



YouTestMe

Self-Registration (With or Without Manager's Approval)

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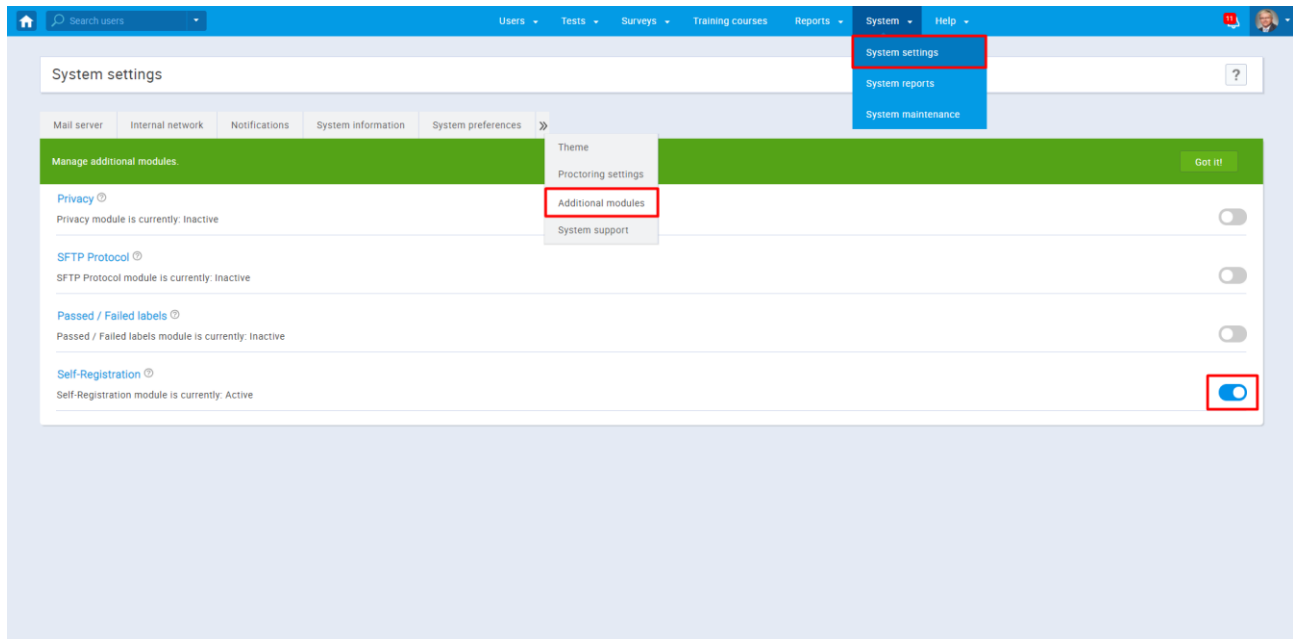
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1 Introduction

This document's purpose is to explain how to self-register into the application.

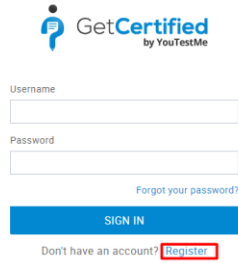
2 Steps

2.1 The first example when Self-Registration is active.



On the login page, click the "Register" option.

[Contact Support](#)

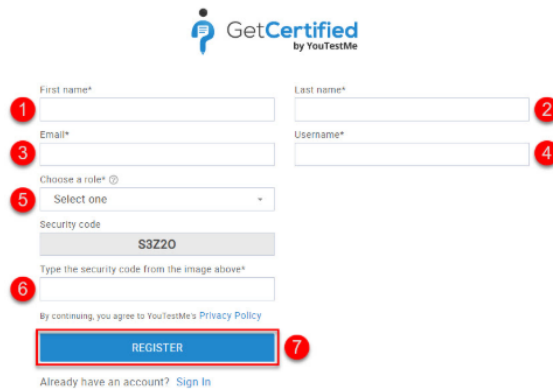


The image shows the login page for GetCertified by YouTestMe. It features a logo at the top, followed by input fields for Username and Password. Below the password field is a link for "Forgot your password?". A blue "SIGN IN" button is positioned below the password field. At the bottom, there is a link that says "Don't have an account? Register", where the word "Register" is highlighted with a red box.

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1. Enter your first name
2. Enter your last name
3. Enter your e-mail address
4. Enter your username
5. Select the role that you would like to have in the system
6. Type in the security code
7. Click the "Register" button

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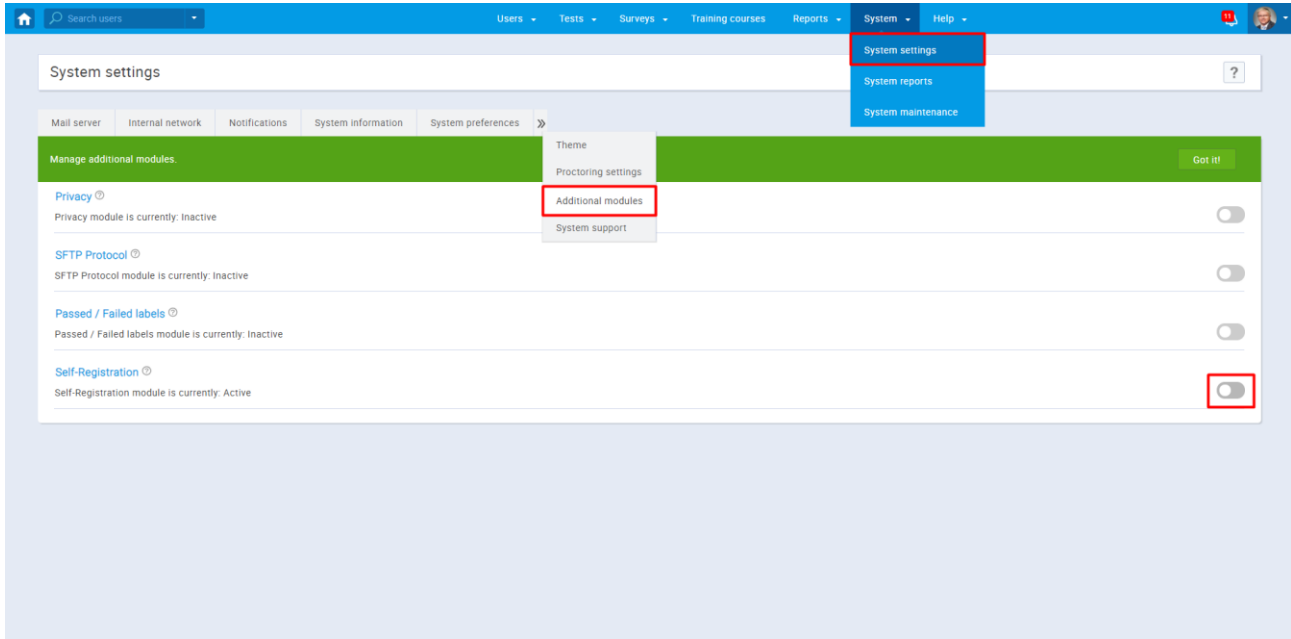


The image shows the registration page for GetCertified by YouTestMe. It features a logo at the top, followed by input fields for First name*, Last name*, Email*, and Username*. Below these fields is a dropdown menu for "Choose a role*" with "Select one" selected. A "Security code" field displays "S3Z20" and a "Type the security code from the image above*" field. A "REGISTER" button is highlighted with a red box. Below the button is a link for "Already have an account? Sign In". Red circles with numbers 1 through 7 are placed around the form fields to indicate the registration steps.

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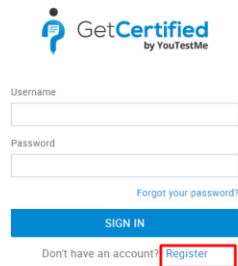
The registration process is finished.

2.2 The second example is when self-registration is not active.



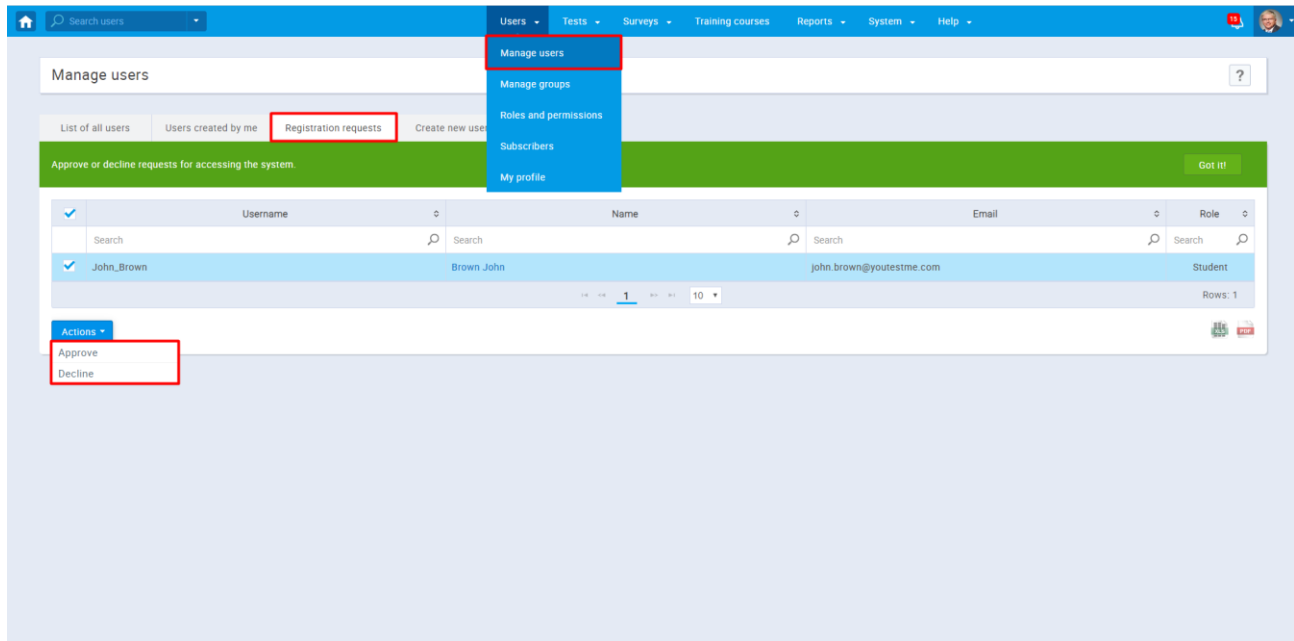
On the login page, select “Register” option and fill in the registration form.

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After registration, an administrator will review the request, and the user will be informed of the outcome via e-mail.



If an administrator approves the request, the registration process is finished. An administrator can also decline the registration request.