



Creating a Northern Lights Account

1. [Click this link to visit the main Northern Lights Account portal](https://go.northernlightsccv.org/portal/start), where you can create your account. If you are unable to click the link above, copy the following address into your browser: <https://go.northernlightsccv.org/portal/start>
2. Click the text that says “Create a New Account”, below “First-time Users”. This will take you to the account creation page.
3. Enter your preferred Email Address, **legal** First and Last Name, and Birthdate. This information is primarily used for verification purposes – if you have a preferred name that differs from your legal name, you will have the option to note that when you register for trainings. Click “Continue” to submit this information and continue to the next step.
4. A Temporary PIN will be sent to the email address that you entered in Step 3 – check your email (including spam/trash folders), and enter the PIN into the box titled “Temporary PIN”. Input the birthdate that you entered in Step 3, and click “Login”.
5. Create a new password for your Northern Lights Account. This password must meet the following criteria:
 - a. Contains at least one letter
 - b. Contains at least one capital letter
 - c. Contains at least one number
 - d. Must be at least 12 characters long

Once you have created a password that meets this criteria, enter it into the “New Password” and “New Password (again)” boxes, then click “Set Password”.

Congratulations! You have created your Northern Lights Account.