Step-by-step to registration on yourjuniper.org
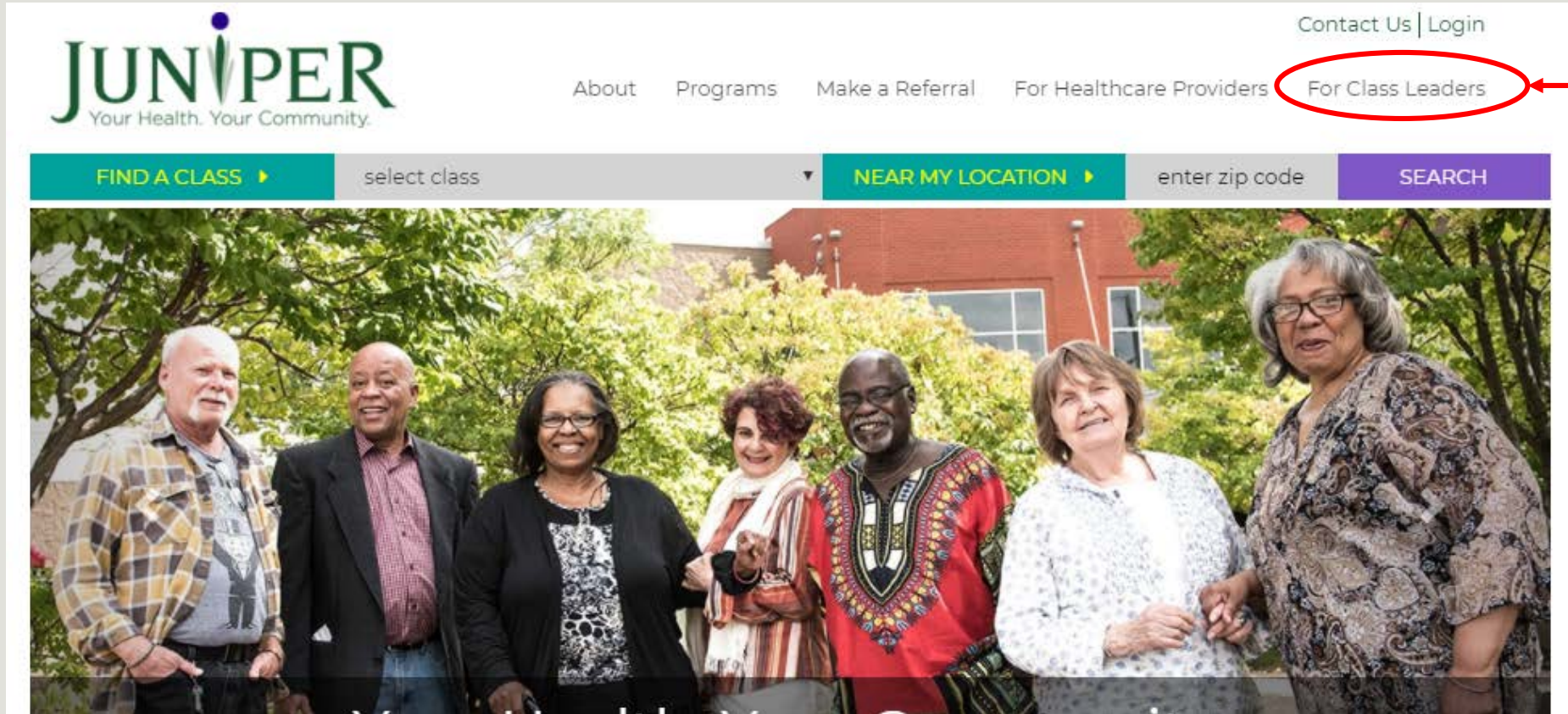
FOR LEADERS

1. Leaders click on "For Class Leaders" tab

2. Leaders click **Register as a leader** button

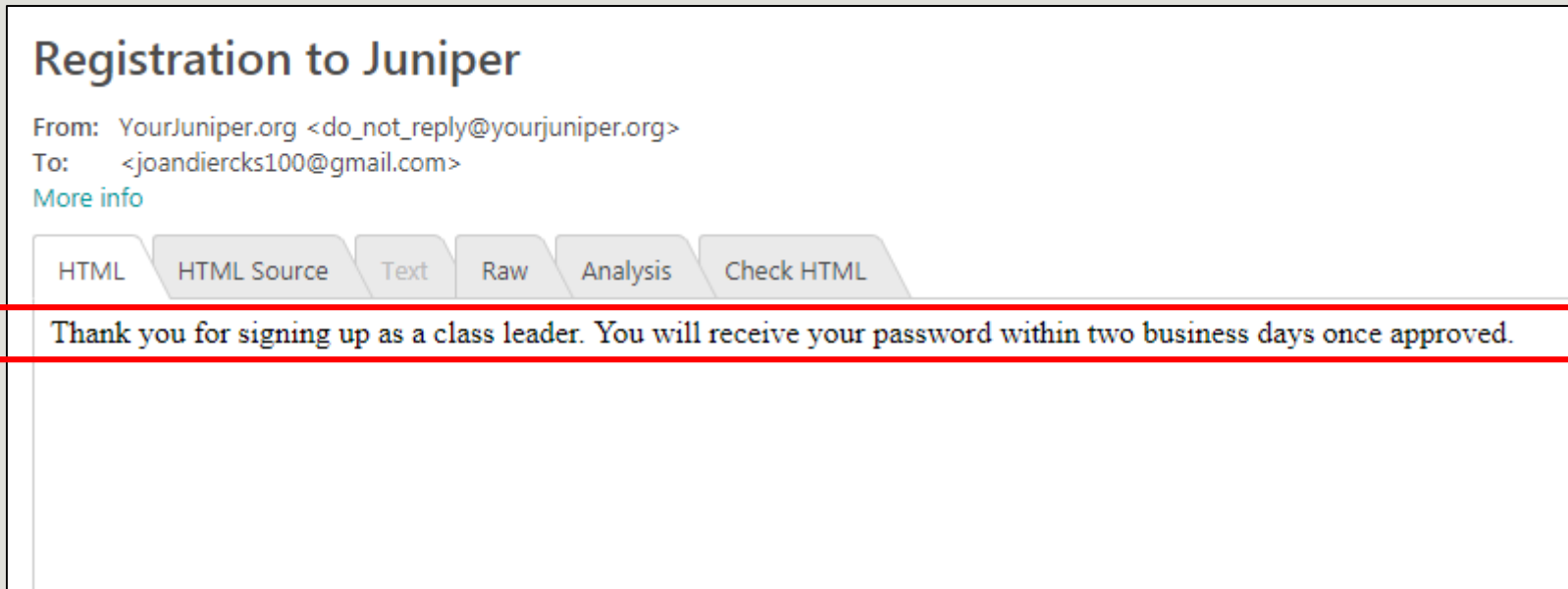# 3. Leaders fill out their information and click register

4. *Thank you* page will appear once complete
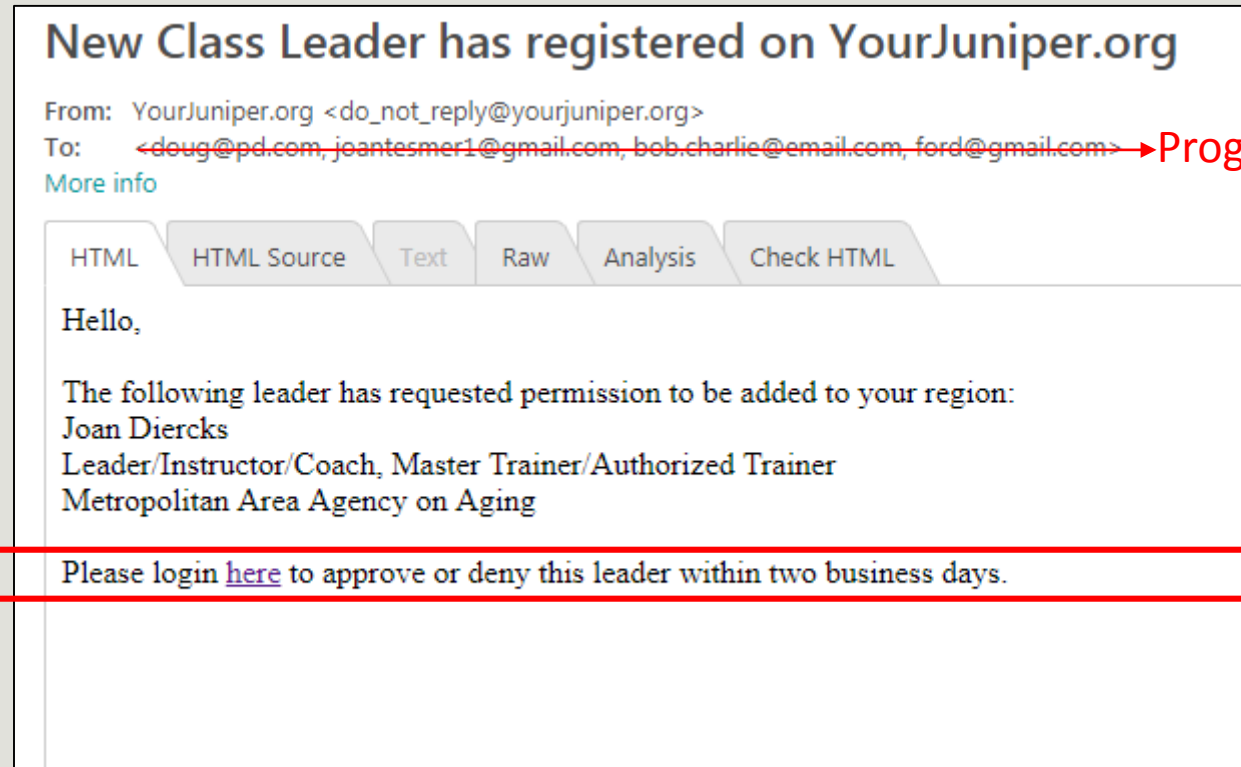
5. A thank you email will be sent to the leader

6. The program developer in that region will receive an email and link to approve/deny leader

New Class Leader has registered on YourJuniper.org

From: YourJuniper.org <do_not_reply@yourjuniper.org>
To: <doug@pd.com, joantesmer1@gmail.com, bob.charlie@email.com, ford@gmail.com> ➝ Program Developers
More info

| HTML | HTML Source | Text | Raw | Analysis | Check HTML |

Hello,

The following leader has requested permission to be added to your region:
Joan Diercks
Leader/Instructor/Coach, Master Trainer/Authorized Trainer
Metropolitan Area Agency on Aging

Please login here to approve or deny this leader within two business days.

7. The program developer will approve the leader
(or inform them otherwise)

8. Once approved, the leader will receive an email with a temporary password
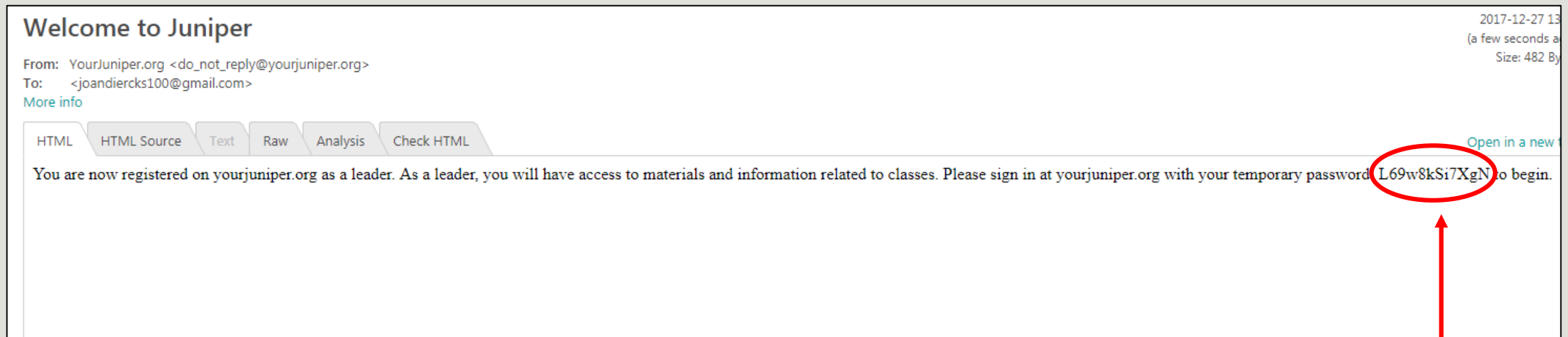
9. The service delivery organization will also receive an email to inform them a leader has been approved in their organization

Leader Approved

From: YourJuniper.org <do_not_reply@yourjuniper.org>
To: <jsdoc@gmail.com> → SDO contact
More info

HTML | HTML Source | Text | Raw | Analysis | Check HTML

The following leader has been approved in your service delivery organization:
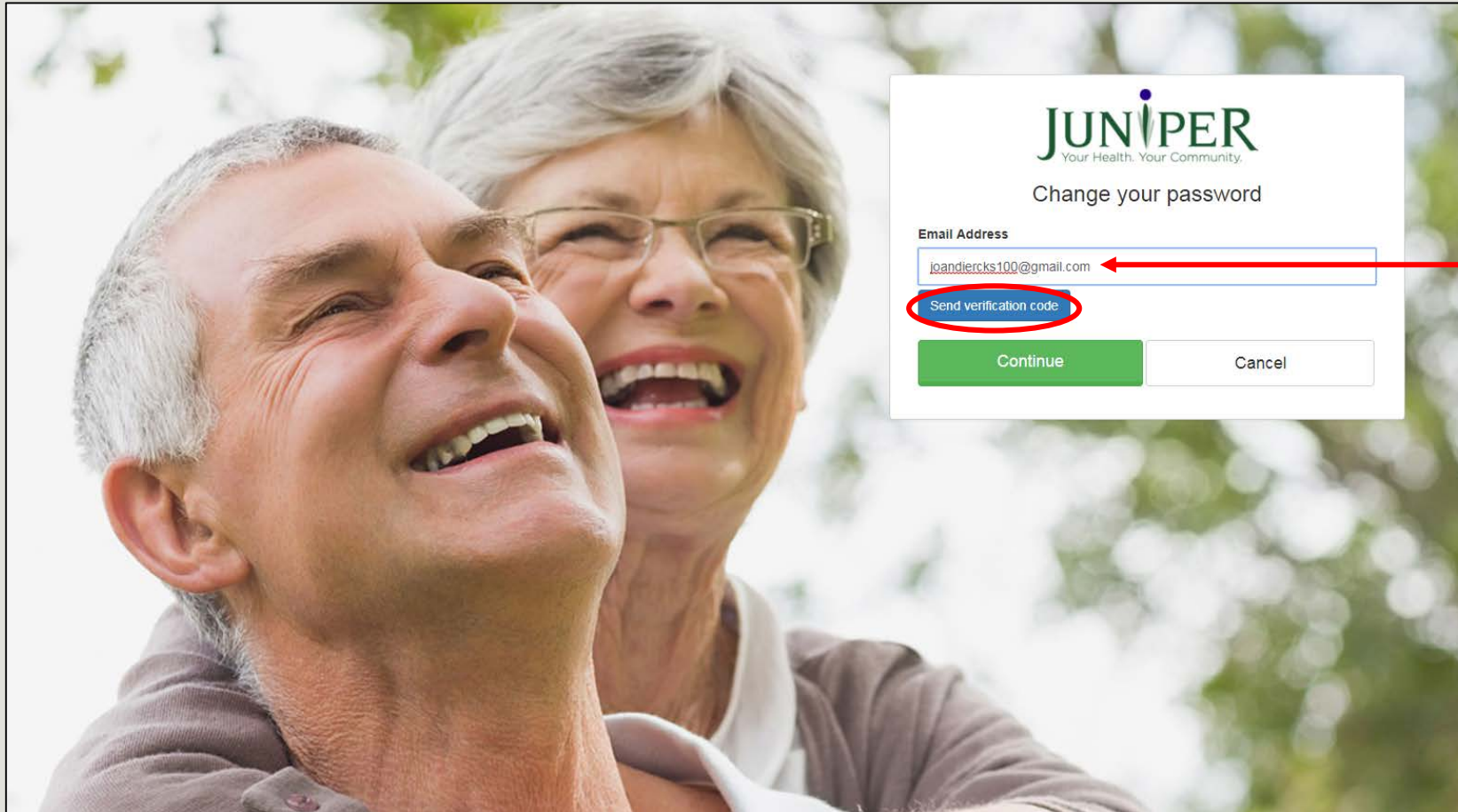Joan Diercks
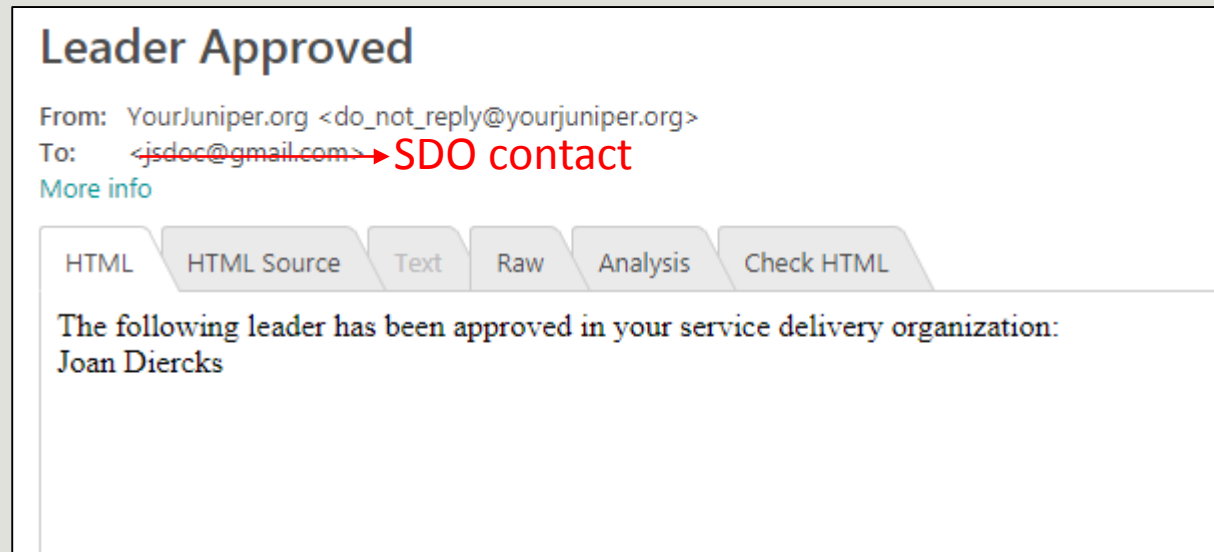
11. Once approved, leaders will click **login** from the Juniper homepage
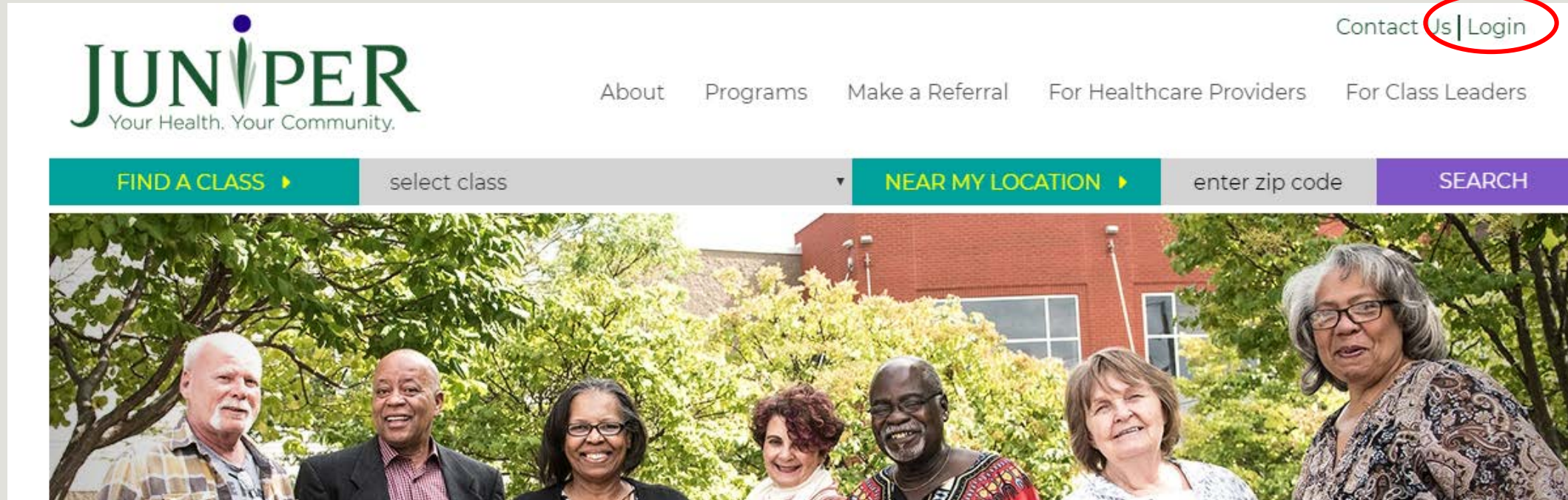
10. The leader will log-in to yourjuniper.org and enter their email and temporary password
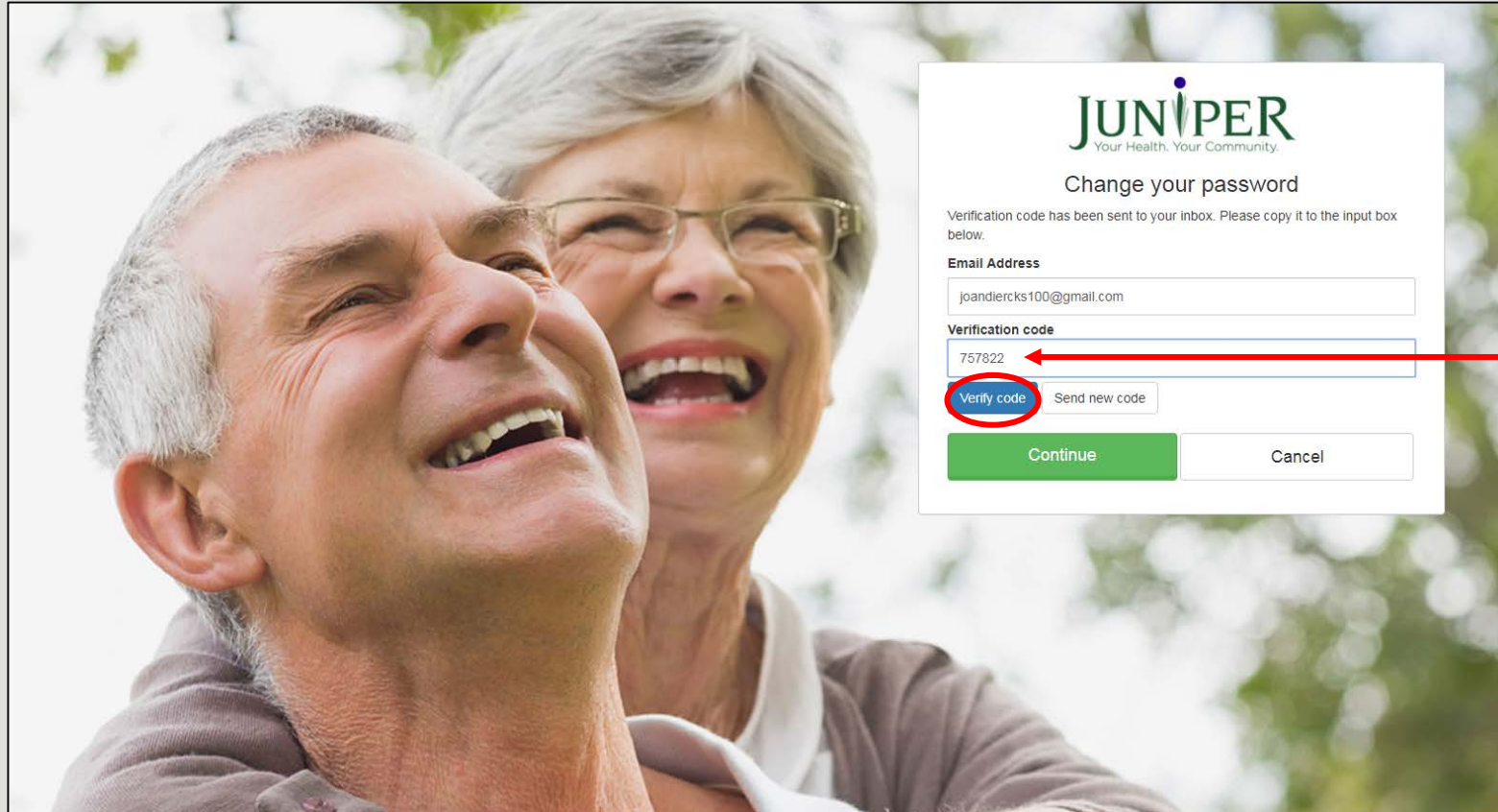
12. Once the password is entered, the following screen will appear. They need to enter their email address here and click **send verification code**

13. The leader will need to check their email inbox for an email with their verification code
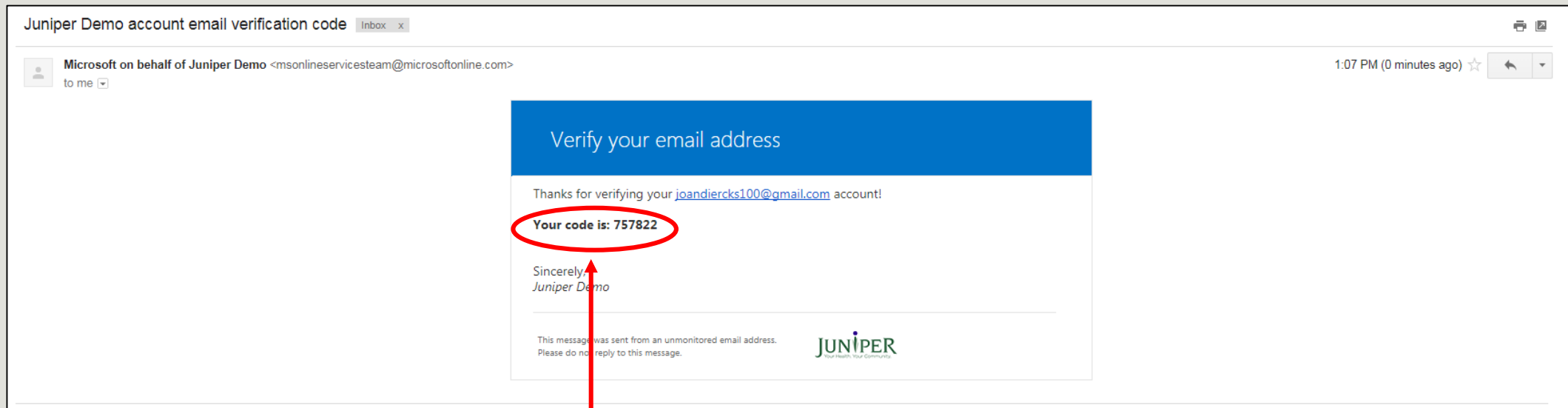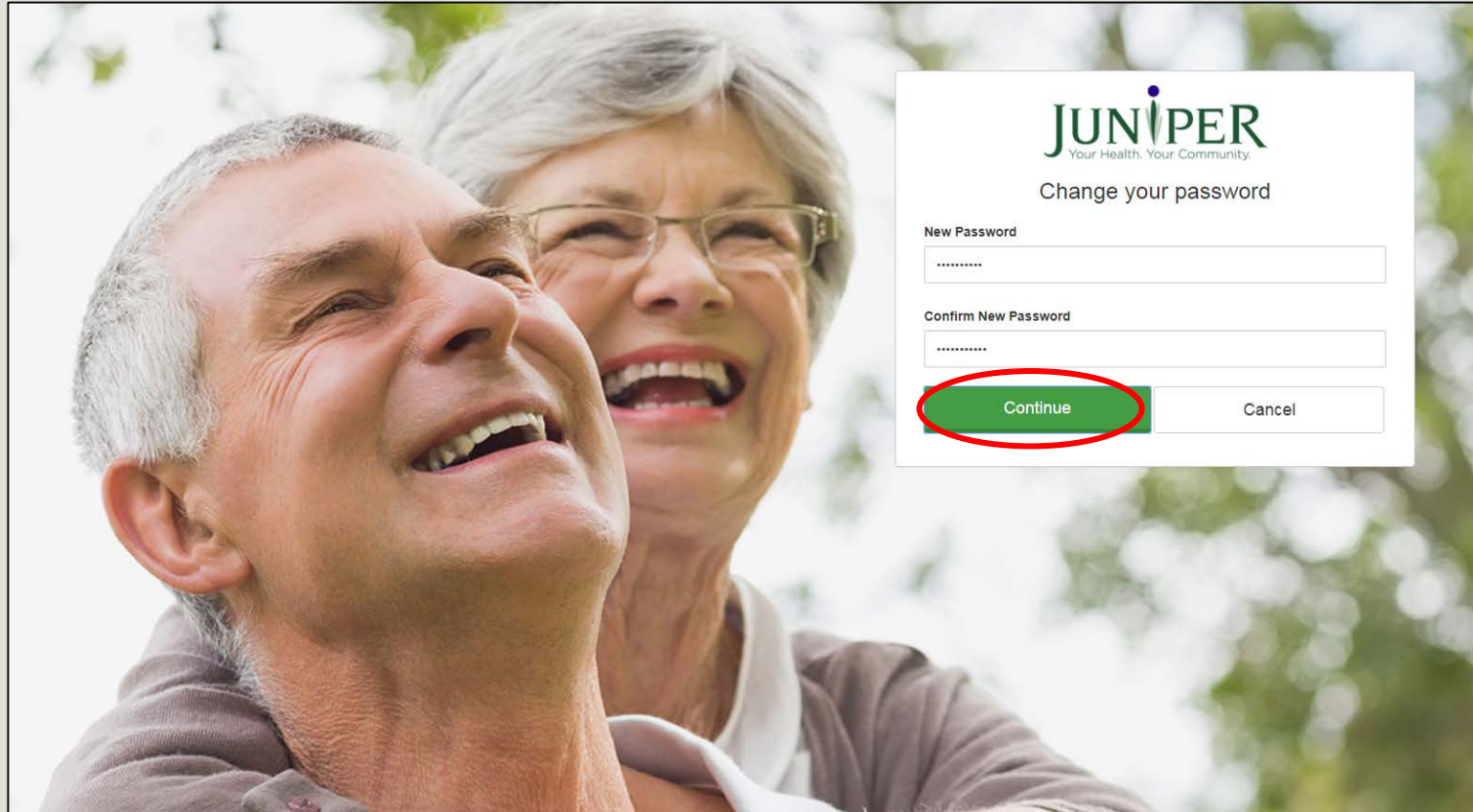
14. They will enter their verification code here and click **verify code**

15. They will then click **continue.** *Do not click change email*
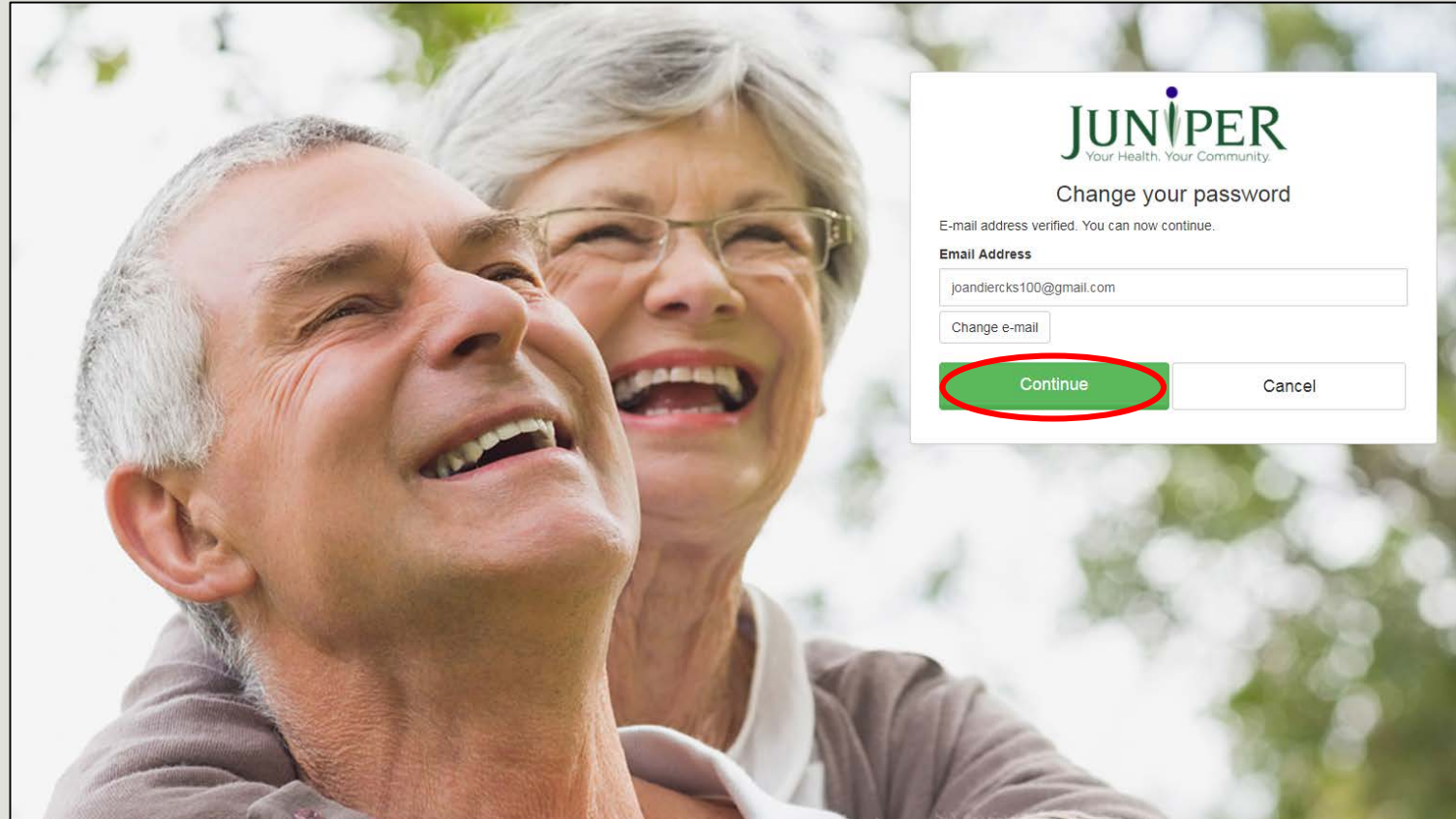
16. Here, they will create a new password and click **continue.** *Be sure to document your password*

17. Leaders will be taken back to the front page, where they will be logged in

18. Leaders can click name at the top of the page and a drop-down will appear. Click **admin** and they will go to the backend of the website