

## Password and Registration

The Community College of Rhode Island has created an account in our Augusoft system to register for Defensive Driving Classes. These directions will help with logging in to your profile to create a password and guiding you through the registration process.

When CCRI creates an account in Augusoft, you should receive a separate email that will have your user name and a link for Augusoft to set your password. You will follow this process.

1. Proceed to your email and press the link given to you. It should take you here. Enter your password and hit save.

You are not logged in. 💄 LOGIN/CREATE ACCOUNT			
BROWSE	LAST VIEWED		
	Complete Profile		
	Enter a password to complete your profile		
<b></b>	Password	Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: (){}!@\$%^&*)	
	Re-enter Password	Save	

2. Once you hit save you can then click on "Go to my dashboard"

Welcome, Donald LOGOUT				
BROWSE	LAST VIEWED			
MENU	Your password has been successfully changed			
	Update your site by replacing this text with your own message. Go to my dashboard			

3. You will then click on "My Profile"

BROWSE LAS	ST EWED
MENU	my dashboard my profile current registrations my waiting list my transcript

4. If you need to change any information, you may do so here. Hit edit profile and then when finished hit save.

Welcome, Donald LOGOUT						
BROWSE	LAST VIEWED					
MENU	my dashboard my profile	current registrations	my waiting list	my transcript	my transactions	Merchan
	Student Profile Review	/	Edit Profile			
	Student ID		10409			
	Login		ccripna	rmtech2@gmail.com		
	First Name		Donald			
	Middle Initial Last Name		Xavier			
	Member		No			

5. To register go to "Browse", then "All Classes"

Welcome, Donald LOGOUT 👻				
BROWSE		LAST VIEWED	T DEFENSIVE DRIVING	T DEFENSIVE DRIVING
ALL CLASSES	>	Update your site by replacing this text with your own message.		
CONTRACT TRAINING		Go to my dashboard		
TRANSPORTATION				

6. Click on "Defensive Driving" or "Alcohol Education"

Courses		Ca 
Courses Header: Update yo	our site by replacing this t	ext with your own
CONTRACT TRAINING	TRANSPORTATION	
Contract Training	Defensive Driving	>

7. Pick a class and "Add to Cart" - access is given ONLY to the course needed: Defensive Driving or Alcohol Education

Defensive Driving 6 Hour Hold Course		
- Edit		
Class ID: 3210		
Start date: 05/01/22		
End date: 06/30/22		
Days of the Week : Online 24/7 .		
Instructor : <u>* TBD</u>		
Course Fee	\$0.00	
Registration Fee	\$0.00	
997 Seats Left		
 ADD TO CART	»	

8. Go to "View Cart", and hit "Checkout"



9. Be sure to agree to the policies, (check the box), and hit "Checkout"

Student Details	Class Details	Amount
Fantasy, Cinderella Kgiguere54@gmail.com 1 Fantasy Lane Disney , RI 11111 555-555-5555	202, Defensive Driving Course Instructor: Cadoret	Agree to Policies
	Class Registration Cost	\$0.00
	Total	
Total		\$0.00
	Checkout	

