

<http://proserve.aglc.ca>
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To begin:

1. Visit <http://smartprograms.aglc.ca>. Select the program you want to take. To illustrate the process, the *ProServe* website is shown here.
2. Click on the “**Register Now**” tab under the Sign In Menu, found on the left-hand side of your screen.



3. Proceed through the registration process. You will need an active, personal email address to use as your email login. This is unique to each person registering on the website. If you do not have a personal email address, please create a free email account (i.e. using Yahoo, Hotmail, Gmail, etc.) before you attempt to register on the *any* of the SMART Training websites.
4. When creating your account, **please ensure you type in the correct contact information**. Enter only one mailing address, as your results will be sent to this address. Please ensure that the spelling of your name, street name, postal code, etc. are correct and that the apartment or suite number is included in the address, if applicable.
5. During the registration process, you will be asked to retrieve a registration code from your email account. Open your email and **copy and paste the registration code into the registration code field on the confirmation page**. This is the final step of the registration process and verifies that you are using a legitimate email address for your *ProServe* account. You will receive an email indicating that your registration is complete.

NOTE: Some firewalls or anti-viral software may prevent the registration code from being received.

Please contact the AGLC SMART Training program office by phone during office hours (Mondays through Fridays from 8:15 am until 4:00 pm), toll-free in Alberta at 1-877-436-6336 or by email to info@proserve.aglc.ca if you do not receive your confirmation code.

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