Creating your account

1. Go to the Joint Commission Resource Portal: https://softwaresolutions.jcrinc.com/Login.aspx. On the first screen, choose Self-Registration. Note the site works best in Chrome.
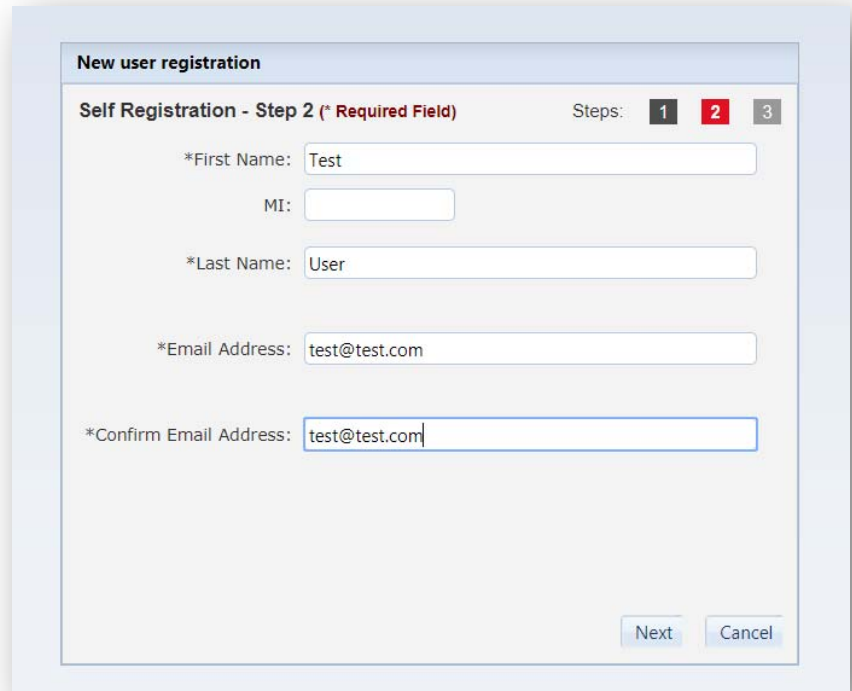
2. On the next screen, enter your Registration Code from your email

3. Next, enter your information into the fields. Your Email Address will be used as your Login ID.

New user registration

Self Registration - Step 2 (* Required Field)   Steps: 1   **2**   3

*First Name: Test

MI:

*Last Name: User

*Email Address: test@test.com

*Confirm Email Address: test@test.com

Next   Cancel

4. On the next screen, choose a password and two security questions in case you need to reset your password.

New user registration

Self Registration - Final Step (* Required Field)   Steps: 1   2   **3**

Your Site: State University of Iowa   **Your Profile:**   Name: Test User
Your Role: Staff Member   Email: test@test.com

To complete registration, please select password and security questions for your account:
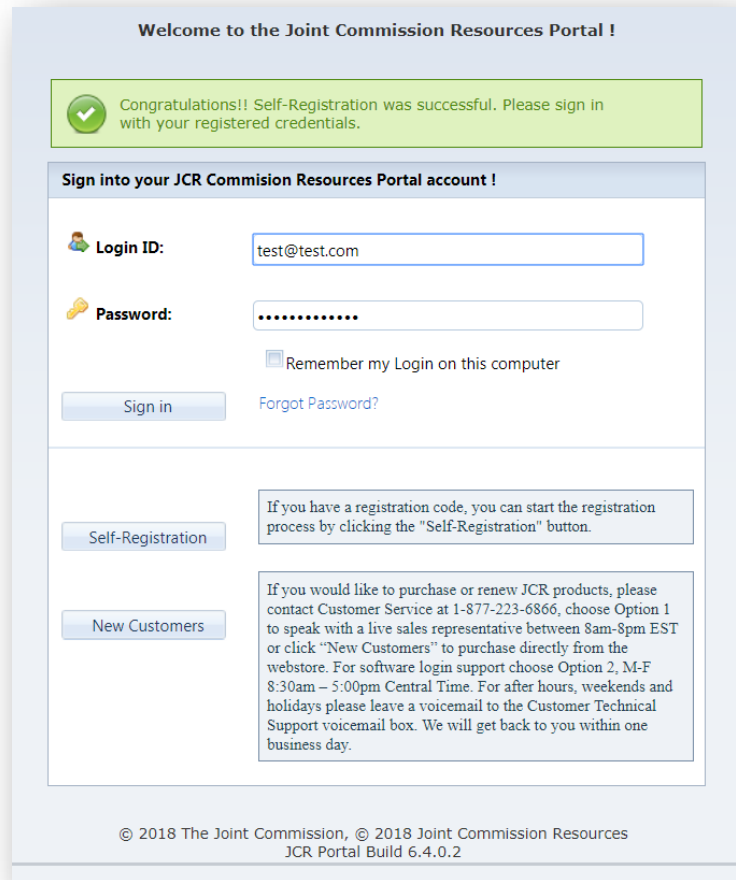
Create a password:

Retype password:

Question 1:   What is your favorite color?

Secret answer:

Question 2:   What is the name of the town where you were born?

Secret answer:

Finish   Cancel

5. You have successfully created your account! On the next screen, you may log in.

6. Once you've logged in, select "Tracers and Observations", and a License Agreement will appear. Once you've agreed to this, the list of Tracers will appear. Congratulations! You may now begin using Tracers!