

ASAM Training Registration Process

ASAM course registration process is a ***two-step process***:

1. Create an ASAM Account
If you already have an ASAM account, you can skip to step 2.
2. Register for the Course/Training

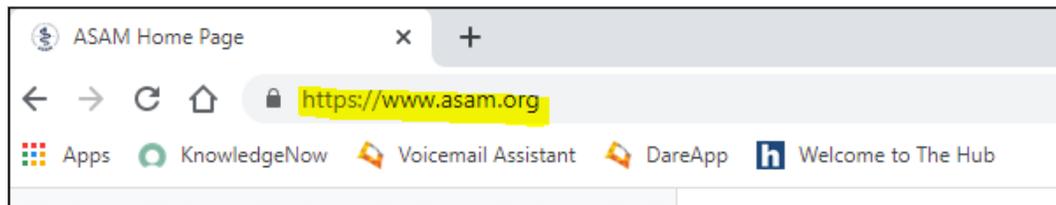
ASAM recommends Google Chrome to access ASAM courses, but Edge or Firefox will also work. Click the link below to download Google Chrome:

<https://www.google.com/chrome/>

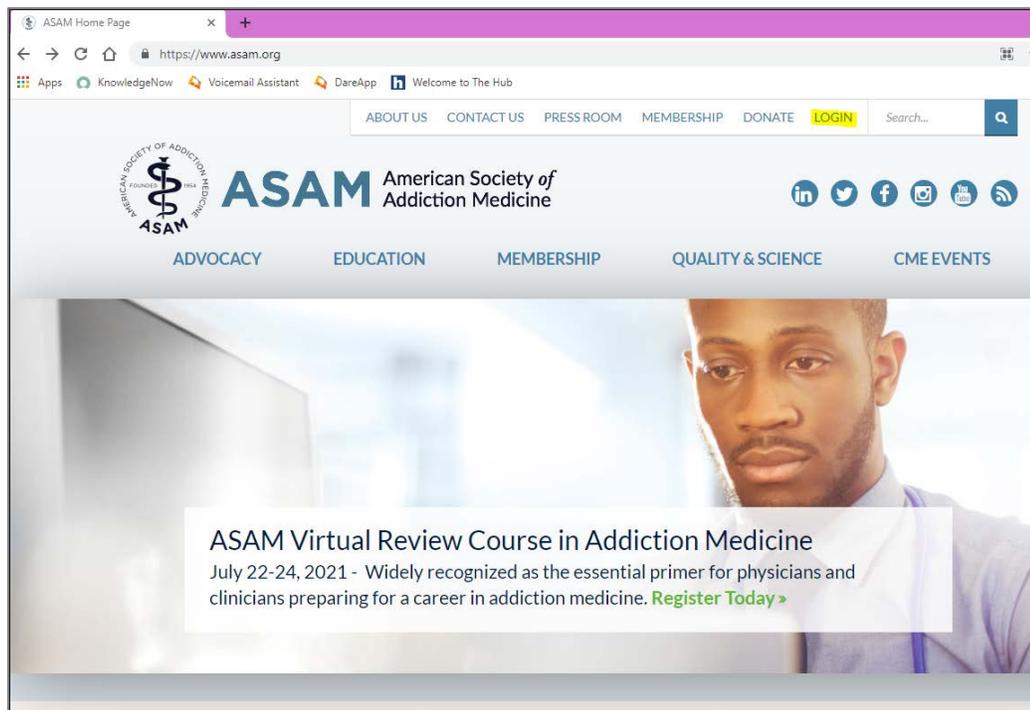
Step 1: Create Account

Please follow the steps below:

1. Copy/Paste the link below into the URL bar of your browser:
<https://www.asam.org/>



2. Once you are on the ASAM home page click **LOGIN** in the top right-hand corner:



3. After you click LOGIN, you are taken to the LOGIN page. Scroll down the page, read the instructions (especially items 2 and 3) and click **Create Account**:

Create Account

1. When you click "Create Account" below, you will be redirected to a form where you will enter:
 - a. A username of your own creation. Your username is *case-sensitive* and *must not contain a space!*
 - b. A valid email address you wish to associate with your ASAM Online account (double-check to ensure there are no typos)
 - c. A password of your own creation, which must meet the following standards:
 - i. At least eight characters in total
 - ii. At least one lower-case letter
 - iii. At least one upper-case letter
 - iv. At least one number
 - v. At least one special character (like "?", "#", "%", etc.)
2. After you submit this information, an email with a verification link will be sent to the address you entered. Check your spam or junk folder in case you don't see it in your inbox after a few minutes. Keep this page with the "Continue" button open. Open the email and click "Verify Email". This will open a new browser tab with a page that says "Your registration has been confirmed!".
3. Now return the page you started with and click the "Continue" button. Enter the username and password you just created, then click "Sign in".
4. You will then be directed to the multi-page ASAM portal form where you will fill in more information like your name, address, company, etc. You must allow cookies to continue.
5. Once you have completed the ASAM portal form, you can opt to sign up for a membership or go directly to your portal home screen ("Return to Home").
6. Once you're at your portal home screen, click the ASAM logo in the upper left to direct you to the ASAM.org home page. Click "Login". Log in with the username and password you just created. You are now fully signed into the system and can access the e-Learning Center and, if you are a qualified member, the Journal of Addiction Medicine.

CREATE ACCOUNT

4. Follow the prompts to set up a new account by entering a username, email address and password. Then click **Sign Up**.

Note: *The provided username and password will be your login credentials for ASAM.org and the ASAM e-Learning Center.*



Sign up with a new account

Username

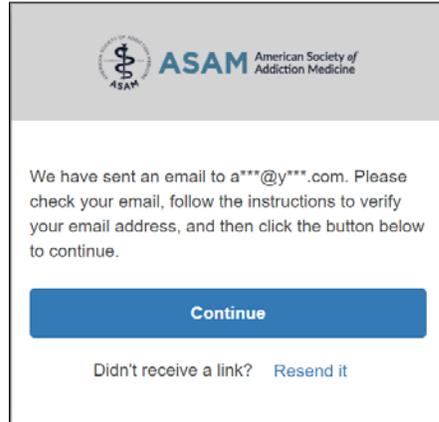
Email

Password

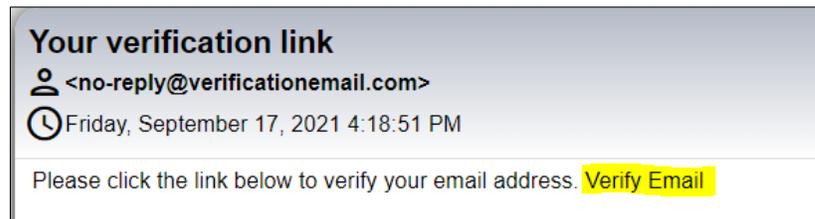
Sign up

Already have an account? [Sign in](#)

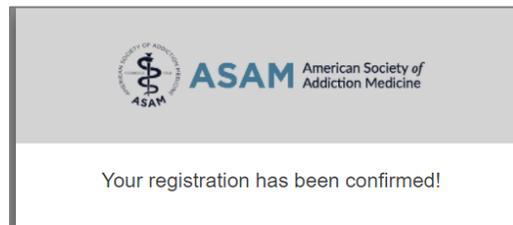
5. You will see the below pop-up. **DO NOT CLOSE THIS PAGE.**



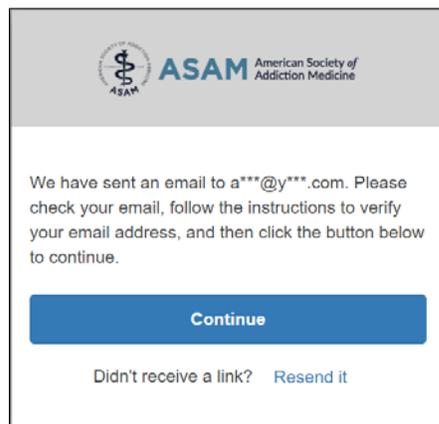
6. Check your email inbox for an email with the subject **Your verification link**.



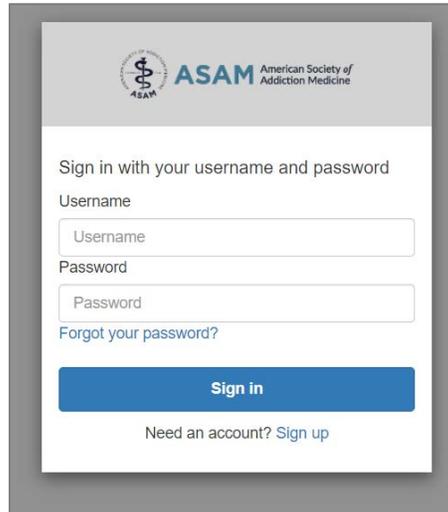
7. Click **Verify Email**. You will be redirected to a page with the below message:



8. Return to the open page from Step 5 and click **Continue**.



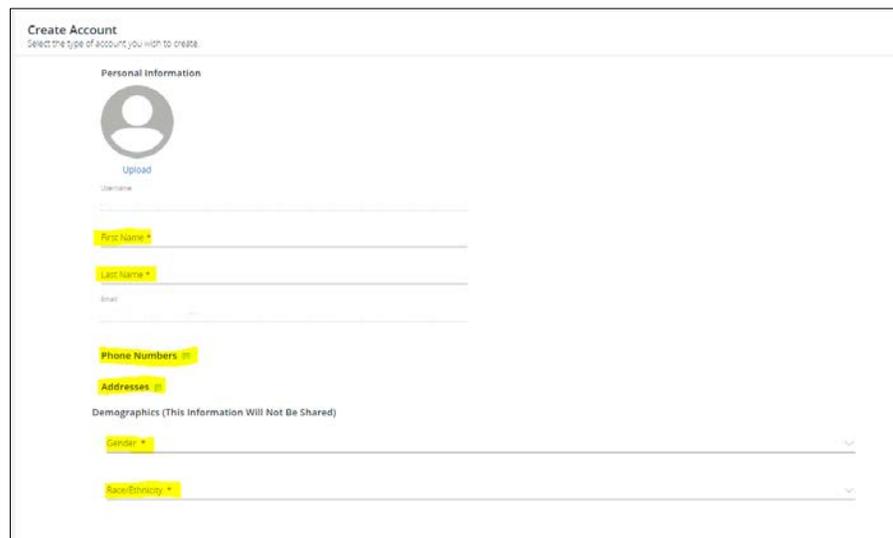
9. You will be prompted to log in with the username and password you entered in Step 4. Click **Sign In**.



The image shows a sign-in form for the American Society of Addiction Medicine (ASAM). At the top left is the ASAM logo, which includes a caduceus symbol and the text "ASAM American Society of Addiction Medicine". Below the logo, the text "Sign in with your username and password" is displayed. There are two input fields: "Username" and "Password". Below the password field is a link that says "Forgot your password?". At the bottom of the form is a blue button labeled "Sign in". Below the button is a link that says "Need an account? Sign up".

10. This will take you to the page where you will complete your account Profile. Enter information in the required fields and then click **Next** on the bottom right.
- First Name
 - Last Name
 - Business Phone (*Must click **Save Phone Number***)
 - Business Address (*Must click **Validate and Save Address***)
 - Gender
 - Race/Ethnicity

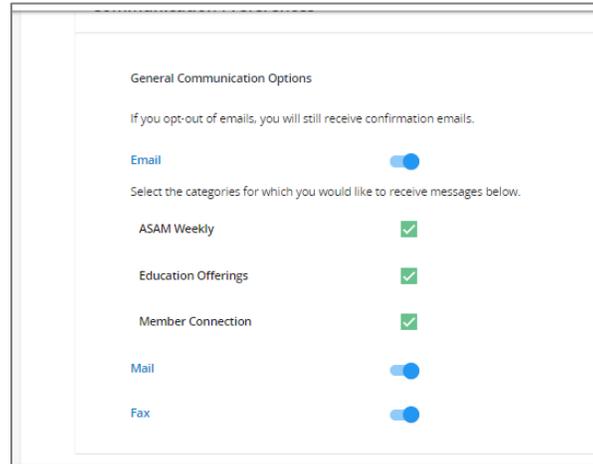
If the **Next** button does not turn blue, one or more required fields have not been completed. Please review the entries.



The image shows a "Create Account" form. At the top, it says "Create Account" and "Select the type of account you wish to create." Below this is a section titled "Personal Information". It features a profile picture placeholder with the word "Upload" underneath. There are input fields for "Username", "First Name", "Last Name", and "Email". Below these are sections for "Phone Numbers", "Addresses", and "Demographics (This Information Will Not Be Shared)". The "Demographics" section includes dropdown menus for "Gender" and "Race/Ethnicity".

11. Enter Organization information or choose one of the other options. Click **Next**.

12. Choose your communication preferences. Click **Next**.



General Communication Options

If you opt-out of emails, you will still receive confirmation emails.

Email

Select the categories for which you would like to receive messages below.

ASAM Weekly

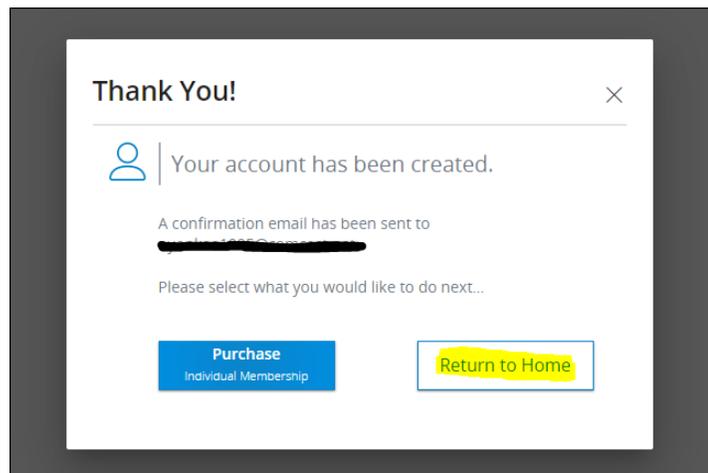
Education Offerings

Member Connection

Mail

Fax

13. From here you should get a screen saying your account has been created and a confirmation email has been sent. Click Return to Home.



Thank You! ×

 Your account has been created.

A confirmation email has been sent to
[REDACTED]

Please select what you would like to do next...

[Purchase](#)
Individual Membership

[Return to Home](#)

14. This takes you to Welcome to the ASAM Member Portal. Click the **Resources** Tab and select **Online Learning and CME**. This takes you to the e-Learning Center.

Step 2: Registering for a Course

Please follow the steps below:

1. Click **Login/Create Account**.



2. Enter your username and password. Click **Login**

Welcome!

If you are creating an ASAM Online account for the first time, please scroll down below the form and read the instructions before clicking on the "Create Account" button.

If you have an existing ASAM Online account, please log in below with your username and password to register for events, update your profile information, or renew your membership.

- If you don't know your password, or you've forgotten it, click **Forgot Password** and follow the instructions. You will be emailed a verification code which must be entered into the form before you can create a new password. Your password is case-sensitive. Be sure to return to this page to log into single sign-on again after your password change.
- If you don't know your username, or you've forgotten it, click **Forgot Username** and follow the instructions. Your username will be emailed to the email address we have for your account (remember: your username is case-sensitive, just like your password).
- If you are still unable to login, please contact us at 301.656.3920 or email@ASAM.org.

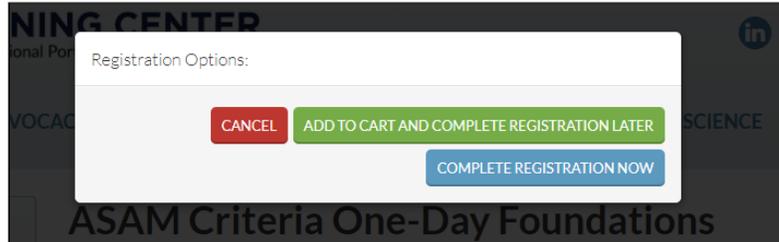
Username:

Password:

3. Once you have logged into your ASAM account, access the link provided to you for your assigned course.
- a. Course Link: <https://elearning.asam.org/products/asam-fundamentals-of-addiction-medicine-online-workshop>
4. Once you access the link click on the green **Register** button on the top right.



5. Click **Complete Registration Now**.

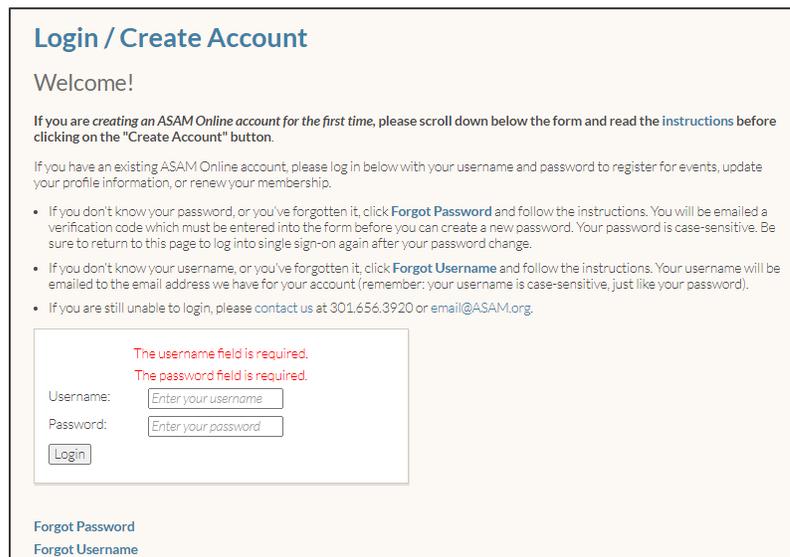


6. On the top of the screen there will be a message that states, "You must Log In to register". Click **LOG IN** if you are not already logged in.

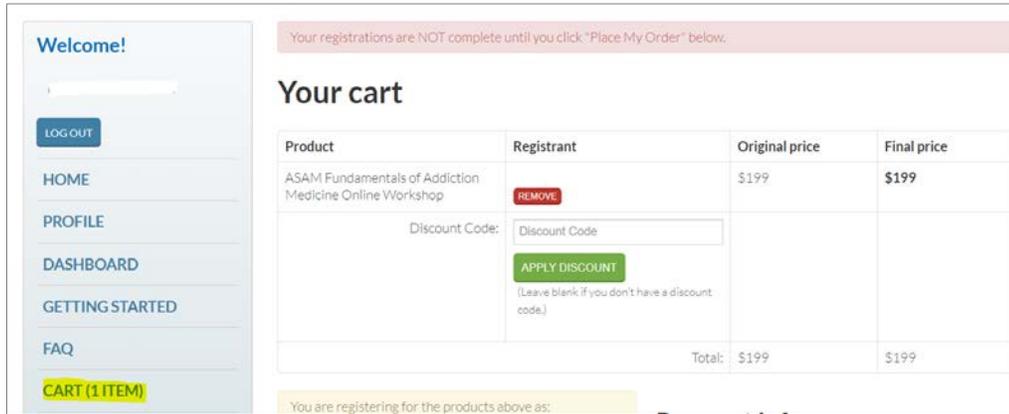
If your name appears on the top of the left-hand menu, you are already logged and can skip to step 8.



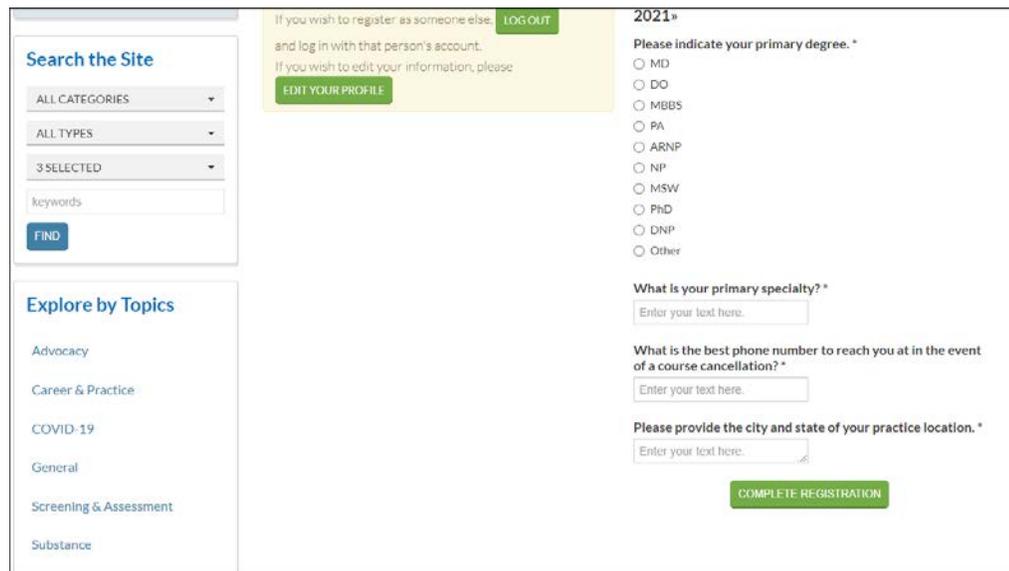
7. You will be directed back to the LOGIN Page, LOGIN with your newly created account information.



1. Once you are logged in you will be redirected to your cart. If you are not redirected, click **Cart (1)** on the left-hand menu.
 - a. Then click on the green Apply Discount button and enter **NATCON2022** to register complimentary.



2. Answer any required registration questions and submit payment information. Click **Complete Registration**.



3. You will receive an automated message to the email you used to create the account confirming your registration. The day (or several days) before the course, you will receive a course reminder with information about how to access the live session.

The course will live in your e-Learning Center Dashboard if you need to access it in the future.

4. Please reach out to the ASAM customer service team by email at education@asam.org or by phone at 301.656.3920 if you have any questions or issues during the registration process.