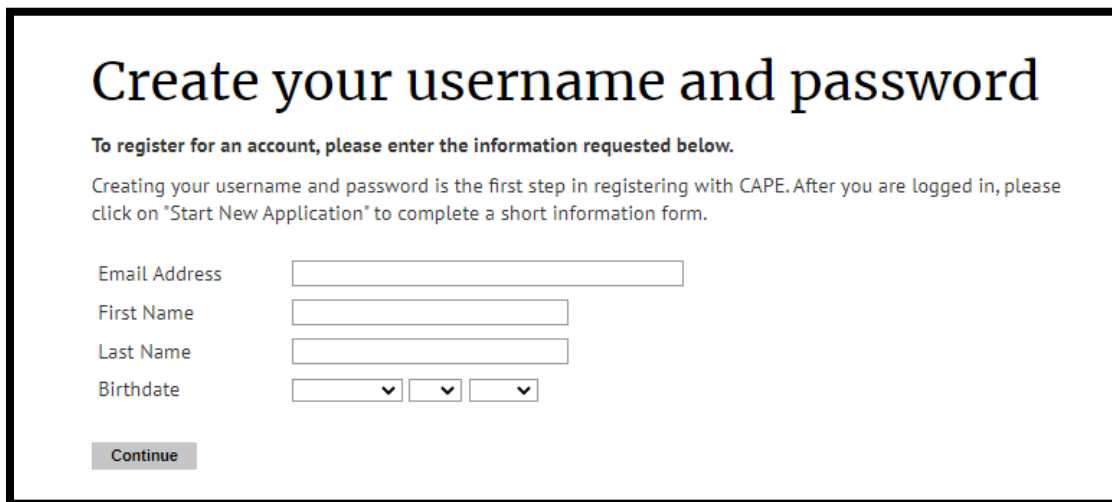
**Set Up Your CAPE Account**

Welcome to Continuing and Professional Education (CAPE) at the University of Illinois Springfield!

**Returning users:** If you already have an account, but haven't submitted your information, please log in. [Log in](#)

**First-time users:** New to CAPE? Get started by creating an account. [Create an account](#)

3. On the next screen, enter your First Name, Last Name, **Email Address**, and Birth Date, and then click **Continue**.



**Create your username and password**

To register for an account, please enter the information requested below.

Creating your username and password is the first step in registering with CAPE. After you are logged in, please click on "Start New Application" to complete a short information form.

Email Address

First Name

Last Name

Birthdate

[Continue](#)

4. The system will send you an email address with a temporary PIN. The pin may take a few minutes, please be patient.

**Log in to CAPE Account**

New to CAPE? Complete your application to login and register for courses.

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email [switch](#)

Account

Temporary PIN

Birthdate

[Login](#)

5. On the next screen, enter the temporary PIN and your birthdate, and click **Login**.
6. Enter your new password two times, following the password rules on the screen, and click **Set Password**.
7. Click on **Start New Application**.  
*This step creates your application, which allows you to register for classes. If you don't create the application, you will be able to login but NOT register for courses.*

**Set Up Your CAPE Account**

Welcome to Continuing and Professional Education (CAPE) at the University of Illinois Springfield!

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

8. Click **Create Application**, and then **Open Application**.

The screenshot shows the 'Set Up Your CAPE Account' page. A modal window titled 'Start New Application' is open, displaying the text 'Create Account' and 'Illinois Criminal Justice Information Authority'. At the bottom of the modal are two buttons: 'Create Application' and 'Cancel'. In the background, a table is partially visible with columns for 'Your App Type' and 'Submitted'.

9. Click on Continuing and Professional Education to complete and submit your application.

The screenshot shows the 'Personal Background' form. It includes sections for 'Name' and 'Addresses'. The 'Name' section has fields for 'First (Given)', 'Middle', 'Last (Family)', 'Suffix' (a dropdown menu), and 'Preferred First'. The 'Addresses' section has two main parts: 'Permanent Address' and 'Mailing Address'. Each part includes fields for 'Country' (a dropdown menu set to 'United States'), 'Street Address', 'City', 'State' (a dropdown menu set to 'Select State'), and 'Postal Code'. There are 'Delete' links next to each address section. At the bottom, there is an 'Insert Address' link.

After you've submitted your application, you'll be taken to your [Set Up Your CAPE Account \(uis.edu\)](#)

[Home](#)  
[Personal](#)  
[Background](#)  
**Organization**  
[Signature](#)  
[Review](#)  
[Status Page](#)

## ICJIA Organization

**Job Title (required)**

**Organization Name (required)**

**Service Area Zip Code (required)**

**If you have additional Service Area Zip codes to enter, check this box. (required)**

☒ No, I do not have any additional Service Area Zip Codes to enter.  
☐ One additional Service Area Zip Code  
☐ Two additional Service Area Zip Codes

**GATA ID (required)**  
If you do not yet have a GATA ID, please enter "none."

**Continue**

Click Continue, type your name and Continue.

[Organization](#)  
**Signature**  
[Review](#)  
[Status Page](#)

In place of your signature, please type your full legal name:

Date Signed: August 6, 2021

**Continue**

If you see an error page, but are satisfied with your application, click on **Submit Application**.

The screenshot shows a web page titled "Review". On the left is a navigation menu with links: Home, Personal, Background, Organization, Signature, Review (highlighted), and Status Page. The main content area has the heading "Review" and a message: "We have detected the following potential problems with your application:". Below this is a table with two columns: "Section" and "Warning". The table contains one row where the "Section" is "Organization" and the "Warning" is "Information marked on this page is missing. Please complete the required fields." Below the table, there is a line of text: "If you are satisfied with your application and are ready to submit it, click Submit Application." At the bottom, there are two buttons: "Submit Application" (circled in red) and "Save for Later". A red arrow points from the text above to the "Submit Application" button.

Section	Warning
Organization	Information marked on this page is missing. Please complete the required fields.

If you are satisfied with your application and are ready to submit it, click Submit Application.

**Submit Application** Save for Later

You will see a “pop-up” screen asking to acknowledge information is accurate and complete and ready for submission.

Click OK

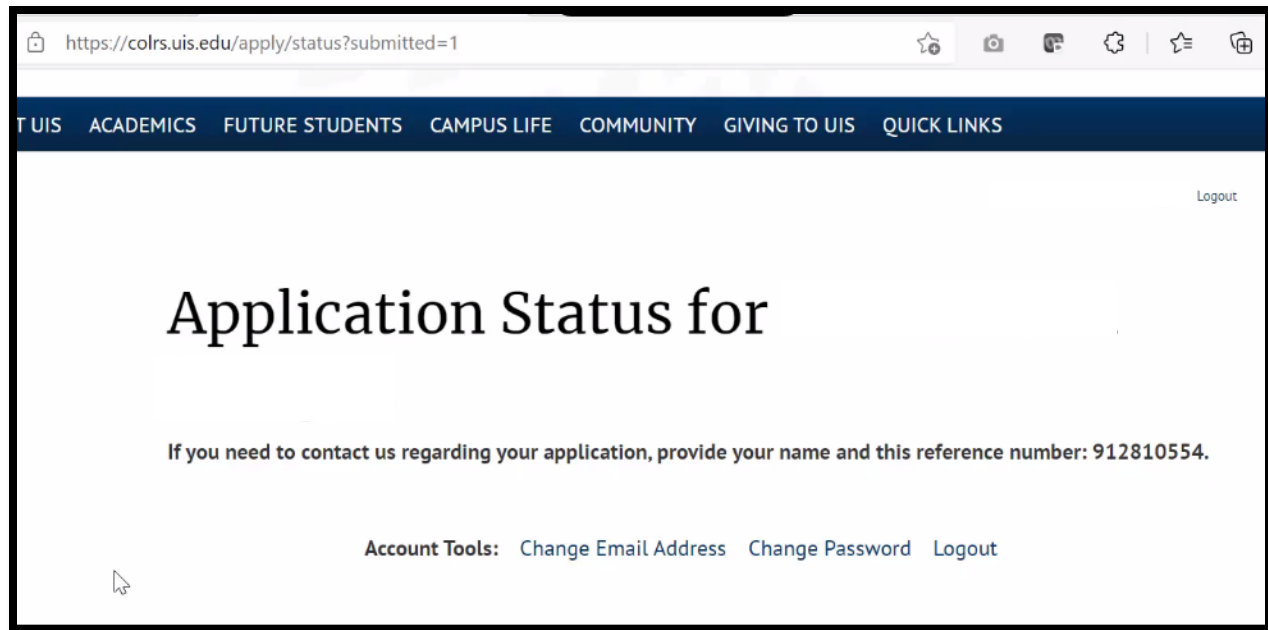
The screenshot shows a pop-up dialog box from colrs.uis.edu. The text inside the dialog box reads: "I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission." At the bottom right of the dialog box are two buttons: "OK" (circled in red) and "Cancel". The background of the page is partially visible, showing a header with "UIS 21 Project" and "GATA", and a footer with "ABOUT UIS", "ACADEMICS", "FUTURE STUDENTS", and "CA".

colrs.uis.edu says

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

**OK** Cancel

After you click ok, you are **NOW** registered.

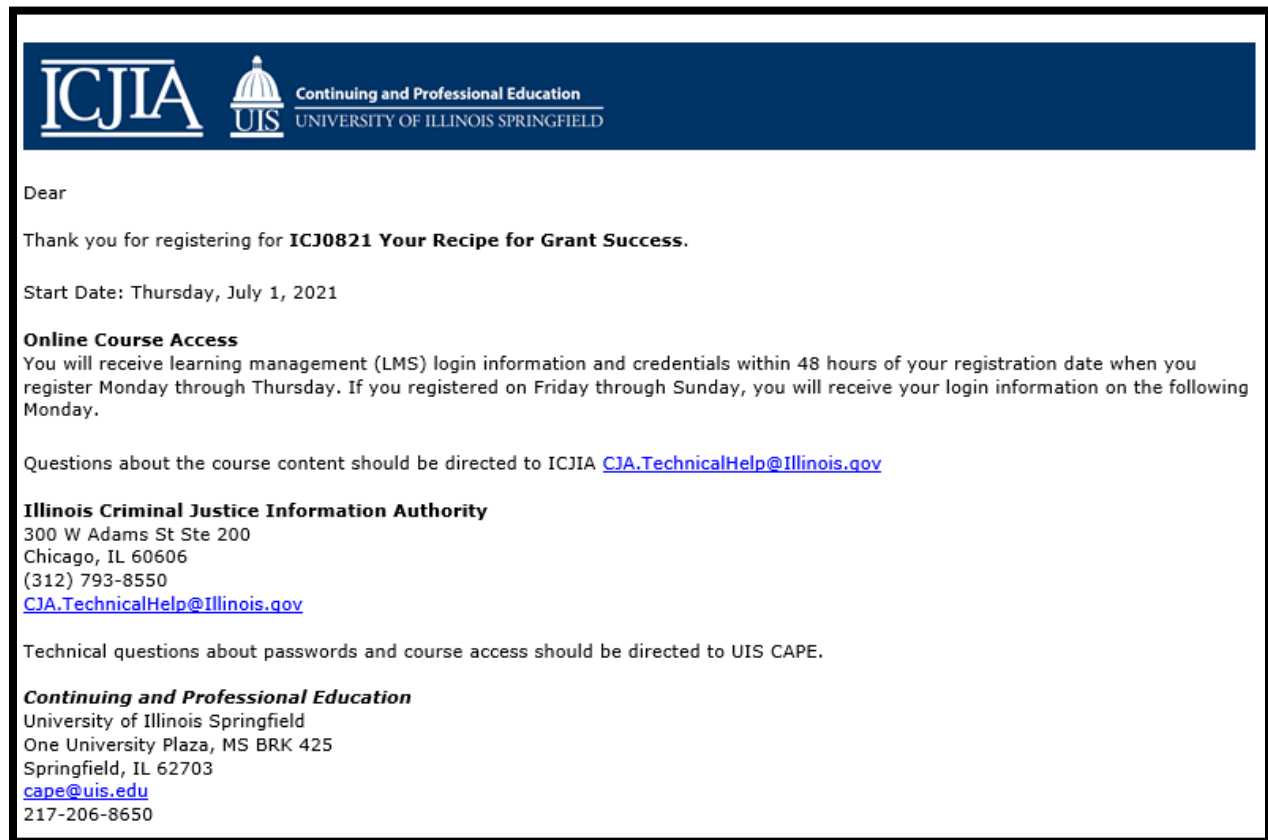


**You are now registered in CAPE. Close this page in your browser. Click on this link [Illinois Criminal Justice Information Authority Course Schedule \(uis.edu\)](https://colrs.uis.edu/apply/status?submitted=1)**

**Register for the ICJIA course:**

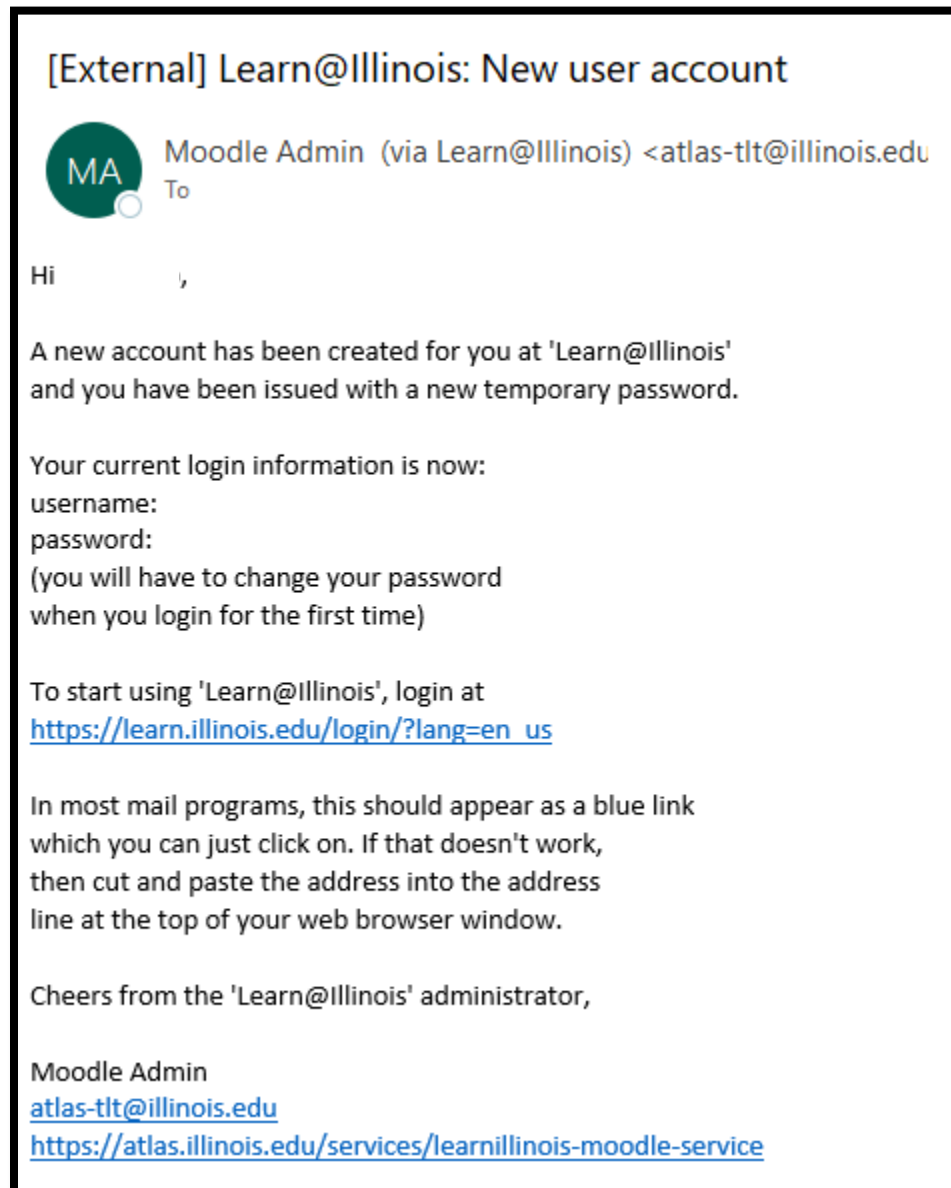


You will also receive an email confirming your registration:



**Your registration to the Course is complete. You will receive a separate email with credentials to begin the ICJIA course within 48hrs.**

Invitation Email will come from Moodle Admin

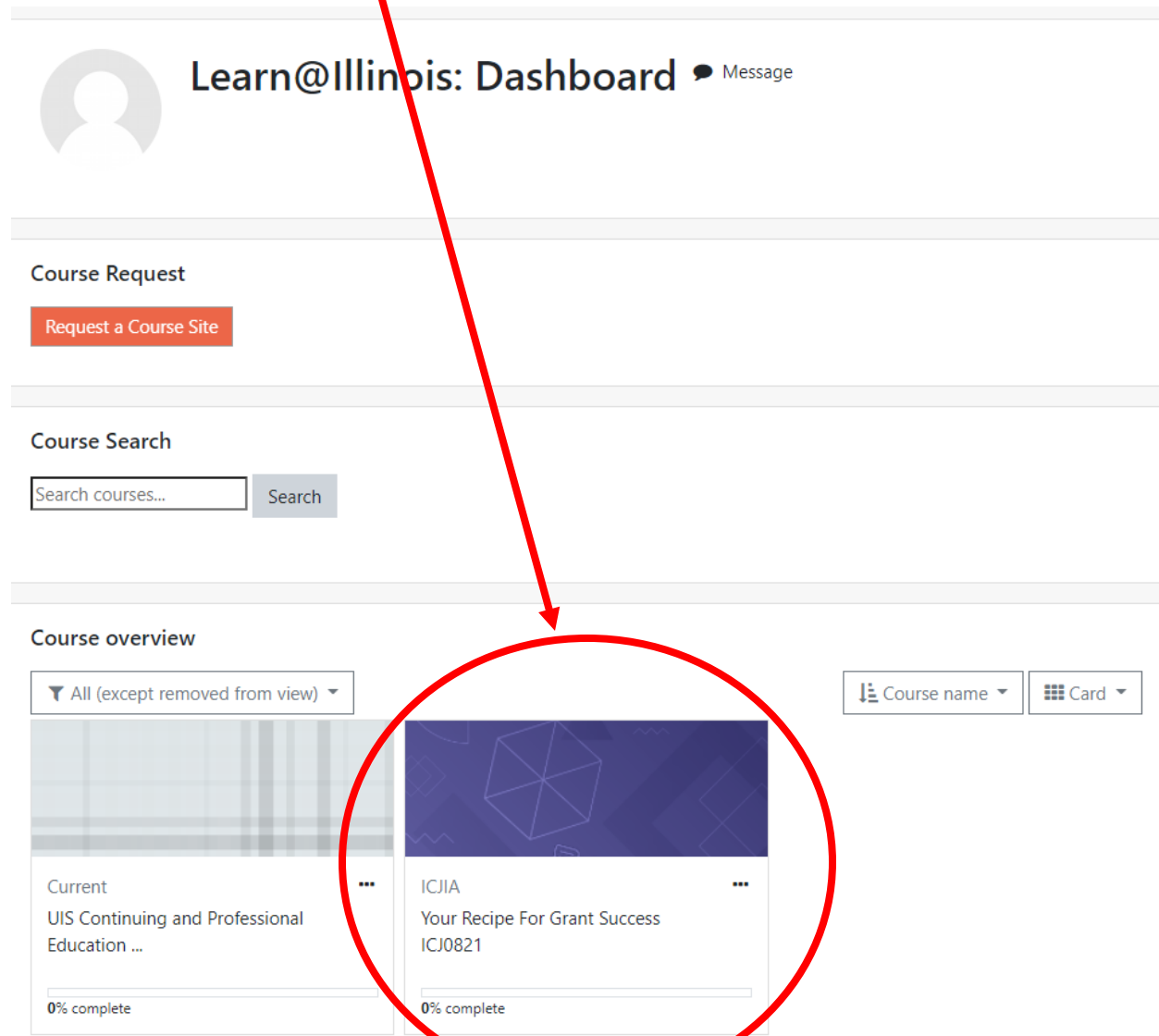


Remember to bookmark the link: [https://learn.illinois.edu/login/?lang=en\\_us](https://learn.illinois.edu/login/?lang=en_us)

Follow the link and type your username and password from the email. You will have to change your password when you login for the first time.



Click on the ICJIA / Your Recipe for Grant Success course



The screenshot shows the 'Learn@Illinois: Dashboard' with a user profile icon and a 'Message' link. Below the header, there are sections for 'Course Request' with a 'Request a Course Site' button, and 'Course Search' with a search bar and a 'Search' button. The 'Course overview' section features a filter dropdown set to 'All (except removed from view)' and two view options: 'Course name' and 'Card'. A list of course cards is displayed, with the second card, 'ICJIA / Your Recipe For Grant Success / ICJ0821', circled in red. A red arrow points from the text above to this circled card. The card shows 'Current' status, 'UIS Continuing and Professional Education ...', and a '0% complete' progress bar.

You have access to the course for the month you register in, if you wish to continue in the course after that month, simply click on the next month and continue enjoying the course.

Remember to Bookmark this link:

[https://learn.illinois.edu/login/?lang=en\\_us](https://learn.illinois.edu/login/?lang=en_us)

Next time you log into the course click on Moodle-Only Login:

Login with your Learn@Illinois Username and Password

Moodle-Only Login

Type your username and password:

Learn@Illinois

.....

☐ Remember username

Log in


[Forgot your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

Log in as a guest

Log in using your account on:

 NetID Login