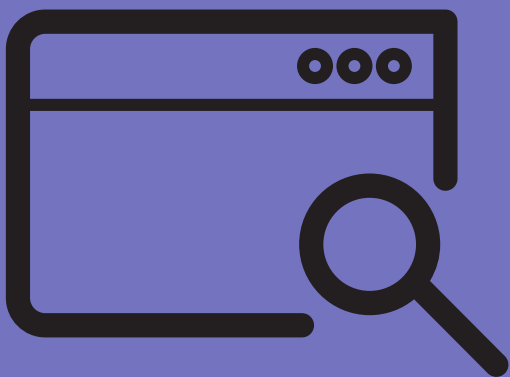


FIRST TIME LOGIN ARCHNYLAB



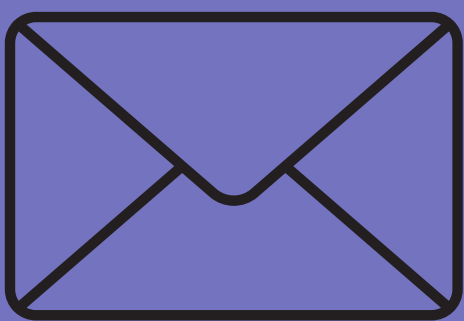
Department of Youth Faith Formation
website for formation courses



1

**OPEN A BROWSER TO
[DYFF.ARCHNYLAB.ORG](https://dyff.archnylab.org)**

Click "Sign up Now."



2

**ENTER YOUR EMAIL AND
CREATE A PASSWORD.**

Follow the criteria for a good password. Make a note of your password for future reference.



3

**READ AND ACCEPT THE
TERMS AND CONDITIONS.**

Commit to using the site responsibly.



4

**FIND THE CONFIRMATION
LINK IN YOUR EMAIL.**

Click the link you'll receive in your email to confirm your email address.



5

**COMPLETE YOUR
REGISTRATION.**

Answer each profile question.



6

YOUR DASHBOARD.

When you complete the registration, your dashboard will appear. You will find auto-enrolled courses. You can also enroll yourself into courses from the catalog.

ArchNYLAB
Learning. Accompanying. Believing.



6 Steps to Account Creation and First Login on ArchNYLAB

A guide for new users who have not previously registered. If you already have an account, use it. Please do not duplicate accounts – they cost time, money and, frustration!

Step 1

Open a browser to dyff.archnylab.org and click “Sign up Now.”

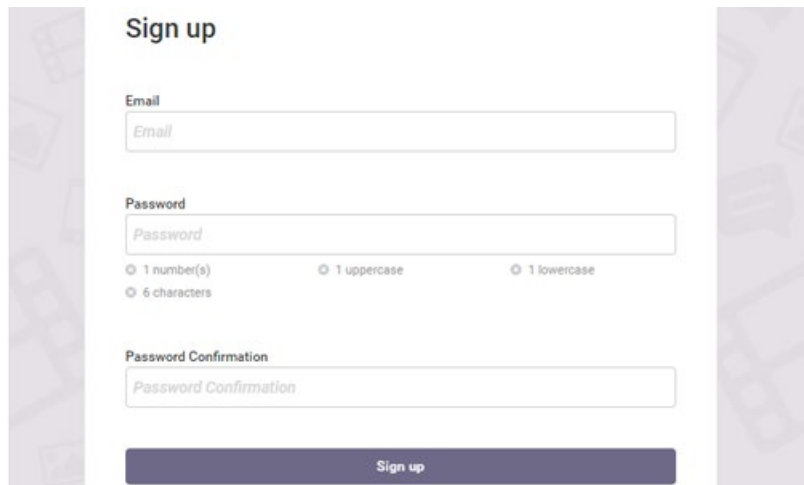
Don't forget to use the address bar, not a search box.

A screenshot of the ArchNYLAB login page. At the top center is the ArchNYLAB logo, a shield with a cross and other symbols. Below the logo, the text reads 'Welcome! Department of Youth Faith Formation Learning Portal'. To the right of the logo are two input fields: 'Email' and 'Password'. Below these fields is a dark blue 'Sign in' button. At the bottom of the page, there are three links: 'Have an account? Sign in.', 'First time? Sign up now.', and 'Forgot your password?'.

Enter your email address and create a password.

Passwords must contain:

- at least 1 number,
- at least 1 lowercase letter,
- at least 1 uppercase letter,
- and be at least 6 characters in length.



The screenshot shows a 'Sign up' form with the following fields and requirements:

- Email:** A text input field with a placeholder 'Email'.
- Password:** A text input field with a placeholder 'Password'. Below it are three requirements: '1 number(s)', '1 uppercase', and '1 lowercase', each with a radio button. A fourth requirement, '6 characters', is also present with a radio button.
- Password Confirmation:** A text input field with a placeholder 'Password Confirmation'.
- Sign up:** A dark blue button at the bottom.

Make a note of your account login email/password so that you can use them whenever you wish to log in.

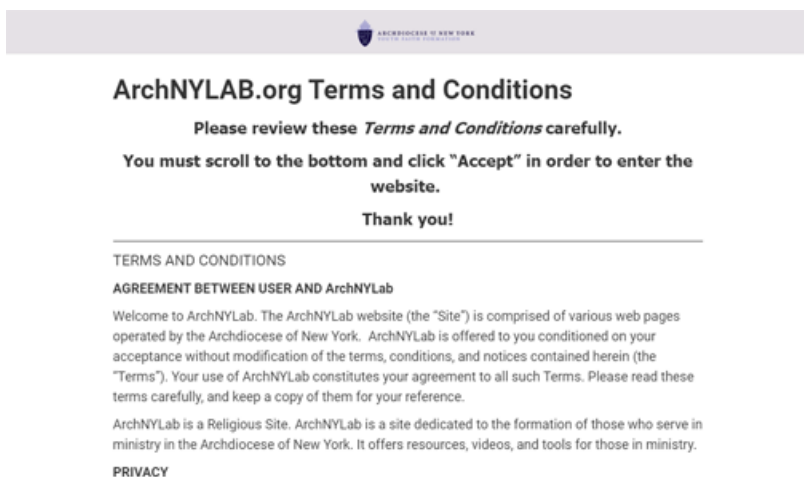
Step 3

Read and accept the Terms and Conditions for website use.

Scroll down to the end of the terms and click “Accept.” Don’t try to log in yet, go to Step 4.

Note: if you do not

scroll to the bottom and accept the terms, you will not be able to use the website.



The screenshot shows the 'ArchNYLAB.org Terms and Conditions' page. At the top, it says 'Please review these Terms and Conditions carefully.' and 'You must scroll to the bottom and click "Accept" in order to enter the website.' Below this, it says 'Thank you!' and 'TERMS AND CONDITIONS'. The page is titled 'AGREEMENT BETWEEN USER AND ArchNYLab' and contains the following text:

Welcome to ArchNYLab. The ArchNYLab website (the "Site") is comprised of various web pages operated by the Archdiocese of New York. ArchNYLab is offered to you conditioned on your acceptance without modification of the terms, conditions, and notices contained herein (the "Terms"). Your use of ArchNYLab constitutes your agreement to all such Terms. Please read these terms carefully, and keep a copy of them for your reference.

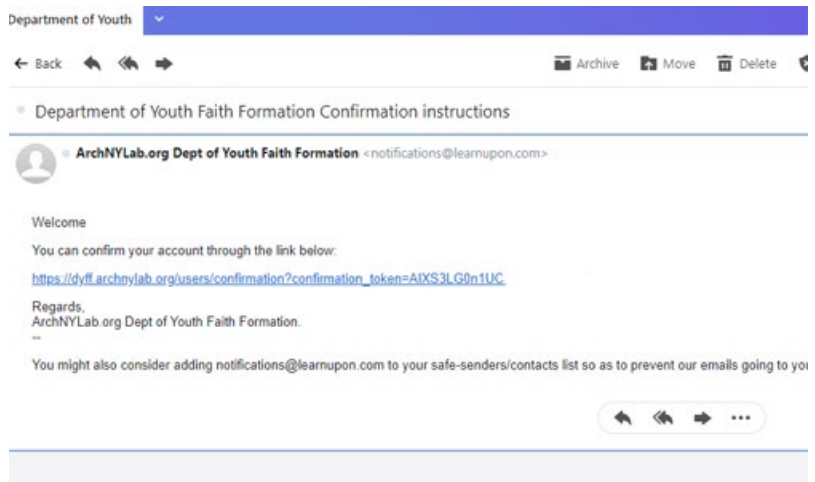
ArchNYLab is a Religious Site. ArchNYLab is a site dedicated to the formation of those who serve in ministry in the Archdiocese of New York. It offers resources, videos, and tools for those in ministry.

PRIVACY

Step 4

Go to the email account that you used in Step 2.

Find the confirmation email from ArchNYLab.org and click the link to confirm your account. Check your spam folder if necessary.



Step 5

Complete your registration information.

Once you click the link in Step 4, you will see the registration form. Complete it carefully.

Note: The question, “Which of the following BEST describes the type of formation that you wish to take?” may auto-enroll you in those courses. Choose carefully.

A screenshot of a registration form. It features a 'Basic Info' section with fields for 'First Name' and 'Last Name'. Below that is a 'Custom User Data' section with a heading: 'Please complete the following information in order to complete your registration for DYI'. This section includes fields for 'Home Address', 'City/Town', 'Phone number', 'Parish', and a question: 'Which BEST describes your ministry in your parish?' with a 'Choose' dropdown menu.

Your dashboard contains your courses.

When you complete the registration, your dashboard will appear. Here you can find your automatically enrolled courses or click on the course catalog to enroll yourself in other courses.



Enjoy your learning experience!

