

SYL-WP-ENG-001 Account Registration

ShiftYourLife

1. Purpose and Overview

This guide explains the process of registering a new Instructor account on the shiftyourlife.eu platform.

It is intended for:

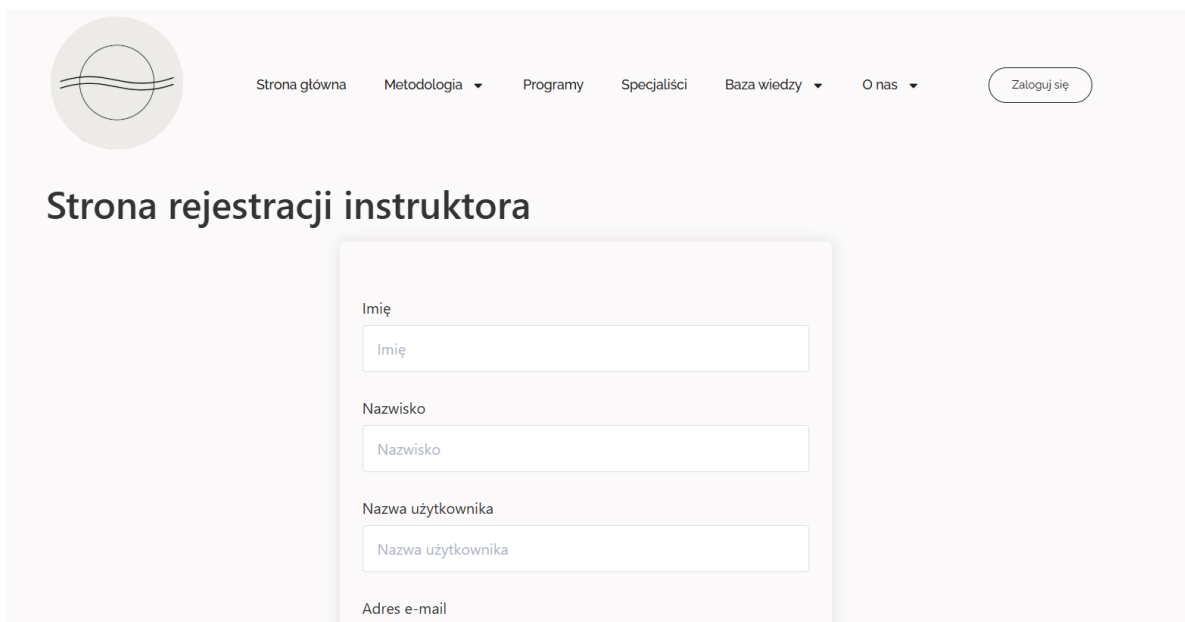
- Instructors who want to create and deliver courses on the platform.
 - Specialists who wish to set up a consultant profile to conduct sessions.
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2. Instructor Registration Process

1. Go to the registration page:

<https://shiftyourlife.eu/strona-rejestracji-instruktora/>

2. Complete the registration form:



- **Name** (Imię) – enter your correct first and last name.
 - **Surname** (Nazwisko) – enter
 - **Username** (Nazwa użytkownika)– used for login; cannot be changed later.
 - **Email Address** – provide an email address you use regularly (this will be your login).
 - **Password** (Hasło) – create a password and confirm it in the verification field.
3. Click **“Register as Instructor”** – You will receive an activation link by email.
- ⚠ **Remember to check your inbox as well as the *Spam* folder.**
- Open the activation link sent from **ShiftYourLife**. Once activated, you will be able to log in to your account.
4. After your account is approved by the Administrator, you will receive a confirmation email.
- Again, check both your inbox and *Spam* folder.

3. Troubleshooting

1. **No activation email received** → Check your Spam/Junk folder. If the email is missing, contact us at: kontakt@shiftyourlife.eu.
2. **Email address already in use** → This means an account already exists. Use the **"Forgot Password?"** option.
3. **Instructor permissions not visible** → Make sure you registered via the dedicated instructor link:

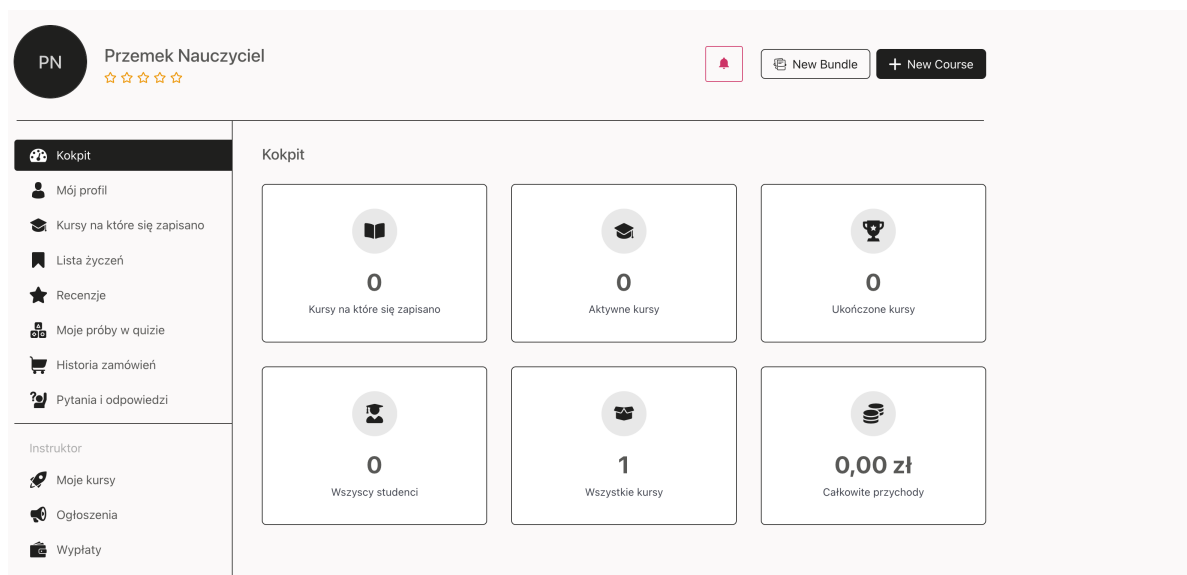
<https://shiftyourlife.eu/strona-rejestracji-instruktora/>

If the issue persists, contact the Administrator.

4. Important Notes

1. Login credentials (email and password) are personal and confidential.
2. Registering an account is the **first step** that allows you to create your own online courses and programs.

If you also want to become a Specialist and offer your services on the Platform, you must additionally create a Specialist Profile (see guide: SYL-WP-002 Registration and Configuration of a Specialist Profile).



3. A complete list of user guides is available in your account under the **Instructions** section.

