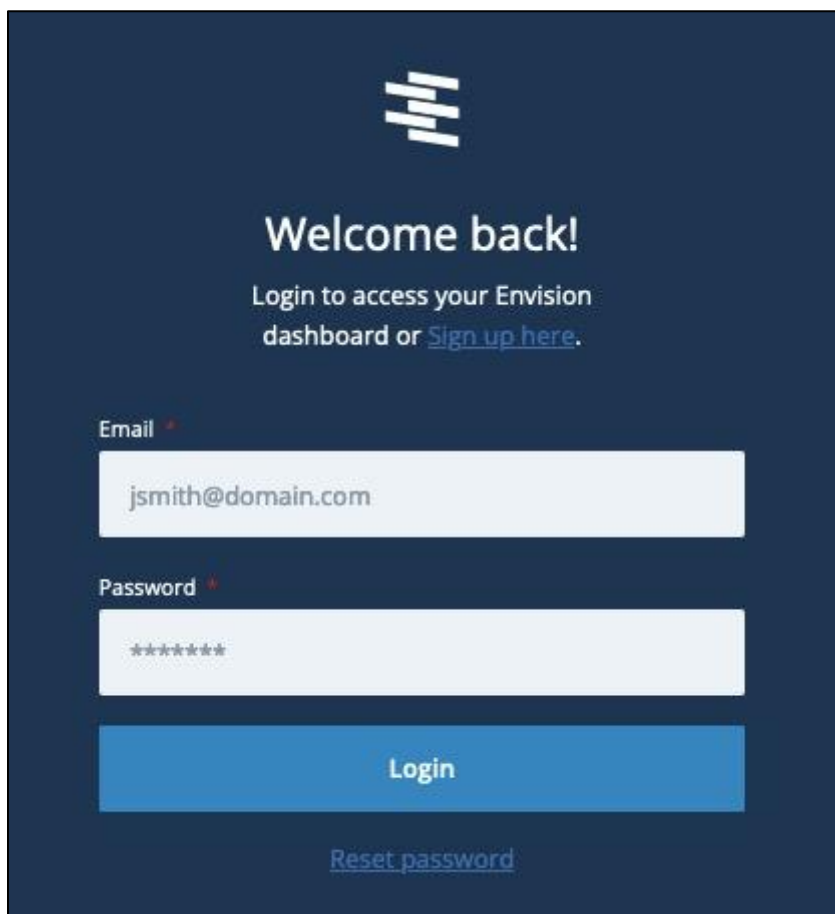


# CREATE AN ISI ACCOUNT

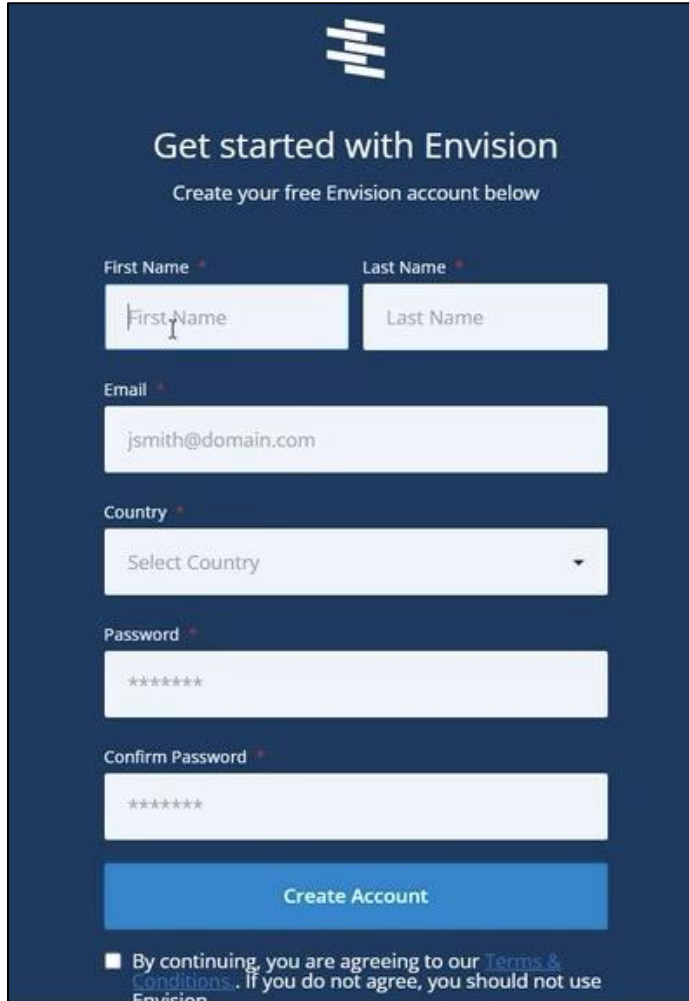
## Online Tutorial

Thank you for your interest in ISI! We have a lot to offer, and the first step to accessing all of our resources is creating your free account at [www.sustainableinfrastructure.org](http://www.sustainableinfrastructure.org).



The screenshot shows a dark blue login page. At the top center is a white logo consisting of three horizontal bars of varying lengths. Below the logo, the text "Welcome back!" is displayed in white. Underneath, it says "Login to access your Envision dashboard or [Sign up here](#)." There are two input fields: "Email" with a red asterisk and the text "jsmith@domain.com", and "Password" with a red asterisk and seven asterisks. A blue "Login" button is positioned below the password field. At the bottom, there is a link for "[Reset password](#)".

From the ISI homepage, please select "Sign up here" to get started



The screenshot shows a dark blue background with a white logo at the top left consisting of three horizontal bars. The main heading is "Get started with Envision" in white, with the subtext "Create your free Envision account below" below it. The form fields are as follows:

- First Name \***: Input field containing "First Name".
- Last Name \***: Input field containing "Last Name".
- Email \***: Input field containing "jsmith@domain.com".
- Country \***: Dropdown menu with "Select Country" and a downward arrow.
- Password \***: Input field containing "\*\*\*\*\*".
- Confirm Password \***: Input field containing "\*\*\*\*\*".

At the bottom of the form is a blue button labeled "Create Account". Below the button is a checkbox with the text: "By continuing, you are agreeing to our [Terms & Conditions](#). If you do not agree, you should not use Envision".

Complete all of the fields. Be sure to accept the "Terms & Conditions", then click the blue button labeled "Create Account".



Once you have created your account, you will receive a message indicating that a confirmation email has been sent to you directly.

Be sure to check your spam / junk folder for an email from [info@sustainableinfrastructure.org](mailto:info@sustainableinfrastructure.org).

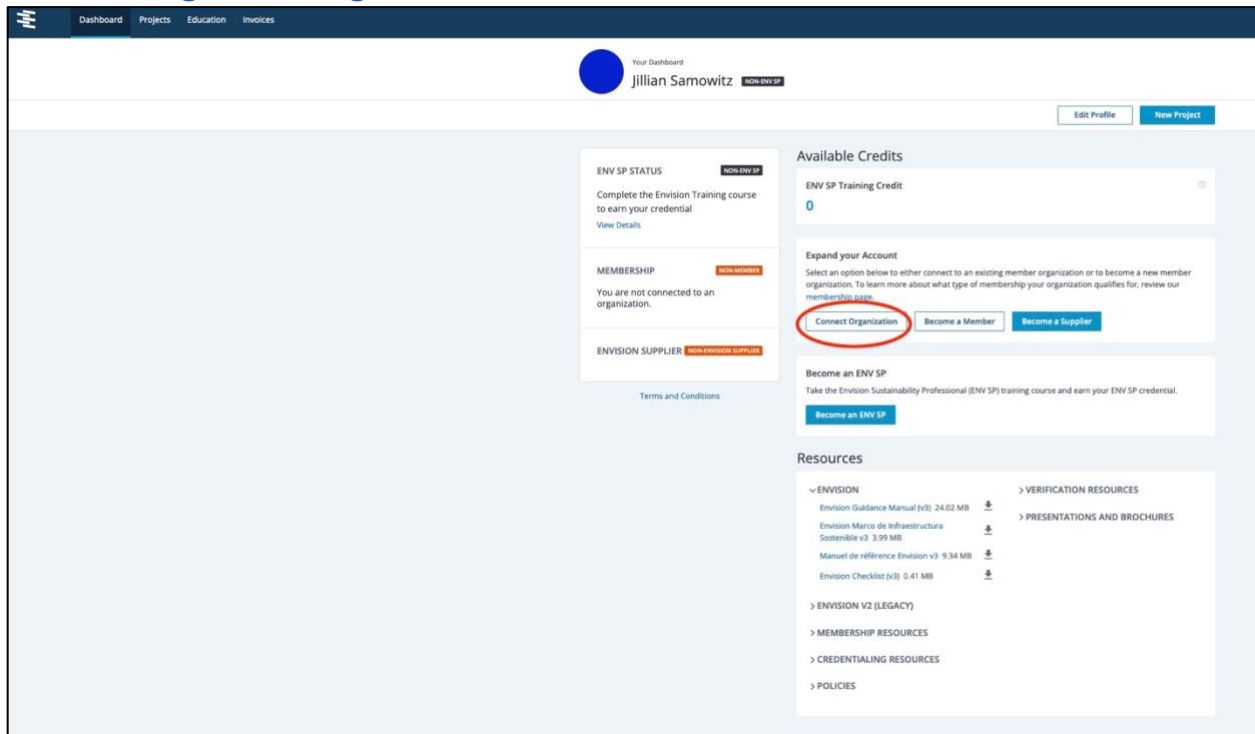
If you did not receive an email, please select the button labeled, "Click here to request another".



Once you have accessed the confirmation email, click the link to confirm your email.

You will then be sent back to the login screen where you can input your email and password to begin using your account.

## Connecting to an Organization

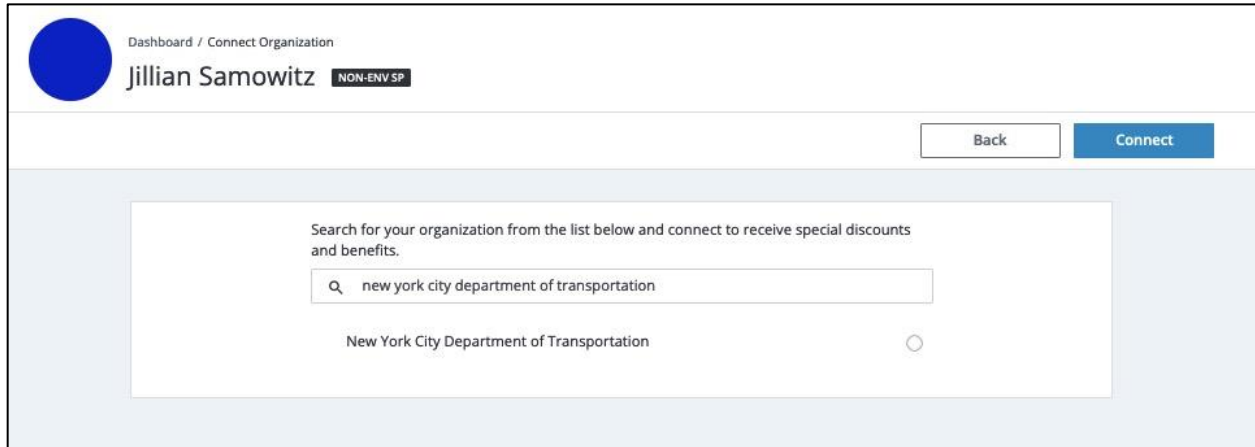


The next step in setting up your account is to connect to an organization. This step is *optional*. To bypass this step, please select “Skip”.

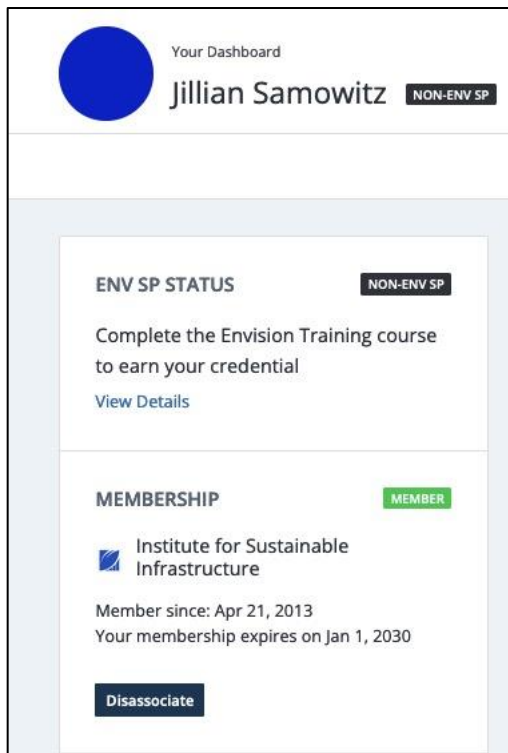
Otherwise, you can connect to your organization or change your association with this organization at any time from your account Dashboard.

Connecting your individual account to an ISI member organization allows you to receive membership discounts on ISI resources and services.

*Note: Further instructions are provided in the pages below if your organization has not yet created a membership account that can be associated with individual account.*

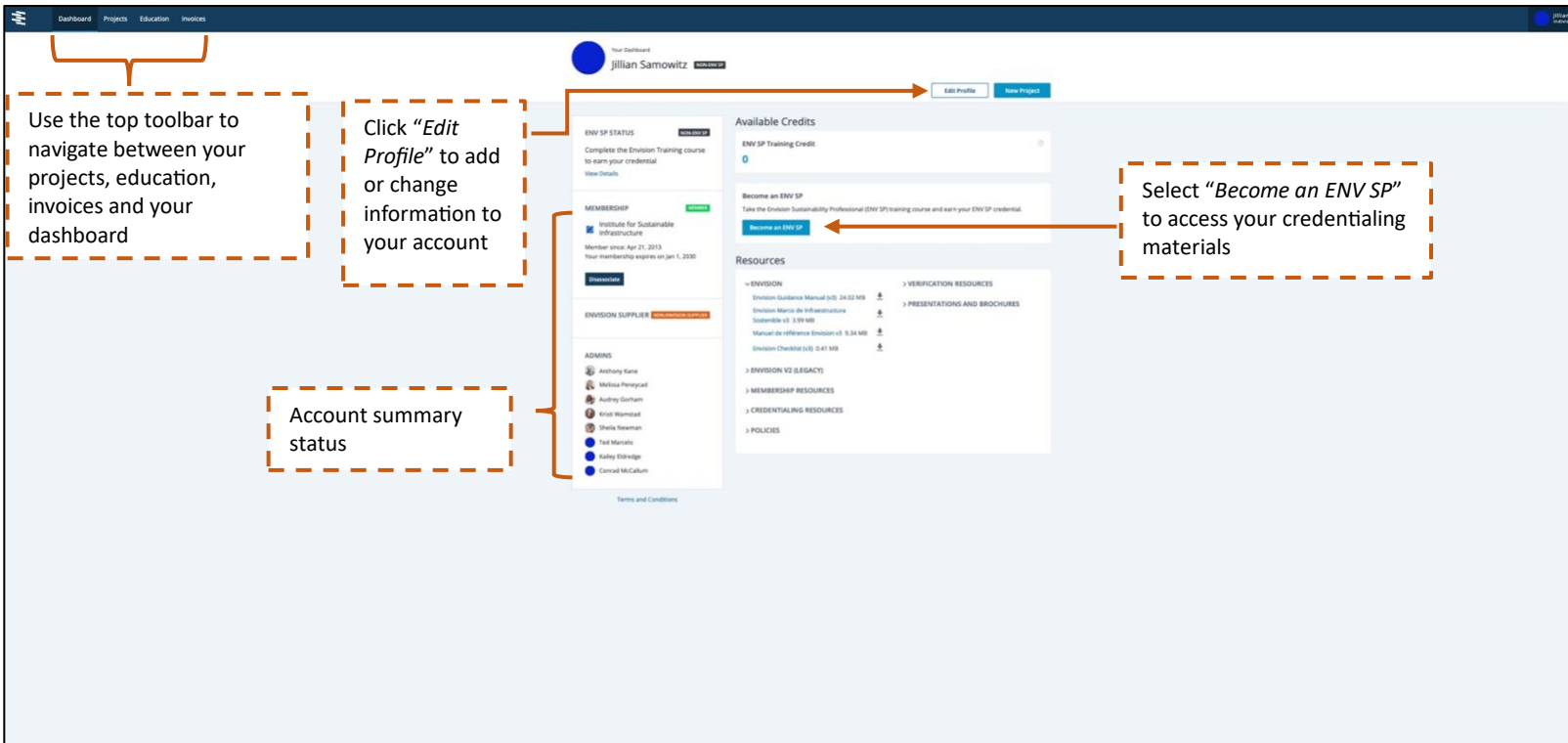


After selecting “Connect to Organization”, you can search to find your organization. Becoming associated with the organization requires Admin approval.



Once you have been approved by the Admin, your Dashboard will update to reflect your association with the organization.

## Navigating Your Dashboard



The screenshot shows a user dashboard for Jilian Samowitz. The top navigation bar includes links for Dashboard, Projects, Education, and Invoices. The main content area is divided into several sections:

- ENV SP STATUS:** A section with a "View Details" link and a "Become an ENV SP" button.
- MEMBERSHIP:** A section showing membership details for the Institute for Sustainable Infrastructure, including the start date (Apr 21, 2013) and expiration date (Jan 1, 2030).
- ENVISION SUPPLIER:** A section with a "View Profile" link.
- ADMINS:** A list of administrators including Anthony Kane, Melissa Penneyard, Audrey Garham, Kristi Wamsdal, Jenita Westman, Ted Marzelle, Katelyn Hillidge, and Conrad McCullum.
- Available Credits:** A section showing "ENV SP Training Credit" with a "0" count.
- Resources:** A section with expandable categories: ENVISION, VERIFICATION RESOURCES, PRESENTATIONS AND BROCHURES, ENVISION V2 (LEGACY), MEMBERSHIP RESOURCES, CREDENTIALING RESOURCES, and POLICIES.

Callouts provide the following instructions:

- Top Toolbar:** Use the top toolbar to navigate between your projects, education, invoices and your dashboard.
- Edit Profile:** Click "Edit Profile" to add or change information to your account.
- Account Summary:** Account summary status.
- Become an ENV SP:** Select "Become an ENV SP" to access your credentialing materials.