



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](#)

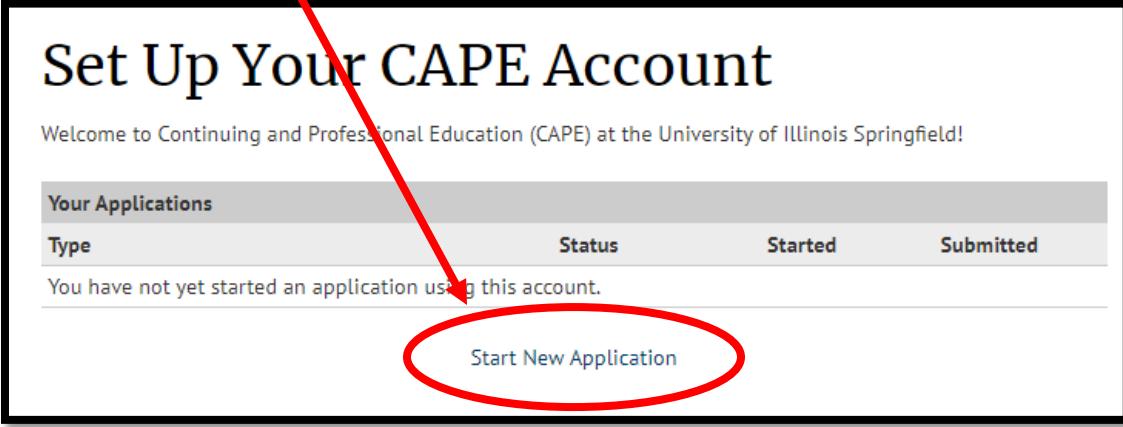
4. The system will send you an email address with a temporary PIN. The pin may take a few minutes, please be patient.



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!

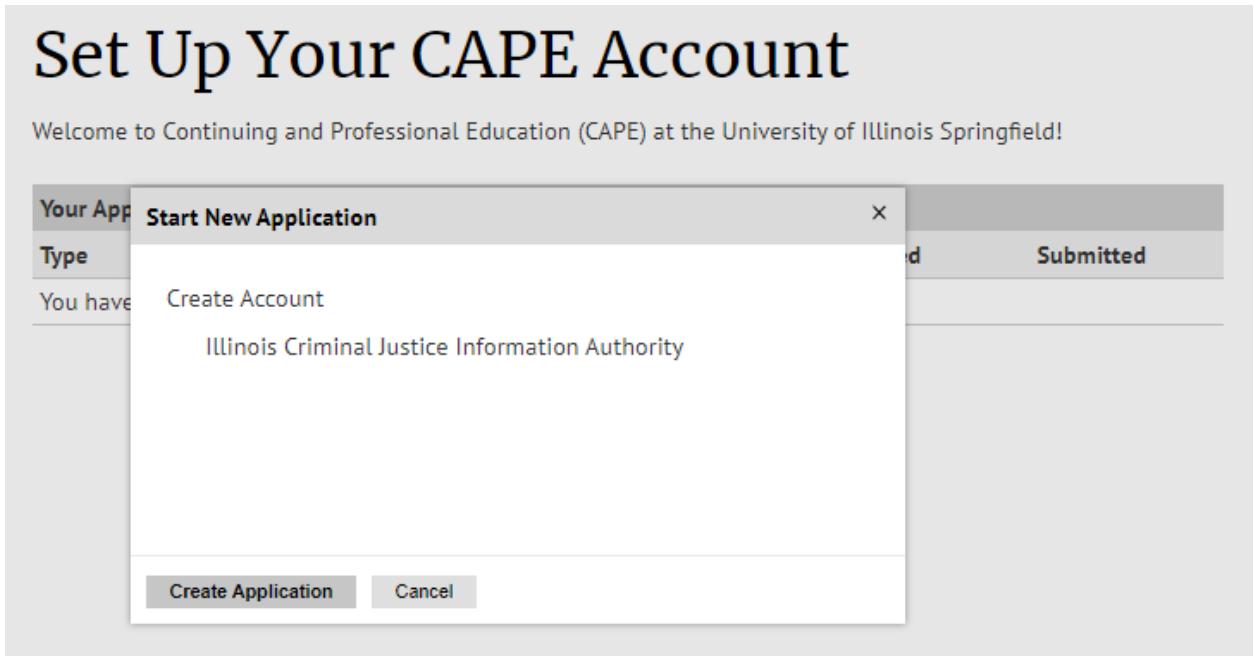
Your App
Type
You have

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](#)

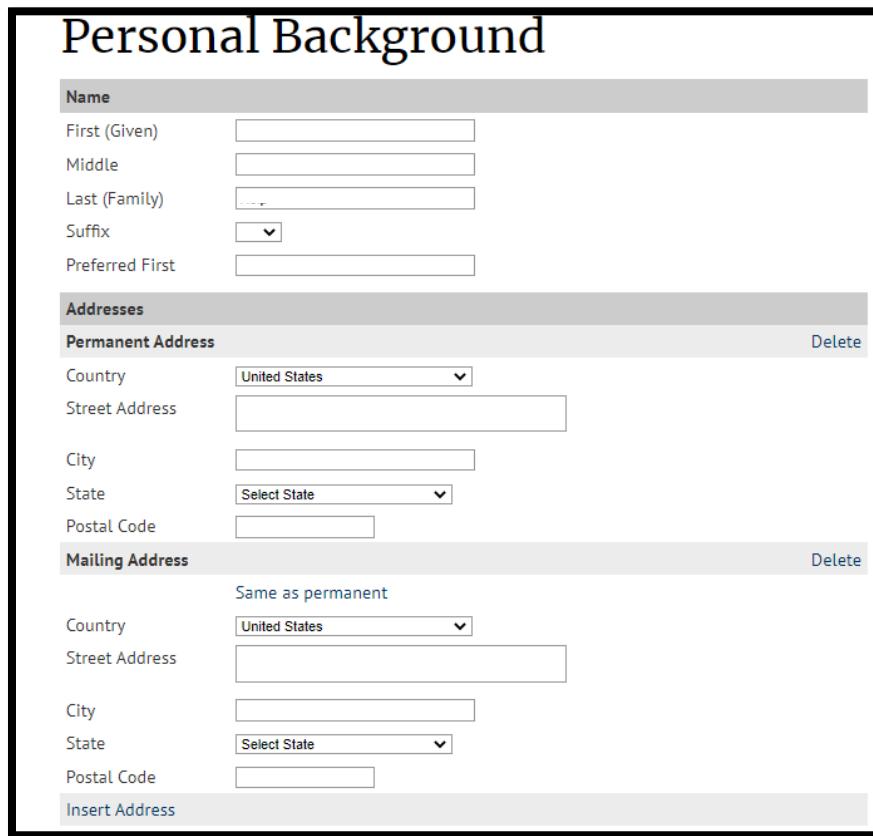
Country United States
Street Address
City
State Select State
Postal Code

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), 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.

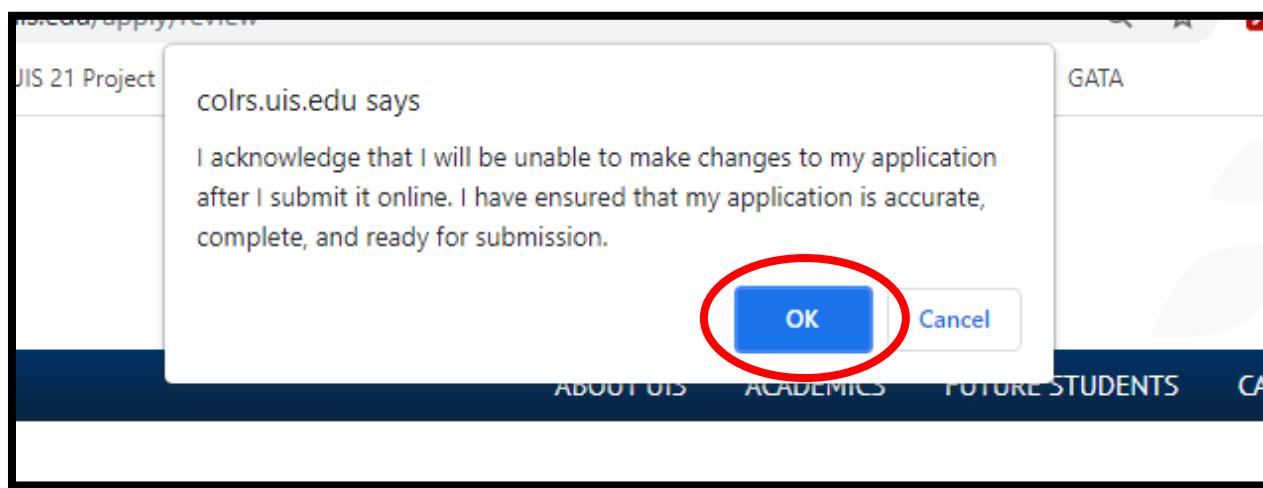
Section	Warning
Organization	Information marked on this page is missing. Please complete the required fields.

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



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." At the bottom of the page, there is a "Account Tools:" section with links for Change Email Address, Change Password, and Logout.

You are now registered in CAPE. Close this page in your browser. Click on this link [Illinois Criminal Justice Information Authority Course Schedule \(uis.edu\)](#)

Register for the ICJIA course:

The registration confirmation page for ICJ0821 Your Recipe for Grant Success. It includes a thank you message, course details, access instructions, login information, and help contact information.

ICJ0821 Your Recipe for Grant Success

Thank you, !

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).

Accessing Your Course

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.

Log In Questions?

We're here to help! The CAPE office may be reached at 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

Illinois Criminal Justice Information Authority

300 W Adams St Ste 200

Chicago, IL 60606

(312) 793-8550

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

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 [REDACTED],

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

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
<https://atlas.illinois.edu/services/learnillinois-moodle-service>

Remember to bookmark the link: 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 "Course overview". The "Course overview" section displays a grid of courses. One course, titled "ICJIA Your Recipe For Grant Success ICJ0821", is highlighted with a large red circle and a red arrow pointing to it from the text above. The course card shows a blue geometric background image and a progress bar indicating "0% complete".

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.

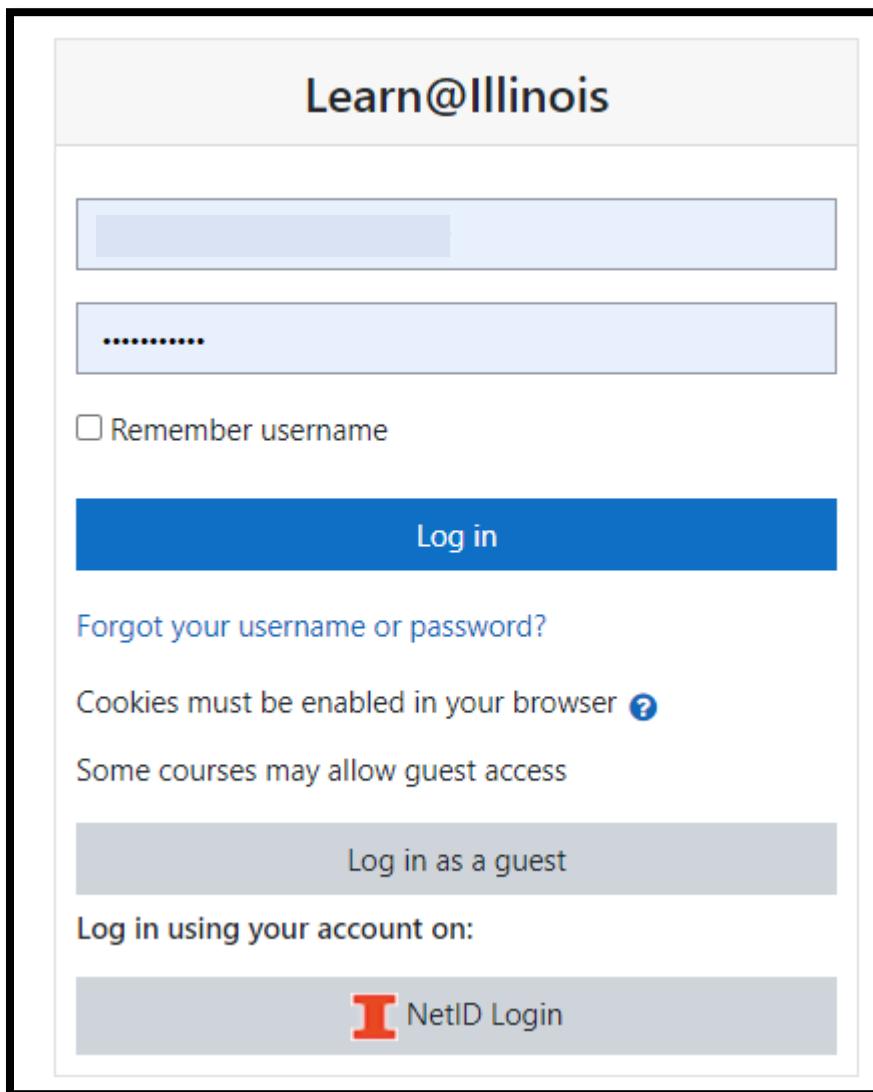
Remember to Bookmark this link:
https://learn.illinois.edu/login/?lang=en_us

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:



The image shows the Learn@Illinois login page. At the top, it says "Learn@Illinois". Below that are two input fields, one for the username and one for the password, both represented by light blue rectangular boxes with placeholder text. Underneath the password field is a "Remember username" checkbox. A large blue "Log in" button is centered below the password field. To the left of the "Log in" button is a link to "Forgot your username or password?". Below the "Log in" button, there is a note about cookies and a guest access link. At the bottom, there is a "Log in using your account on:" section featuring a "NetID Login" button with the Illinois Fighting Illini logo.

Learn@Illinois

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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:

I NetID Login