Access to LOCUS Training for Providers / Members

For your staff to access **LOCUS basic training** via AACP's Learning Management system, please ask them to follow these instructions:

1. Access AACP's **LOCUS Training** site
2. If this is your first time taking any LOCUS training, you will scroll down to **create a new account**
3. Please use your **company email address** as your **username.** Use this same email address for all other email fields.
4. Please enter **Cignaevernorth202401** in the **company ID** field
5. Once you've entered all registration information, an automatic email from 'AACP' will be sent to the company email address you entered. **NOTE: If you do not see this automatic email in your inbox, please check your SPAM folder.**
6. Please confirm your email account by selecting the link included in the email.
7. Select 'continue' on the webpage stating that your account registration has been confirmed.
8. You will be taken to the LOCUS training certification dashboard. Select **enroll me** to enter LOCUS training for the first time. (Note: after you've initiated this course, the LOCUS Certification Training will show as an 'in progress' course on this dashboard, and you can resume course content by selecting the link under 'in progress' courses).
9. To finalize course enrollment, enter the following promo code: **AACPLocusMC2024** (i.e. you do not need to completely course payment using paypal)
10. Your enrollment in LOCUS basic training is now complete.

For any technical issues related to training registration or access, please email Valerie Terry at: valerie.terry@communitypsychiatry.org. We will make all reasonable best efforts to respond to technical issues within 24 hours.