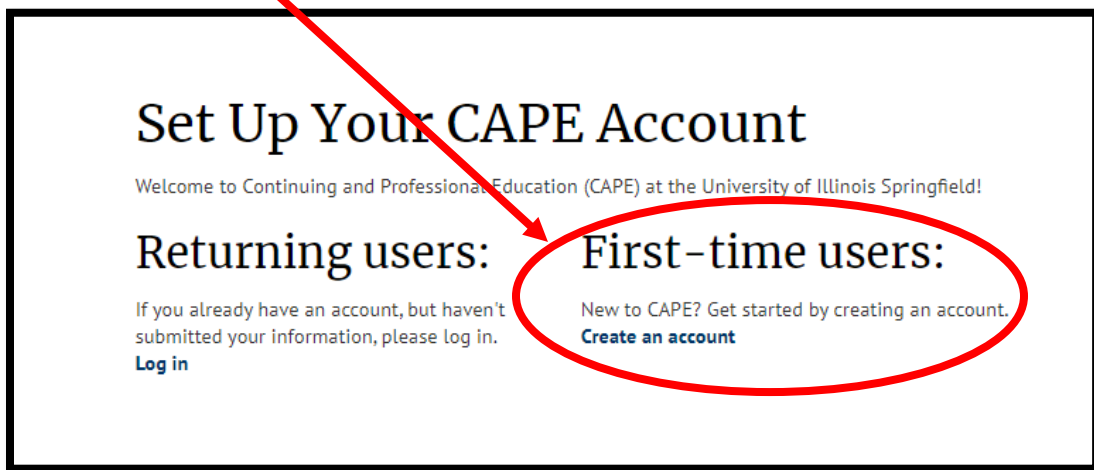


## Your Recipe for Grant Success UIS-ION Course Registration

### 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**.



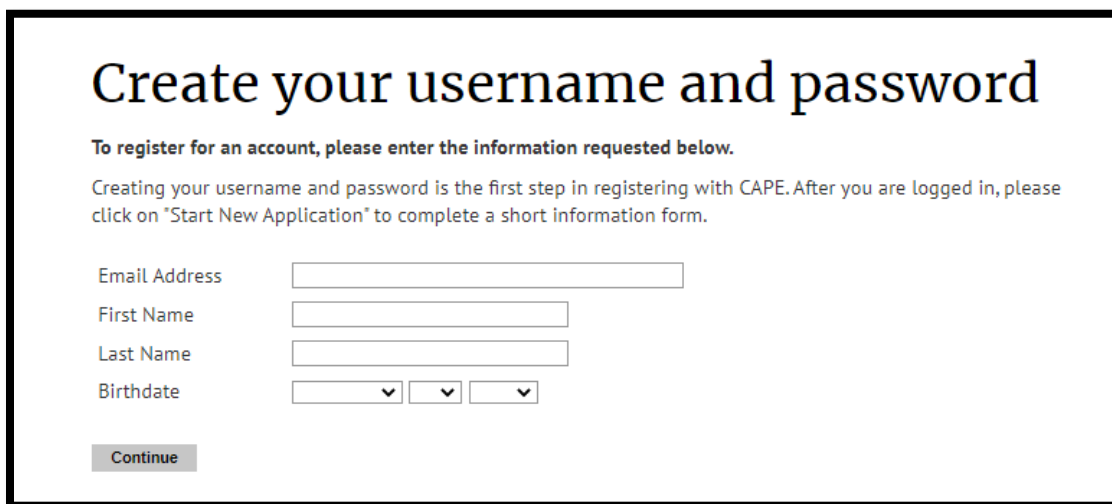
**Set Up Your CAPE Account**

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 with columns 'Your App Type' and 'Submitted' is partially visible.

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' (First, Middle, Last, Suffix, Preferred First) and 'Addresses'. The 'Addresses' section has two entries: 'Permanent Address' and 'Mailing Address', each with fields for Country, Street Address, City, State, and Postal Code. A 'Delete' link is next to each address entry. At the bottom 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. |

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".

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

https://colrs.uis.edu/apply/status?submitted=1

T UIS ACADEMICS FUTURE STUDENTS CAMPUS LIFE COMMUNITY GIVING TO UIS QUICK LINKS

Logout

# Application Status for

If you need to contact us regarding your application, provide your name and this reference number: 912810554.

Account Tools: [Change Email Address](#) [Change Password](#) [Logout](#)

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

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

## 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).

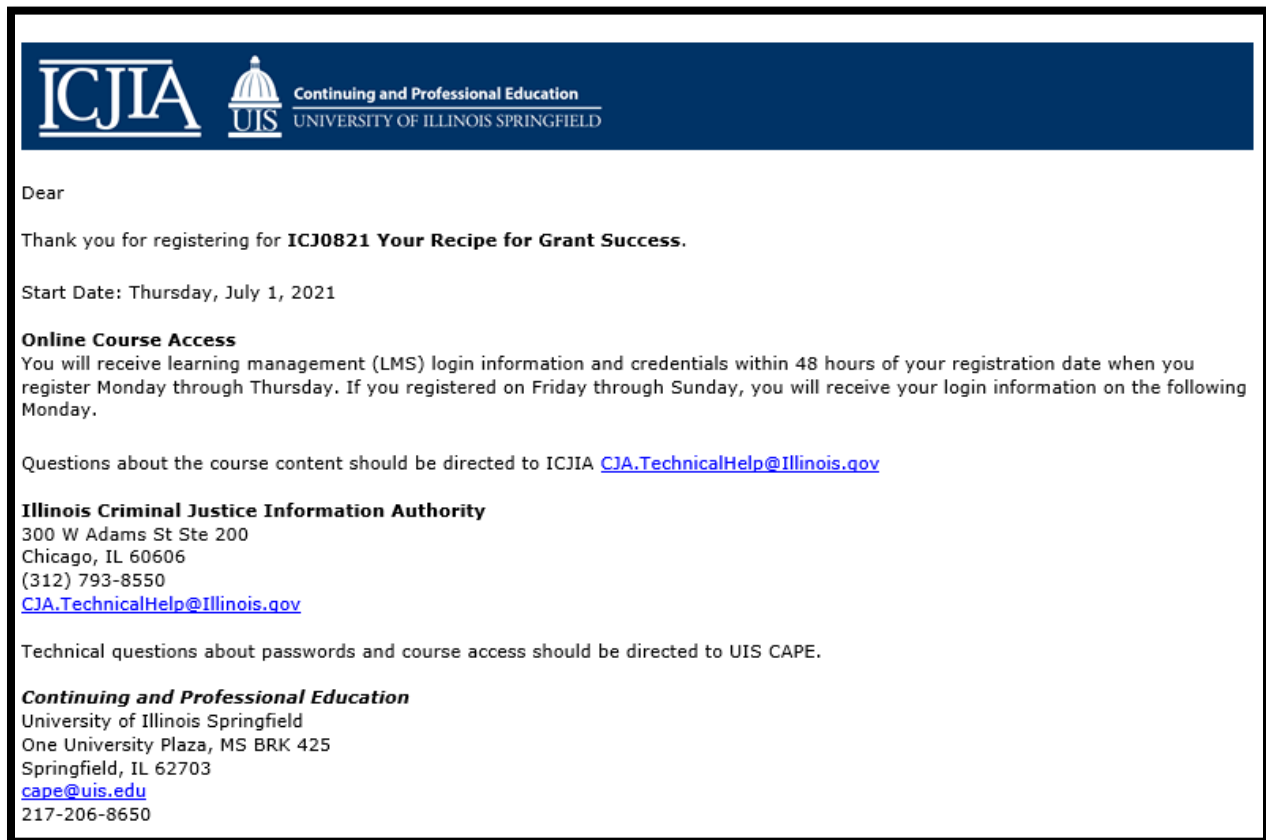
**Accessing Your Course**

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?**

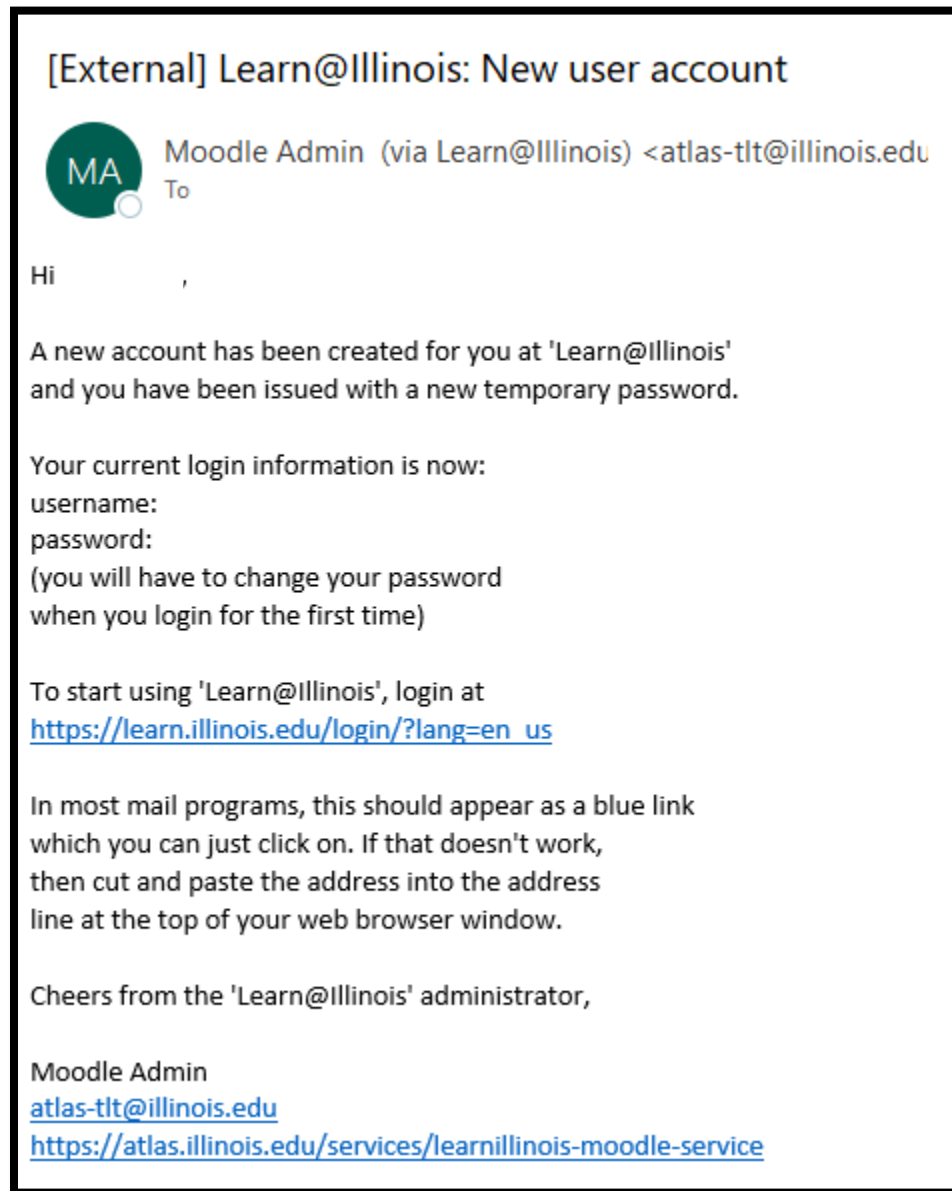
We're here to help! The CAPE office may be reached at [cape@uis.edu](mailto:cape@uis.edu) or 217-206-8650

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 a progress bar at '0% complete'.

| Course name  | Card  |
|--|---|
| Current<br>UIS Continuing and Professional Education ... | ICJIA<br>Your Recipe For Grant Success<br>ICJ0821 |

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)