Getting Started on the Lifelong Learning Registry (LLR)
https://learning.nazarene.org

STEP ONE: The user is invited to select his or her preferred language. After initial selection, the site remembers the user’s language.

- The user can select any of the other available languages at any time from any location on the site using the drop down menu (shown to the right) that appears on the lower portion of each webpage.
- After a period of disuse, the site returns to the language selection page, but all of the login information and other data is conserved in whatever language it was entered by the user. With one click the user can select the desired language and then may proceed with login.

STEP TWO. Each user must create an account on the Sign-Up page. There are brief, helpful explanations and definitions that inform and assist the user.
This is the Signup page:

When the user selects his or her region, then only the districts on that region are displayed when the user selects the drop-down “District” menu.

The user indicates his or her credential (ordained, licensed, or none). District or regional leadership can verify the credential of any user by cross-checking what the user has entered here with the official roll of district-licensed and ordained ministers. “None” might be a category used by district or regional office personnel who need access to the Registry but who have no ministerial credential.

**STEP THREE.** After login, the record of the user’s lifelong learning activity appears. If the user is new to the Registry, the user will be invited to “Add Record”.

Selecting “Add Record” gives the user the opportunity to enter the basic details of a learning event in which he or she participated.

Helpful explanatory text appears on the “Add Record” page to guide the user in understanding the kinds of learning events that qualify for lifelong learning hours and how to report those hours.
On the ADD RECORD page, the user enters the following information:

- **name of the event** (for example, “Leading Worship” or “Caring for Grieving Families”)
- **dates the event begins and ends** (a drop-down menu helps makes date selection easy)
- **description of the event** (this can be in the user’s own words or a description provided by the event provider)
- **name of the organization providing/presenting the event**
- **number of lifelong learning hours** the user is reporting for her or his participation in the event
- **type of event** selected by the user from a drop-down menu (conference, seminar/class, webinar, instructional preparation, book study group, online audio/video, other)
- **learning focus of the event** – content, context, competency, or character (the user may choose more than one)

**STEP FOUR.** After entering at least one event record, a listing of all the lifelong learning events the user has added to the Registry appears. The user may download and print a report at any time for any range of dates.
**STEP FIVE.** The user can find answers to questions about lifelong learning and about using the Registry by selecting HELP from the menu.

### User's Guide

**Best practices for lifelong learners**

- How many lifelong learning hours do I report for...
  - Reading a book
  - Reading a book with a group
  - Teaching a class in the Course of Study
  - Presenting a workshop or seminar
  - Viewing a webinar
  - Attending a conference
  - Completing coursework in a degree program
  - Participating in a Mission trip

### Navigating the Lifelong Learning Registry

- How do I select a different language for the site?
- What if I move to a different district?
- How do I update a change in my credential?
- Will I still be able to login if I change my email address?
- How do I update my account profile?
- Tips for adding a new lifelong learning event

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

---

**STEP SIX.** The user can update his or her information (including email and password) at any time.

*This example shows how the choice of districts appears on an iPhone when updating the user account.*