



## Navigating the Lifelong Learning Registry

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### 1. **How do I select a different language for the site?**

If you wish to view the site in a language other than the one you selected initially, you may select a language from the drop-down menu that appears at the bottom of each page of the site.

### 2. **What if I move to a different district?**

Moving to a different district does not mean your credential has been transferred! You will need to inform your current district of your new location (and remember, your local church membership determines which district has jurisdiction over your credential). Once you have changed local church membership and have been notified that your district has transferred your credential to your new district, you may update the district associated with your lifelong learning record by selecting "Account" from the menu options appearing at the top of each page. Simply choose your new district and then click the update button at the bottom of the page. Failure to update this information means your lifelong learning activity will not appear on reports to your new district!

### 3. **How do I update a change in my credential?**

To update a change in your credential (for example, if you were recently ordained), simply select "Account" from the menu options appearing at the top of each page. After making the change, be sure to click the update button at the bottom of the page.

### 4. **Will I still be able to login if I change my email address?**

Yes, if you continue using the email address associated to your password. However, it is best to update your email address (select "Account" from the menu options appearing at the top of each page, enter your new email address, and then click the Update button) so that communication with your district leaders and with the Lifelong Learning Registry office is not hindered.

### 5. **How do I update my account profile?**

Simply select "Account" from the menu options appearing at the top of each page. After making the change, be sure to click the update button at the bottom of the page.

**6. Tips for adding a new lifelong learning event using an Event Code**

If you attend a Nazarene sponsored event, you may receive an Event Code. When you select “Add Record” on your personal Registry page, you will have the option of entering the Event Code. Entering the Code provides all of the data for the learning event for you with the one exception of the number of lifelong learning hours. You must enter this number yourself as a way of verifying how much of the event you actually attended. Use the event program or other information provided by the sponsor to calculate how many lifelong learning hours you should report based on your actual participation in the event. If you have further questions on this item, email us at [learning@nazarene.org](mailto:learning@nazarene.org).

**7. Tips for adding a new lifelong learning event without an Event Code**

Many lifelong learning events you attend will not have been assigned an event code. However, you can easily add the event information by following the following steps. If you have no Event Code, skip the space provided for the code and enter the event information yourself.

- When possible, enter the full official title of the event
- Be sure the start and end dates are correct. Make sure you have selected an end date that is later than the start date!
- Provide enough description that someone other than yourself could read your entry and clearly understand the purpose and learning value of the activity.
- When it comes to reporting lifelong learning hours, become familiar with the reporting guidelines for unique learning opportunities. See the Registry HELP Menu.
- Be sure to enter the name of the sponsor providing the event. If it is a self-produced event (such as reading a book), enter “Self” on this line.
- Many learning events touch on all four of the development areas: Content, Competency, Context, and Character. However, normally one or two areas are especially emphasized and it is best to select only those areas. When you download a report of your activity, you will be able to see at a glance whether your activity is balanced between these four development areas.