

# Cognia Registration Instructions

1. Open the myJourney URL, <https://myjourney.cognia.org/login>.  
The myJourney Login page opens.
2. Click **ASSIST**.

The ASSIST Login and New Users page opens.

3. Click **Create New Account**.

The New Account Registration form opens.

4. Complete the required fields on the registration form, and then click **Register**.

**Note:** It is not required to enter a code in the **Access Code** field; however, if you have your district or school access code, you should enter it.

The screenshot shows the AdvancED New Account Registration page. At the top left is the AdvancED logo. At the top right are links for AdvancED Home, ASSIST, and Login. Below the header is a navigation bar with icons for print, help, and accessibility. The main heading is "New Account Registration". A note states "An \* indicates a required field." The form contains several input fields: "First Name \*", "Last Name \*", "E-mail \*", "Confirm E-mail \*", "Personal Password \*", "Confirm Personal Password \*", and "Access Code". The "Access Code" field has a red arrow icon pointing left. At the bottom left are "Register" and "Cancel" buttons, with a red arrow icon pointing right next to the Register button.

### Access Codes

If you are the primary person responsible for school improvement and/or accreditation activities at your institution, you should have received an access code. If this is not the case, please [contact us](#). Your access code must be entered in your Personal Profile in order to manage your institution's school improvement and accreditation information.