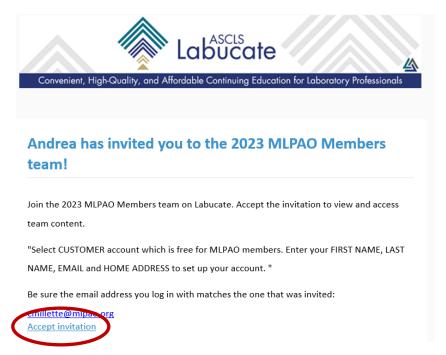


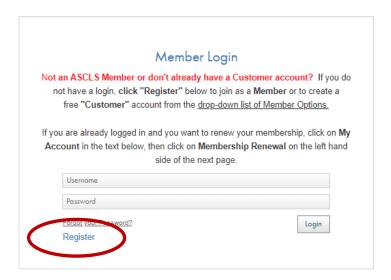
Instructions for Setting up an ASCLS Labucate Account

Follow the instructions below to set up your account on ASCLS Labucate, and then you will be all ready to start your Labucate learning journey!

The first step is to send us an email to mlpao@mlpao.org to let us know that you would like to join the MLPAO Team on Labucate. You will receive an email invite. Click on "ACCEPT INVITATION".

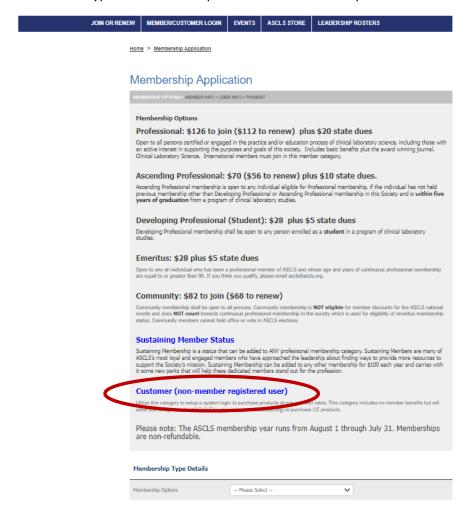


Now you will need to create a customer account. Enter your username and password. Then click on the blue "REGISTER" button to create your account.

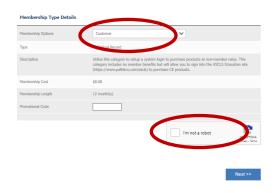




Select "CUSTOMER" as the type of account (no charge). You may need to scroll down to the bottom of the different types of memberships to see the Customer option.



Then select "CUSTOMER" and click to indicate you are not a robot.



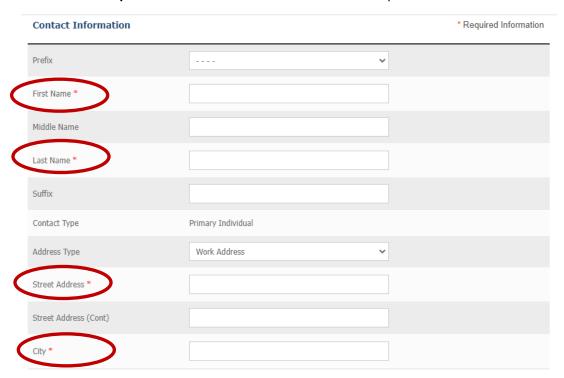


Enter your last name or email address so the system can check to see if you already have an account with ASCLS Labucate.

Membership Application MEMBERSHIP OPTIONS > MEMBER INFO > USER INFO > GROUP AND COMMITTEE > PAYMENT Personal Information Please enter your name or email to check if you already have a record with us. Please enter your either your last name or email address below. * Required Information Last Name: * Email Address: *

Enter your contact information.

Please note that the only <u>mandatory</u> fields that MUST be completed to set-up your account are: **first** name, last name, address, the email associated with your MLPAO membership, and your communication preferences. The rest of the information is optional.



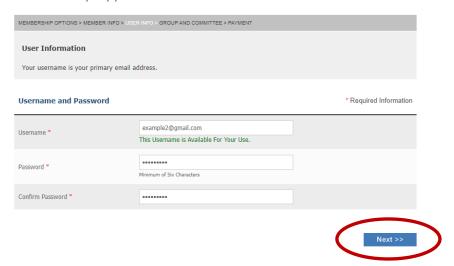


Communication Preferences

Primary Email *	janesmith@gmail.com	
Secondary Email		
Do you agree to receive e-mail correspondence from the association and its members?*	○ Yes ○ No	
Do you agree to receive pertinent information related to issues covered by the association from interested third-party entities?*	○ Yes ○ No	

Click "NEXT" on the following page.

Membership Application



Then click on "REGISTER NOW" to complete the process.

Membership Application





Once you have completed the registration process, you will see the screen below where you can directly access the Labucate site.

Membership Application

- Welcome to ASCLS! Log into our membership community connect.ascls.org today to start connecting
 with other members!
- · Go to back to our ASCLS Education site https://labucate.org/ to purchase or review CE products.
- Go to the Event Registration Calendar to register for an event https://members.ascls.org/calendar_list.asp

Welcome to ASCLS!

Log into our membership community <u>connect.ascls.org</u> today to start connecting with other members!

Please print this page for your records

To access the online learning, log into the site at www.labucate.org. Click on "SIGN IN" and enter your username and password.



Select 2023 MLPAO Members from the menu listed under your name on the right side.





You will then have access to the course list and can begin your learning!



If you have any questions when setting up your account, please email us at mlpao@mlpao.org.