

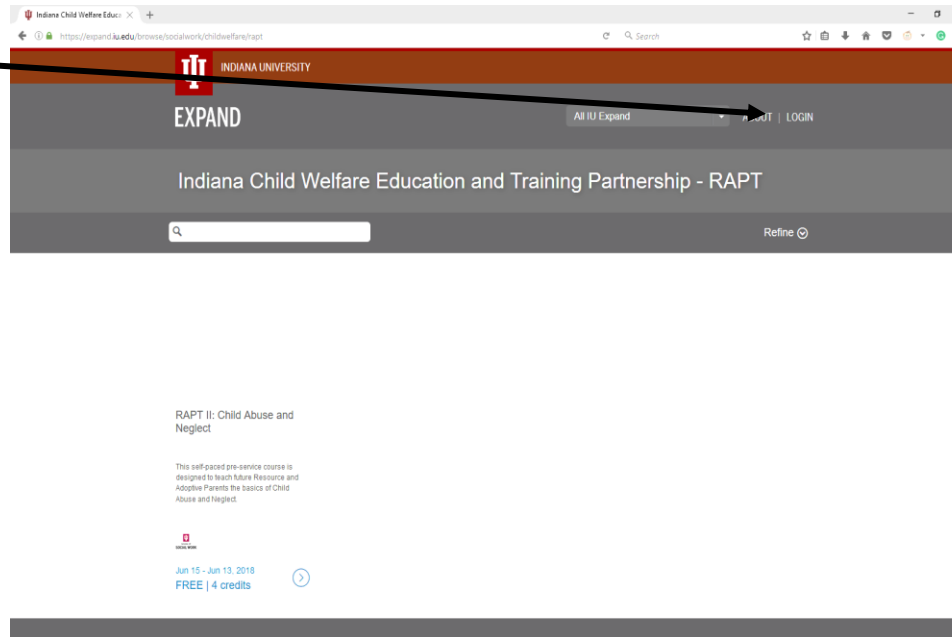
Setting Up an IU Guest Account

1. Visit the RAPT online course catalog

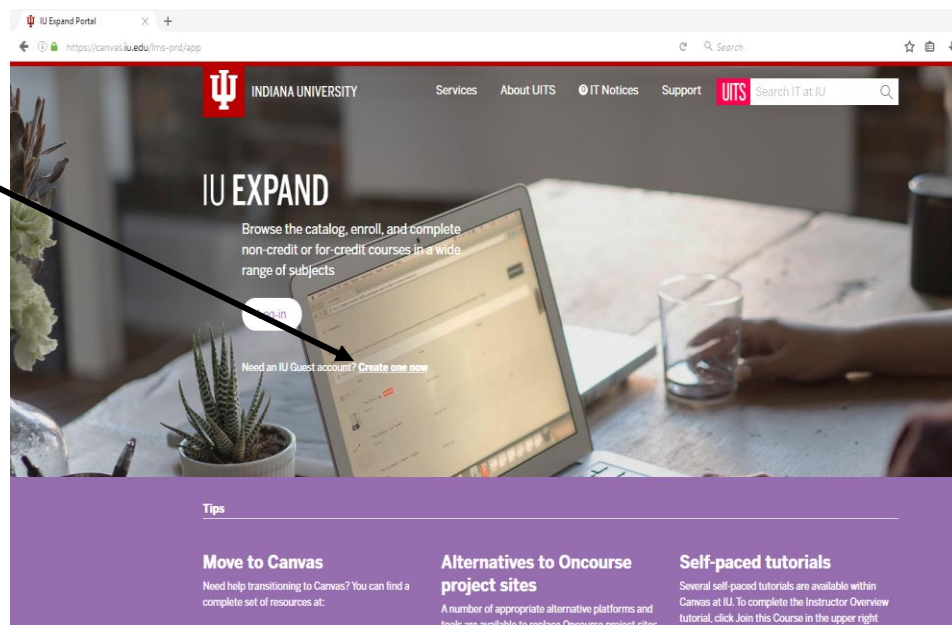
RAPT online course catalog link:

<https://expand.iu.edu/browse/socialwork/childwelfare/rapt>

2. Click “Login”



3. Click “Create one now”

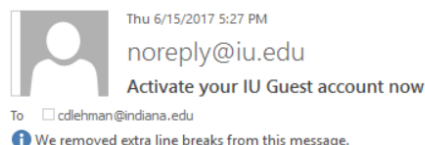


4. Click "Sign up with email" and input your Information. *Be sure to use your full name as this is the name that will be printed on your certificates.

5. After clicking "Continue", you will receive instructions in your email for completing the account creation process.

6. Log-in to your e-mail account.

7. Open the e-mail from noreply@iu.edu
*If you do not see the e-mail within 5 minutes, check your SPAM folder.



8. Click on this link to activate your account.

An IU Guest Account has been created with this e-mail address as the account name. This account will give you access to mar based resources at Indiana University. You must activate the account before you can access IU Expand and other IU services.

Your IU Guest username is: cdehman@indiana.edu Your confirmation code is: [REDACTED]

To activate your account go to <https://ams.iu.edu/guests/ActivateGuest.aspx> and enter the username and confirmation code. You must activate the account within 10 days.

Once your guest account has been activated you can log in to IU Expand at: <https://expandportal.iu.edu>

If you did not request this account, no further action is needed. The account will remain inactive and expire automatically in :
If you have any questions about this account please send e-mail to ithelp@indiana.edu.

9. Input your E-mail and confirmation code from the e-mail.

10. When you see this screen you will know that you have successfully completed the process.

The screenshot shows the 'Success - Account Activated' page of the Indiana University Access Management System. The header includes the IU logo and navigation links: Home, Create Accounts, Manage Accounts, and IU Guest Accounts. On the left, a 'Select a Service' menu lists links: home, create IU Guest account, change your Guest password, forgot your Guest password, update your profile, services available to you, and help information. The main content area displays the success message: 'You successfully activated your account. You can view your profile below. Select from the list of IU services available to Guest accounts. You will be asked for your username and password to access these services.' Below this, user details are shown: E-mail Address: cdlehman@indiana.edu, First Name: Colbi, Middle Name, and Last Name: Harmon. A section titled 'Available IU Services:' lists several services with brief descriptions: Access Management System (password management), Central Authentication Service (CAS), IT Training & Education (STEPS), Canvas (course management), One (common front door), and Knowledge Base (FAQ database).

INDIANA UNIVERSITY
Access Management System

Home Create Accounts Manage Accounts IU Guest Accounts

Select a Service
[home](#)
[create IU Guest account](#)
[change your Guest password](#)
[forgot your Guest password](#)
[update your profile](#)
[services available to you](#)
[help information](#)

Success - Account Activated
You successfully activated your account. You can view your profile below.
Select from the list of IU services available to Guest accounts. You will be asked for your username and password to access these services.

E-mail Address: cdlehman@indiana.edu
First Name: Colbi
Middle Name:
Last Name: Harmon

Available IU Services:

[Access Management System](#) Change your IU Guest account password, update your profile or reset your password if you have forgotten it. You can also find links to all IU services that allow Guest account logins.

[Central Authentication Service](#) At Indiana University, Central Authentication Service (CAS) is a login service that allows you to access multiple password-protected Web systems after logging in once on a central authentication server; this is often referred to as single sign-on.

[IT Training & Education](#) IT Training & Education offers STEPS instructor-led hands-on classroom based workshops and certificate series to help users grow their IT skills. Self-study options are also available from IT Training.

[Canvas](#) Canvas is an online course management application that allows faculty and students to create, integrate, use, and maintain Web-based teaching and learning resources. Guest access to course material must be granted by the course author.

[One](#) One provides a common front door to online services at Indiana University campuses. One offers easier and more direct access to the multitude of services.

[Knowledge Base](#) For more information about these services or others at Indiana University, search IU's database of over 8,000 answers to questions about computing at Indiana University.

