

## *Praesidium Academy Quick Start Guide*



Welcome to Praesidium Academy! Below, you will find instructions for enrolling and logging in to training. If you have any questions, please contact our Support Team at [support@praesidiuminc.com](mailto:support@praesidiuminc.com) or 817-801-7773.

### To Enroll: (for new learners)

1. Go to <https://www.praesidiumacademy.com/redeem>
2. Fill in your contact information including First Name, Last Name, Email Address, and desired Password.
3. Enter the appropriate registration code for your organization (below).
4. Click **Validate** to confirm registration code.
5. Click the checkbox to agree to the Terms & Conditions.
6. Click **Redeem**.
7. Write down your user login and password for future reference.
8. Answer the **Registration Questions** about your status and role within the organization.
9. Click **Save & Continue**.
10. To begin taking training immediately, scroll down and click a course to start the content.

### To Login: (for returning learners)

1. Go to <https://www.praesidiumacademy.com/learn>
2. Fill in your email address and password.
3. Click the blue Sign In button.
4. Complete the 3 profile questions (if this is your first time signing in)
5. On the next page, scroll down and select the course you want to open and view.

### Organizational Registration Codes

#### Organization: Salvation Army – Canada & Bermuda Territory

Organization	Registration Code
(HQ) Salvation Army – Canada & Bermuda Territory	reg-salvationarmycanada-705-canberterritoryhq
TSACB – Alberta & Northern Territories	reg-salvationarmycanada-705-albertanorthern
TSACB - Bermuda	reg-salvationarmycanada-705-bermuda
TSACB – British Columbia	reg-salvationarmycanada-705-britishcolumbia
TSACB - Maritime	reg-salvationarmycanada-705-maritime
TSACB – Newfoundland & Labrador	reg-salvationarmycanada-705-newfoundlandlabrador
TSACB – Ontario	reg-salvationarmycanada-705-ontario
TSACB – Ontario – Social Services	reg-salvationarmycanada-705-ontariosocialservices
TSACB – Prairies	reg-salvationarmycanada-705-prairies
TSACB - Quebec	reg-salvationarmycanada-705-quebec