



## 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 \(uis.edu\)](#)
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

Birthday

[Continue](#)

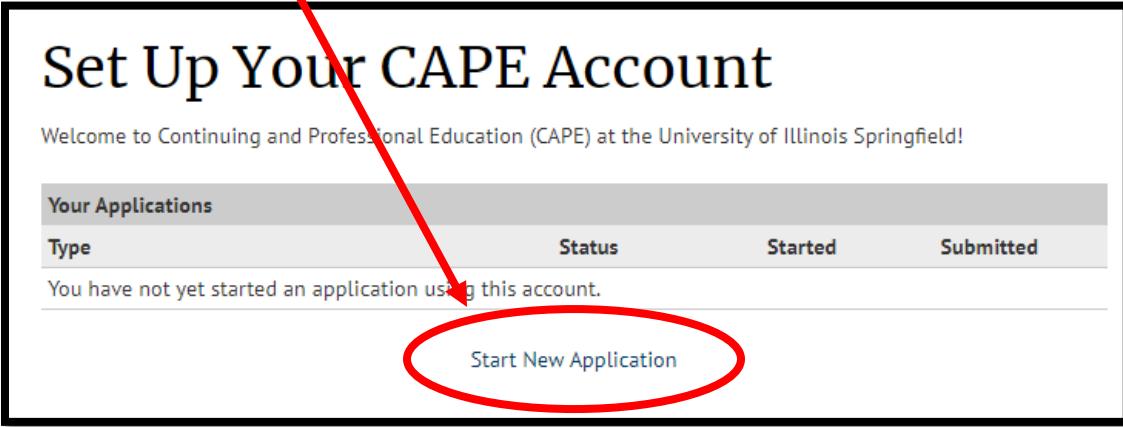
4. The system will send you an email address with a temporary PIN. The pin may take a few minutes, please be patient.



The image shows a login page titled "Log in to CAPE Account". Below the title, there is a message: "New to CAPE? Complete your application to login and register for courses." A green box contains the text: "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." The form includes fields for "Email" (with "switch" as a placeholder), "Account", "Temporary PIN" (input field), and "Birthdate" (three dropdown menus). A "Login" button is at the bottom.

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.*



The image shows a page titled "Set Up Your CAPE Account". It welcomes users to Continuing and Professional Education (CAPE) at the University of Illinois Springfield. A red arrow points from the "Start New Application" button on this page down to the "Start New Application" step in the previous list. The page includes a table for "Your Applications" with columns for Type, Status, Started, and Submitted. A message states: "You have not yet started an application using this account." Below the table is a blue "Start New Application" button, which is circled in red.

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

# Set Up Your CAPE Account

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

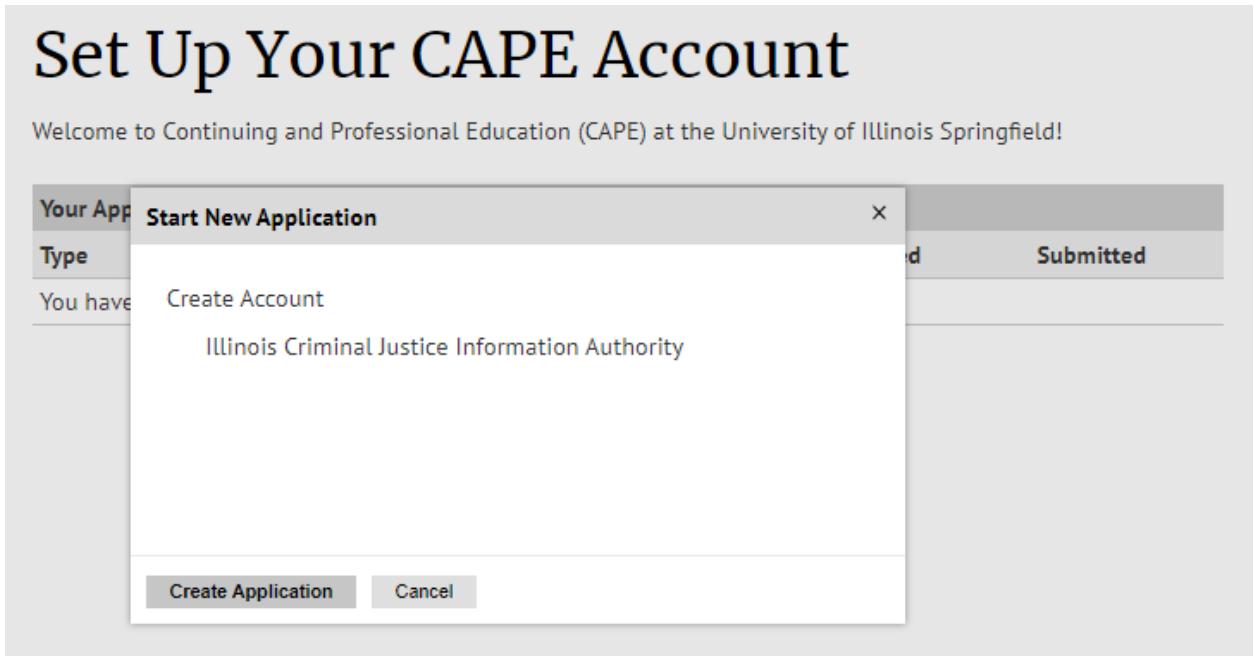
Your App  
Type  
You have

**Start New Application**

Create Account  
Illinois Criminal Justice Information Authority

**Create Application**   **Cancel**

**Submitted**



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

## Personal Background

**Name**

First (Given)   
Middle   
Last (Family)   
Suffix   
Preferred First

**Addresses**

**Permanent Address** [Delete](#)

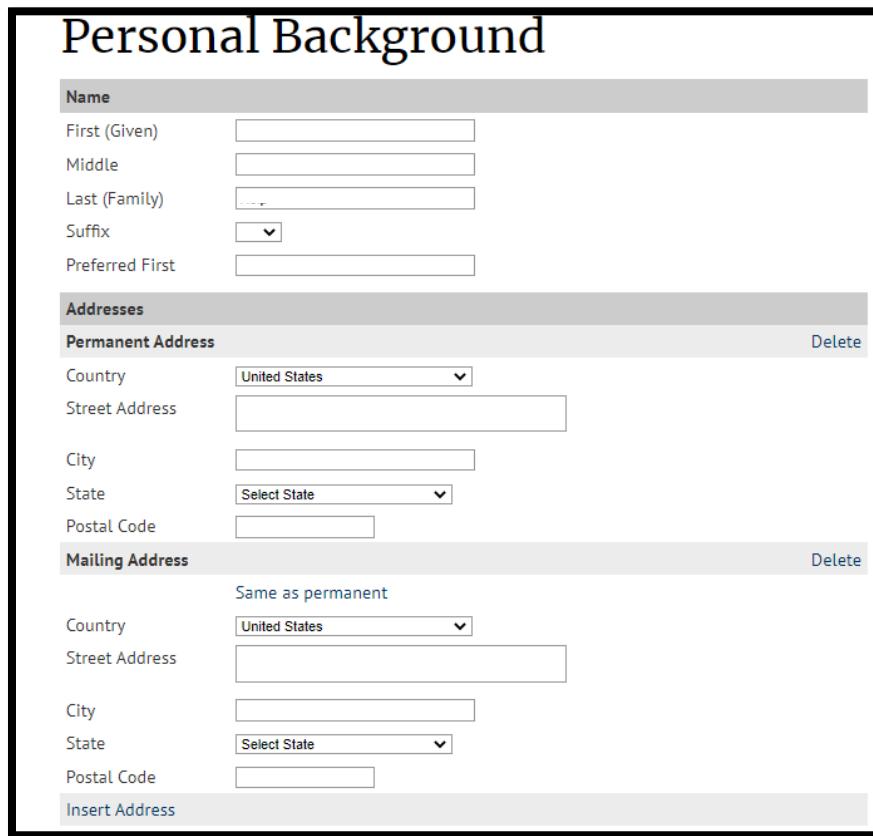
Country  United States   
Street Address   
City   
State  Select State   
Postal Code

**Mailing Address** [Delete](#)

Same as permanent

Country  United States   
Street Address   
City   
State  Select State   
Postal Code

**Insert Address**



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

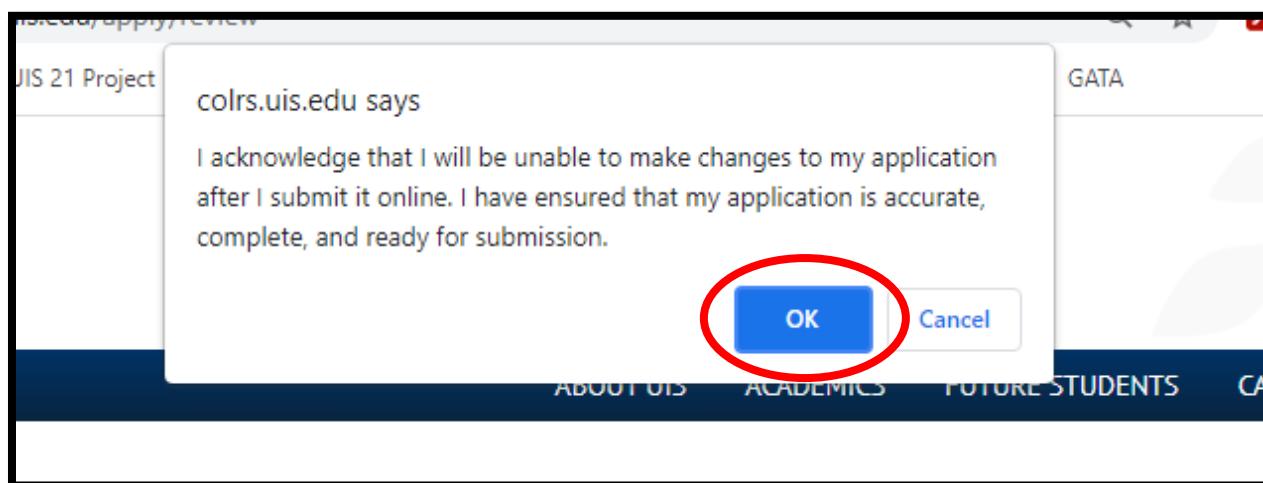
**Continue**

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

The screenshot shows a 'Review' page with a sidebar containing links: Home, Personal Background, Organization, Signature, Review (which is highlighted in grey), and Status Page. The main content area has a heading 'Review' and a message: 'We have detected the following potential problems with your application:' followed by a table. The table has two columns: 'Section' and 'Warning'. One row in the table is for 'Organization' with the warning: 'Information marked on this page is missing. Please complete the required fields.' Below the table is a message: 'If you are satisfied with your application and are ready to submit it, click Submit Application.' A red oval highlights the 'Submit Application' button, which is located next to a 'Save for Later' button.

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

Click OK



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

The screenshot shows a web browser window with the URL <https://colrs.uis.edu/apply/status?submitted=1>. The page title is "Application Status for". The header includes links for TUIS, ACADEMICS, FUTURE STUDENTS, CAMPUS LIFE, COMMUNITY, GIVING TO UIS, and QUICK LINKS. On the right side of the header is a "Logout" link. Below the header, a message states: "If you need to contact us regarding your application, provide your name and this reference number: 912810554." Underneath this message are "Account Tools" links for Change Email Address, Change Password, and Logout.

**You are now registered in CAPE. Close this page and  
Register for the select course:**

[Illinois Criminal Justice Information Authority Course Schedule \(uis.edu\)](#)

The screenshot shows a confirmation page for course registration. The title is "ICJ0821 Your Recipe for Grant Success". The main message says "Thank you, !". Below this, it states: "You have successfully registered for ICJ0821 Your Recipe for Grant Success. This course is offered by ICJIA in partnership with the University of Illinois Springfield (UIS)." A section titled "Accessing Your Course" explains that login information will be provided within 48 hours. Another section titled "Log In Questions?" provides contact information: "We're here to help! The CAPE office may be reached at [cape@uis.edu](mailto:cape@uis.edu) or 217-206-8650".

You will also receive an email confirming your registration:



Dear

Thank you for registering for **ICJ0821 Your Recipe for Grant Success**.

Start Date: Thursday, July 1, 2021

**Online Course Access**

You will receive learning management (LMS) login information and credentials within 48 hours of your registration date when you register Monday through Thursday. If you registered on Friday through Sunday, you will receive your login information on the following Monday.

Questions about the course content should be directed to ICJIA [CJA.TechnicalHelp@Illinois.gov](mailto:CJA.TechnicalHelp@Illinois.gov)

**Illinois Criminal Justice Information Authority**

300 W Adams St Ste 200

Chicago, IL 60606

(312) 793-8550

[CJA.TechnicalHelp@Illinois.gov](mailto:CJA.TechnicalHelp@Illinois.gov)

Technical questions about passwords and course access should be directed to UIS CAPE.

**Continuing and Professional Education**

University of Illinois Springfield

One University Plaza, MS BRK 425

Springfield, IL 62703

[cape@uis.edu](mailto:cape@uis.edu)

217-206-8650

**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

[External] Learn@Illinois: New user account

 Moodle Admin (via Learn@Illinois) <atlas-tlt@illinois.edu  
To

Hi ,

A new account has been created for you at 'Learn@Illinois' and you have been issued with a new temporary password.

Your current login information is now:

username:  
password:  
(you will have to change your password when you login for the first time)

To start using 'Learn@Illinois', login at  
[https://learn.illinois.edu/login/?lang=en\\_us](https://learn.illinois.edu/login/?lang=en_us)

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

Cheers from the 'Learn@Illinois' administrator,

Moodle Admin  
[atlas-tlt@illinois.edu](mailto:atlas-tlt@illinois.edu)  
<https://atlas.illinois.edu/services/learnillinois-moodle-service>

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. At the top, there is a user profile icon and the text "Learn@Illinois: Dashboard". Below this, there are three main sections: "Course Request" with a "Request a Course Site" button, "Course Search" with a search bar and "Search" button, and "Course overview". The "Course overview" section displays a grid of courses. One course is highlighted with a large red circle: "ICJIA" with the title "Your Recipe For Grant Success" and code "ICJ0821". This course has a progress bar showing "0% complete". Above the highlighted course, a red arrow points downwards from the initial instruction text.

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)