



ACADEMY OF PEER SERVICES

We Learn. We Share. We Thrive.

APS User Guide

Welcome to the Academy of Peer Services!



Table of Contents

1 - New Users – Register:	3
2 - New Users (Accessing From a Mobile Device):	6
3 - Returning Users (Log In):	7
4 - Reset Password:	8
5 - Change Password:	9
6 - Dashboard (Overview):	11
7 – Update Your Profile or Edit Your Account:	16
8 – Withdraw From a Course:	16
9 - Certificates & Transcripts:	17
9.1 - Print a Certificate (for individual courses):	17
9.2 - Print a Certificate (for Thirteen Core Courses):	18
9.3 - Print a Transcript:	19
10 - Accessing the Certification Board:	21
11 – Useful Websites:	21

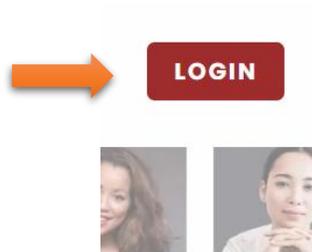
1 - New Users – Register:

These are the steps to register and sign up for courses.

Step 1: Access the [Academy of Peer Services](https://www.academyofpeerservices.org/): <https://www.academyofpeerservices.org/>

Step 2: Click **Log in** – upper right corner of the screen.

The login screen opens.



Step 3: Click **Create Account**.



A registration form opens. Please complete all the fields.

Registration

Already Have an Account?
- or -
New to the Learning Portal? Create your account below.

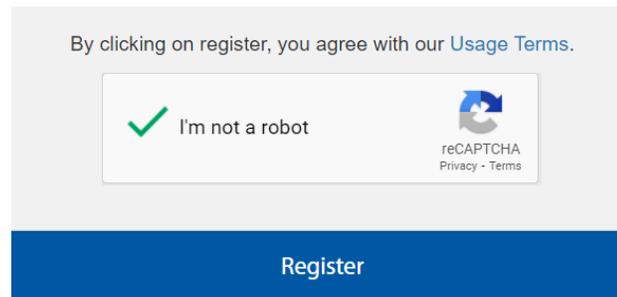
First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Date of Birth*	Email*
<input type="text"/>	<input type="text"/>
Confirm Email*	City*
<input type="text"/>	<input type="text"/>
County*	In which state do you live?*
<input type="text" value="Select..."/>	<input type="text" value="Select..."/>
Zip*	In which country do you live?*
<input type="text"/>	<input type="text" value="Select..."/>
Select which of the following racial categories you identify with most*	Do you consider yourself to be Hispanic/Latino?*
<input type="text" value="Select..."/>	<input type="text" value="Select..."/>
Do you work in New York State?*	What is your education level?*
<input type="text" value="Select..."/>	<input type="text" value="Select..."/>
What is your experience with online courses?*	What is your current role?*
<input type="text" value="Select..."/>	<input type="text" value="Select..."/>
I am taking APS courses to meet the training and testing credential for the New York State Peer Specialist Certificate credential*	
<input type="text" value="Select..."/>	

By clicking on register, you agree with our [Usage Terms](#).

Step 4: Answer all the questions, particularly those marked with a **red ***. They are required.

Note: The third box, **Email** must be the email address you will use for all communication with the Academy. It will also be your username. To keep your official records straight, only one email per registered user is allowed. **Do not create duplicate user accounts.**

Step 5: Click the box labeled, "I'm Not a Robot."



Note: When you click the box, a picture puzzle may open for you to solve. After you successfully solve the puzzle, the green check mark as shown above will appear.

Step 6: Review the Usage Terms then click **Register**



If the registration goes back to the top of the form, there may be an unanswered or incomplete question. Scroll to the bottom of the screen (as shown below) to view any error messages.



Correct or complete any incomplete questions. Once the registration form has been successfully submitted, an email with your username and temporary password will be sent to the email address you provided.

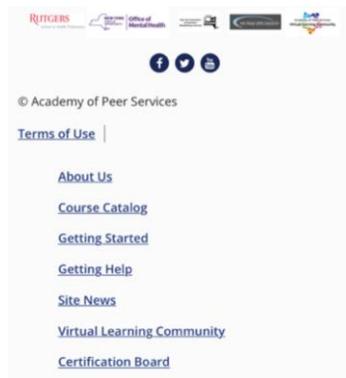
Return to Top

2 - New Users (Accessing From a Mobile Device):

Each mobile device has a slightly different APS home page display. Once you reach the home page the blue login button is typically displayed at the top right of the screen.



Scroll down to find important links like the Course Catalog, Getting Started, and Getting Help, as well as the link for the Certification Board.



You can use the same instructions in **Section 1** to create or log into your account.



[Return to Top](#)

3 - Returning Users (Log In):

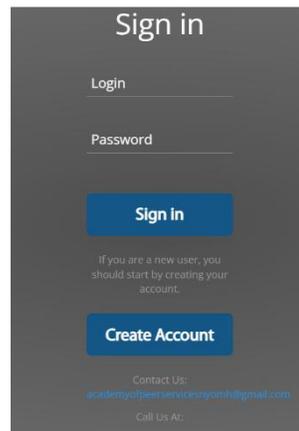
Step 1: Access the [Academy of Peer Services](https://www.academyofpeerservices.org/): <https://www.academyofpeerservices.org/>

Step 2: Click **Login** – upper right corner of the screen.



The login screen opens.

Step 3: Enter your username and password. Click **Sign in**.



Your registered username is the same as before.

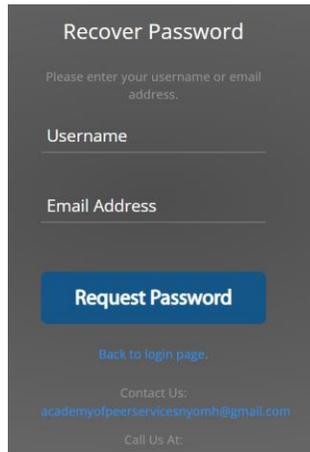
[Return to Top](#)

4 - Reset Password:

Step 1: Click on the **Recover your password** link.



A new screen will appear to allow you to get a new password.



Step 2: Enter your username or your registered email address and click **Request Password**.

Note: Use the link in the email you receive from Genius SIS to set your password. If the link is not active, you may need to copy and paste the web address for the password change site into your browser.

If you do not receive the email, check your Junk Mail folder.

Need help? Email: academyofpeerservicesnyomh@gmail.com

[Return to Top](#)

5 - Change Password:

The Genius Dashboard navigation bar is where you will go to change your password.

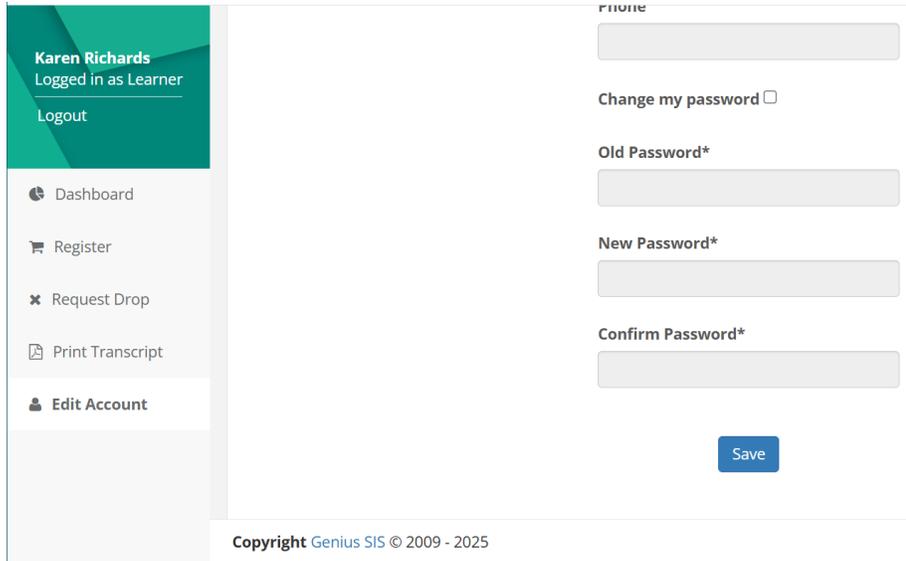
Step 1: Go to the [Academy of Peer Services](https://www.academyofpeerservices.org):
<https://www.academyofpeerservices.org>.

- If you are **not** already logged in, click **Login** (upper right button)



- If you **are** already logged in, ...

Step 2: Click **Edit Account** in the navigation bar (left side of screen).



The screenshot shows a user interface for a learner named Karen Richards. On the left is a navigation bar with options: Dashboard, Register, Request Drop, Print Transcript, and Edit Account. An orange arrow points to the 'Edit Account' option. The main content area shows a form with fields for 'First Name', 'Last Name', and 'Registered Email'. Below these is a 'Change my password' checkbox, which is checked. Underneath are three password fields: 'Old Password*', 'New Password*', and 'Confirm Password*'. A 'Save' button is at the bottom right of the form. The footer of the page reads 'Copyright Genius SIS © 2009 - 2025'.

A new screen appears. Your Last Name, First Name, and registered email should appear in the window. (You cannot change your name. but you can change your email address.)

Step 3: Click **Change my password** check box. The fields below turn white, and you can enter information.

Change my password 

Old Password*

New Password*

Confirm Password*

Step 4: Enter your current password in **Old Password** box.

Step 5: Enter a new password. (Minimum length is now **8 characters** with at least one uppercase, one lowercase, one number, and one symbol)

Step 6: Enter the new password again to confirm it was entered correctly.

Step 7: Click **Save**.

This message will be displayed.

 **Your account was successfully updated.**

Step 8: If the new password is not accepted, correct for errors.

Need help? Email: academyofpeerservicesnyomh@gmail.com

[Return to Top](#)

6 - Dashboard (Overview):

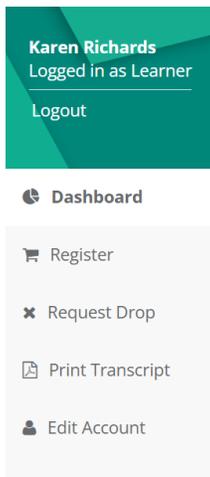
The Genius Dashboard is where you will access courses and manage your course records.

Step 1: Go to the **Academy of Peer Services**: <https://www.academyofpeerservices.org>.

If you are not already logged in, click Login (upper right button) and follow the steps.

LOGIN

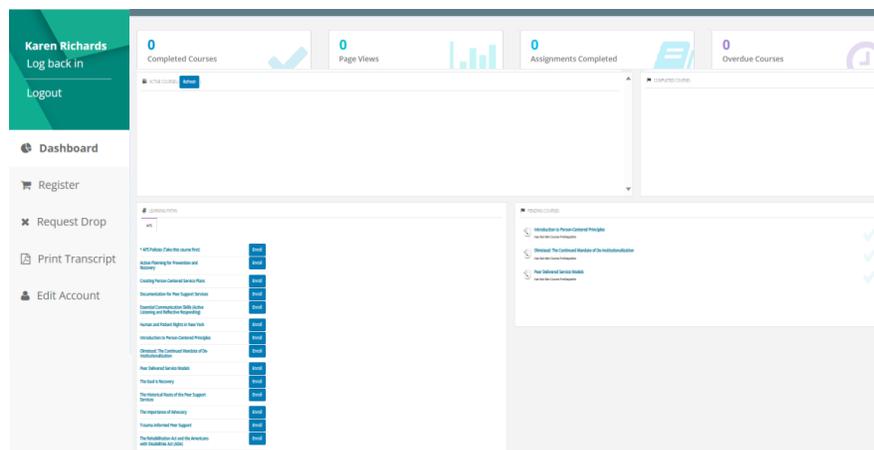
Step 2: Review the Navigation bar that appears on the left side of the screen.



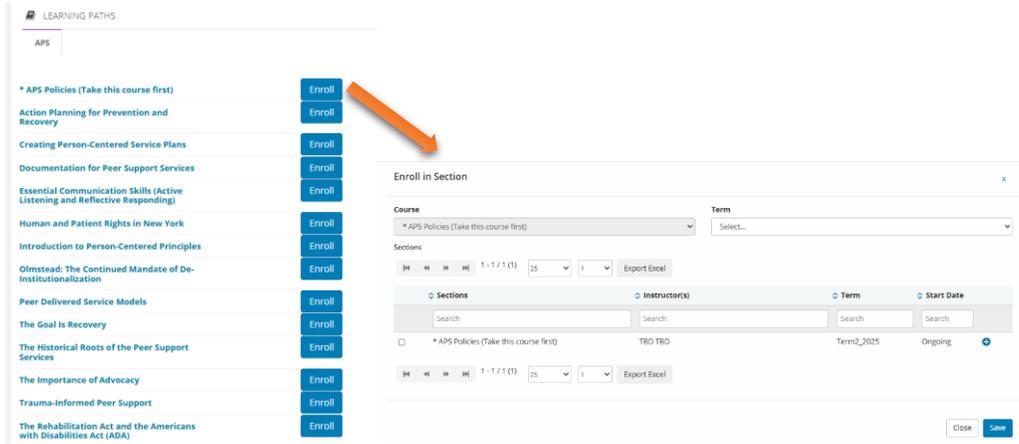
Your username and role (**Learner**) are in the top block. Use **Logout** to exit the Academy of Peer Services. The Navigation buttons below will give you access to the different features. You will click:

- **Dashboard** to view the status of courses you are taking
- **Register** to select courses to take
- **Request Drop** if you change your mind about taking a course you have registered to take
- **Print Transcript** for a list of all of the courses you have completed (Core, Elective, Continuing Education, and Supervision)
- **Edit Account** to change your password

Step 3: You will arrive at the **Dashboard**. If the APS Policies course is not preloaded in your **Active Courses** section, go to the **Learning Paths** section.



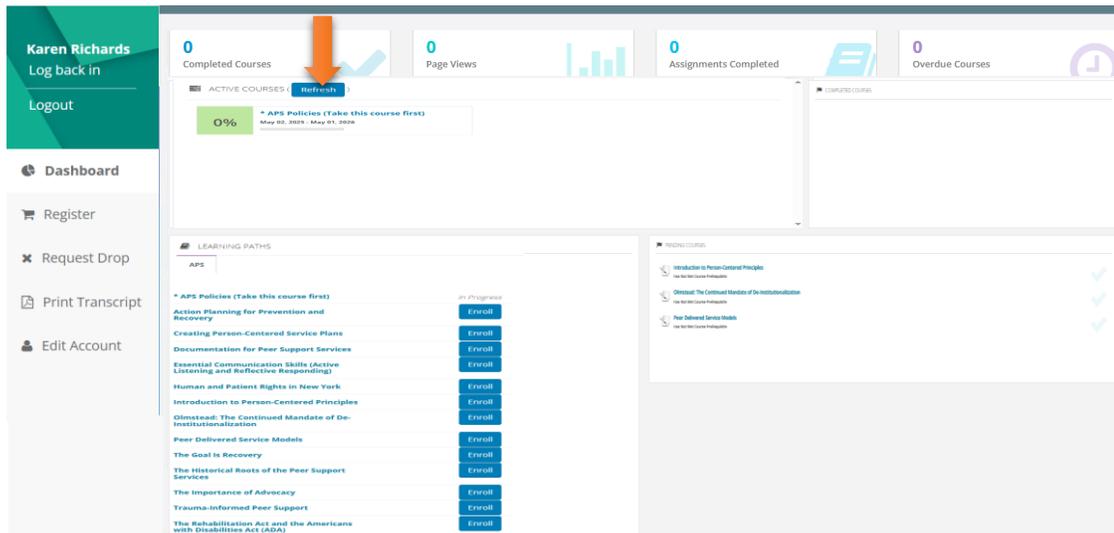
To enroll in the APS Policies course, click the Enroll button beside the course title.



The screenshot shows a list of learning paths under the 'APS' category. The first item is '* APS Policies (Take this course first)' with an 'Enroll' button. An orange arrow points to this button. Below it are other courses like 'Action Planning for Prevention and Recovery', 'Creating Person-Centered Service Plans', etc., each with an 'Enroll' button. A modal window titled 'Enroll in Section' is open, showing the course selected and a 'Save' button.

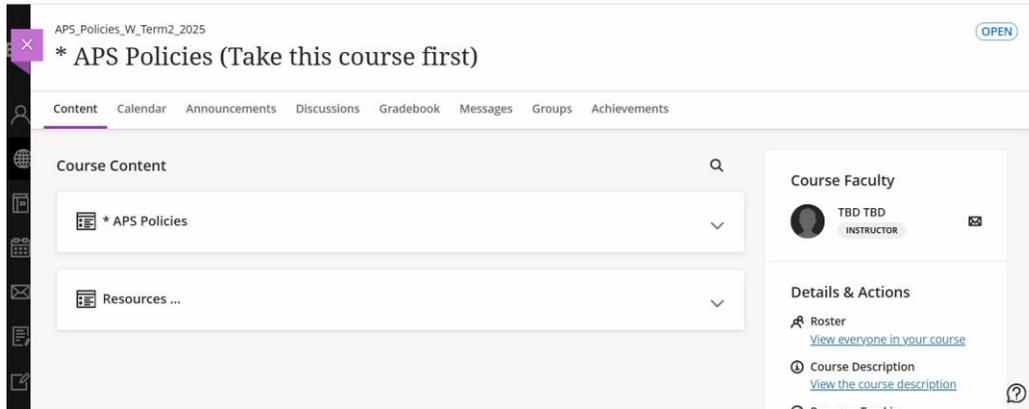
The **APS Policies** course should be taken first. Please select it and click the **Save** button.

You may need to return to your dashboard and refresh your browser window or click the **Refresh** button on the left of **Active Courses** to update the screen.

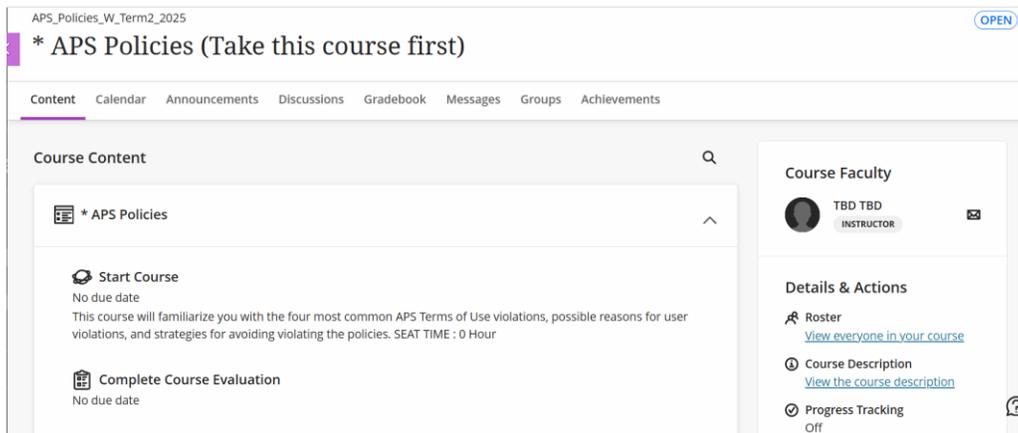


The screenshot shows the user dashboard for Karen Richards. The 'Active Courses' section is highlighted with a red arrow pointing to the 'Refresh' button. The course '* APS Policies (Take this course first)' is listed with a 0% progress indicator. The dashboard also shows 'Completed Courses', 'Page Views', 'Assignments Completed', and 'Overdue Courses'.

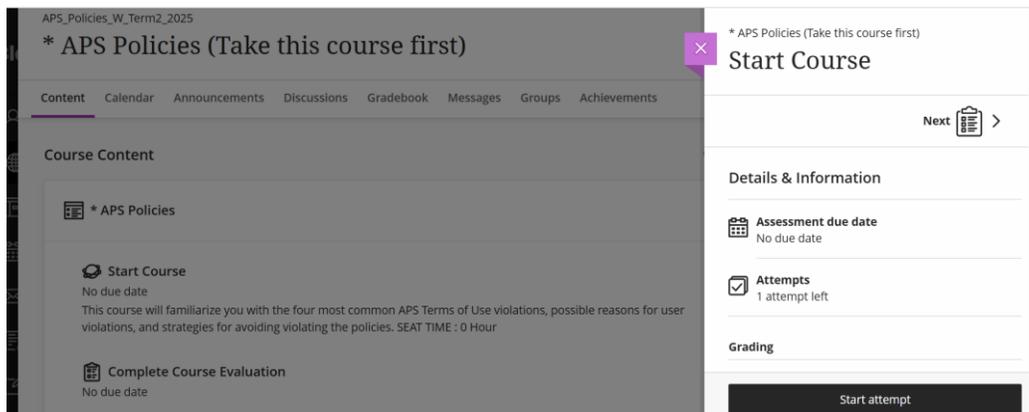
Click the course to start.



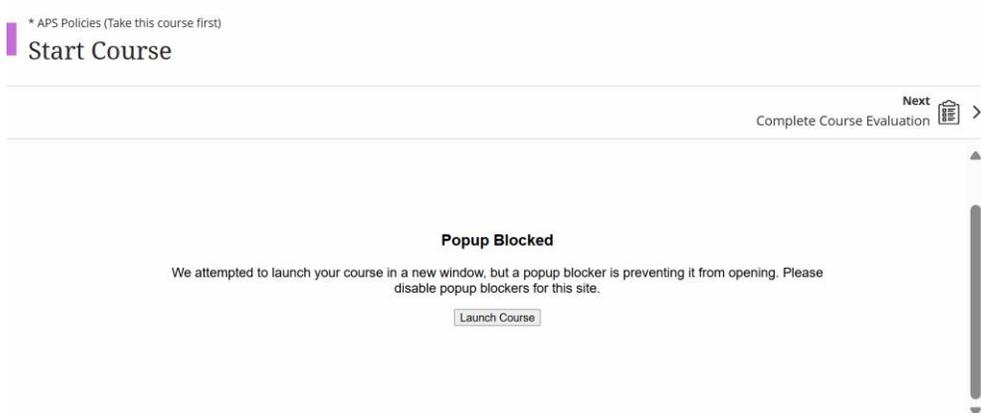
Under the **Content** tab, you will find information about the course.



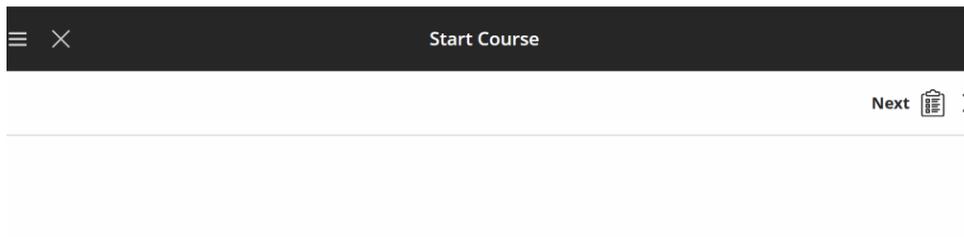
Click Start Course. The **Start Course** tab will appear on the right side of your screen. Click the **Start attempt** button to begin.



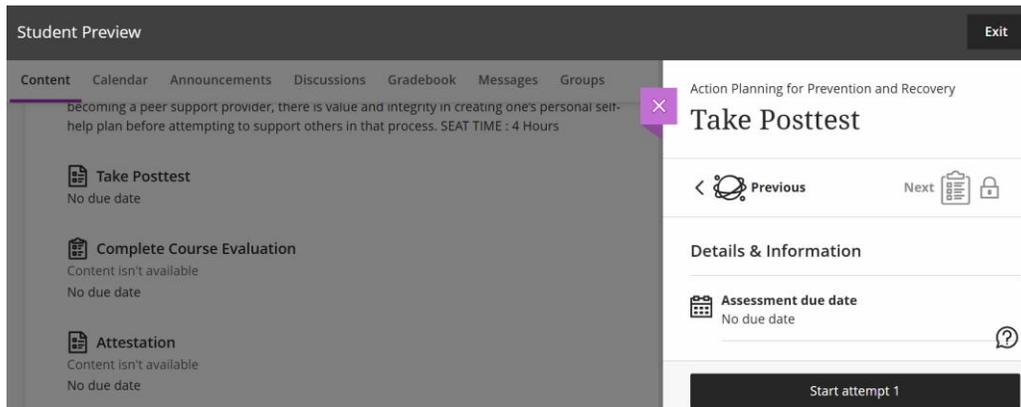
When the screen changes to Popup Blocked, please check your browser settings to allow popups for this web page, and click the **Launch Course** button.



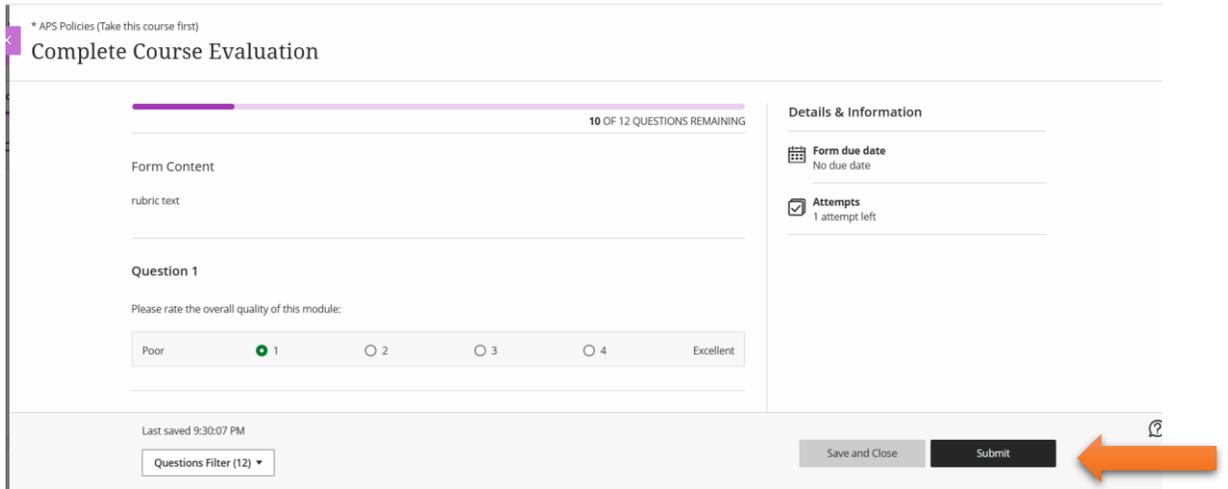
Click **Start Course** to begin.



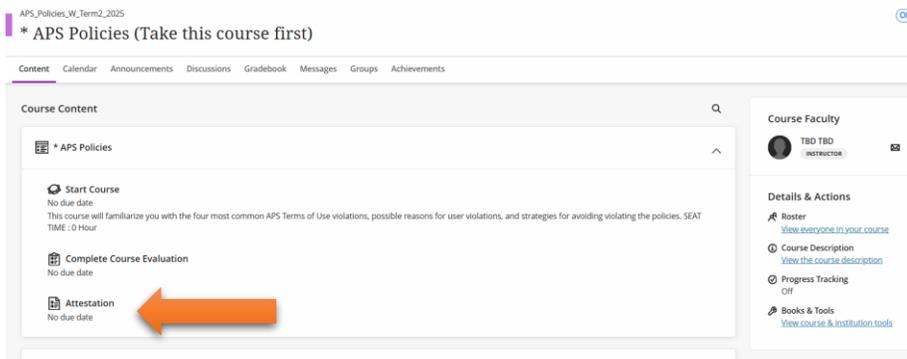
(All other APS courses require a **posttest**. After you have completed each course, click **Take Posttest** under the **Content** tab.)



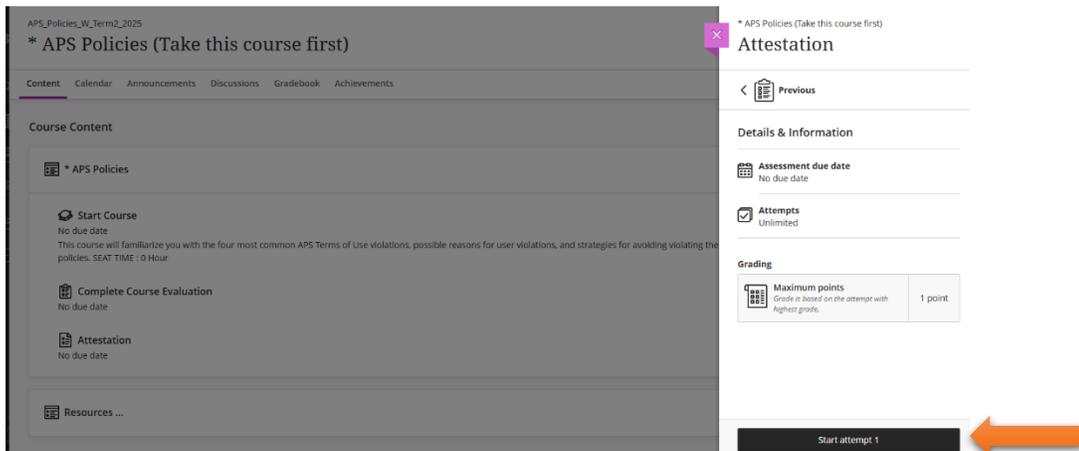
After passing the posttest with at least a 75 percent score, you will be able to access the **Course Evaluation**. Return to the Content tab and click **Complete Course Evaluation**.



After you have answered all the questions, click the **Submit** button.
Return to the APS Policies **Content** tab and complete the **Attestation**.

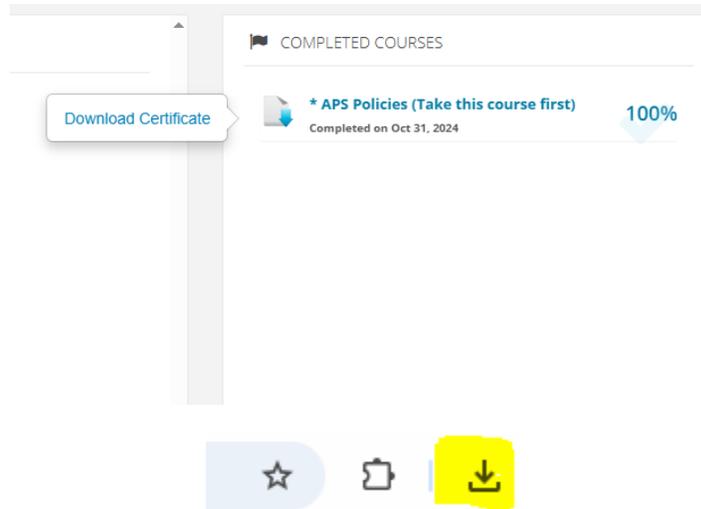


Click **Attestation**, and the **Attestation** box will appear on the right side of your screen.



To begin, click the **Start attempt 1** button.

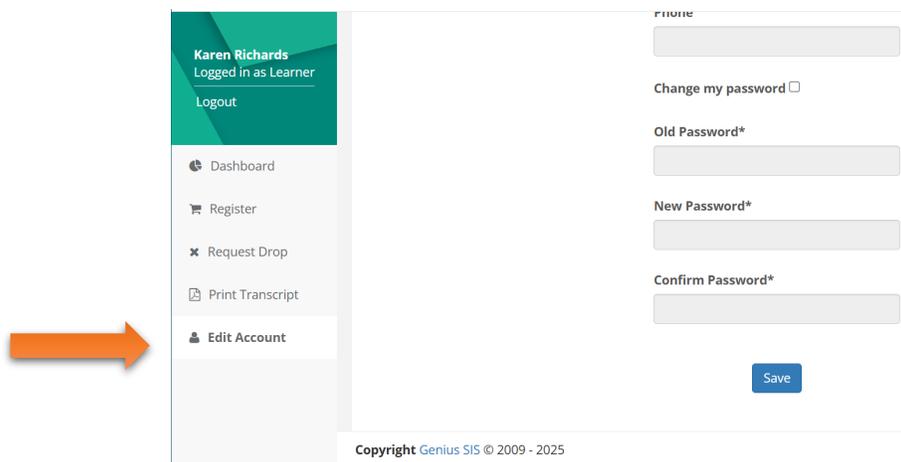
To print the certificate for a course, you will click one of the **Completed Courses**.



Once the **Download Certificate** tab is clicked, look for the down arrow icon on the top right of your browser window to access it.

7 – Update Your Profile or Edit Your Account:

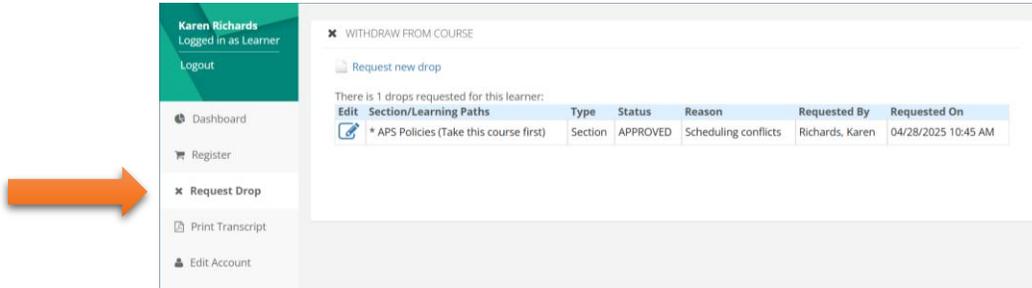
On the right navigation bar, click **Edit Account**. You can change your email and your password; however, your username will remain the same.



8 – Withdraw From a Course:

Step 1: On the right navigation bar, click **Request Drop**, click **Request New Drop**, then select

the course and the reason from the **Drop Request** dropdown menu, then click the **Save** button.



Need help? Send email to: academyofpeerservicesnyomh@gmail.com
(mailto:academyofpeerservicesnyomh@gmail.com)

9 - Certificates & Transcripts:

9.1 - Print a Certificate (for individual courses):



Step 1: Go to the **Academy of Peer Services** <https://www.academyofpeerservices.org>.
If you are **not** already logged in, click **Login** (upper right button) and follow the steps.

In the Dashboard, each completed course appears in the **Completed Courses window**. To receive a certificate, click the title of the course to download a certificate of completion.

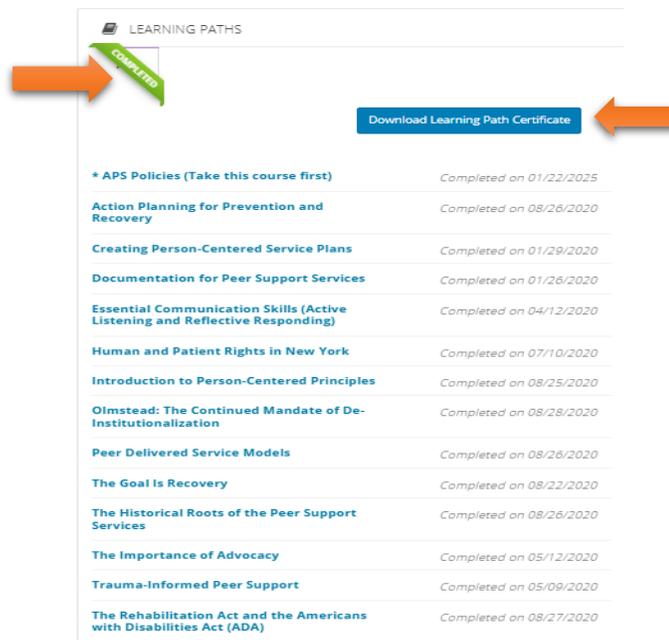
Step 2: Click the title of the course, and click on the **Download Certificate** pop-up button. A PDF file is downloaded to your computer.

Step 3: Open the PDF file to verify that your name, course title, and number of hours for the course are correct.

Be sure to save the completion certificates for each course.

9.2 - Print a Certificate (for Thirteen Core Courses):

Step 1: When all of the **required** courses have been successfully completed, a Download button appears so that you can print the **Certificate of Completion**.



You will submit the **Certificate of Completion** with your application to the New York Peer Specialist Certification Board when you apply for certification. Be sure to check the application process on their website for all of the required elements:

<http://nypeerspecialist.org>

Need help? Email: academyofpeerservicesnyomh@gmail.com

Return to Top

Step 2: Click **Download**. A PDF file is downloaded to your computer. This is the Certification of Completion

Step 3: Open the PDF file to verify your name.



*Save the Certificate of Completion to submit to the [Certification Board \(http://nypeerspecialist.org\)](http://nypeerspecialist.org).

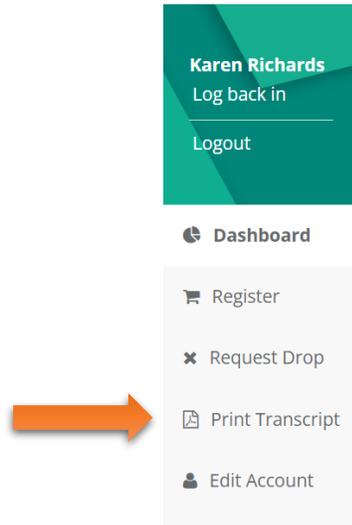
9.3 - Print a Transcript:

Once you have completed one or more of the courses, you can print or save a PDF file with a list of the courses you have completed, whether they are core courses, elective courses, continuing education, or supervision courses.

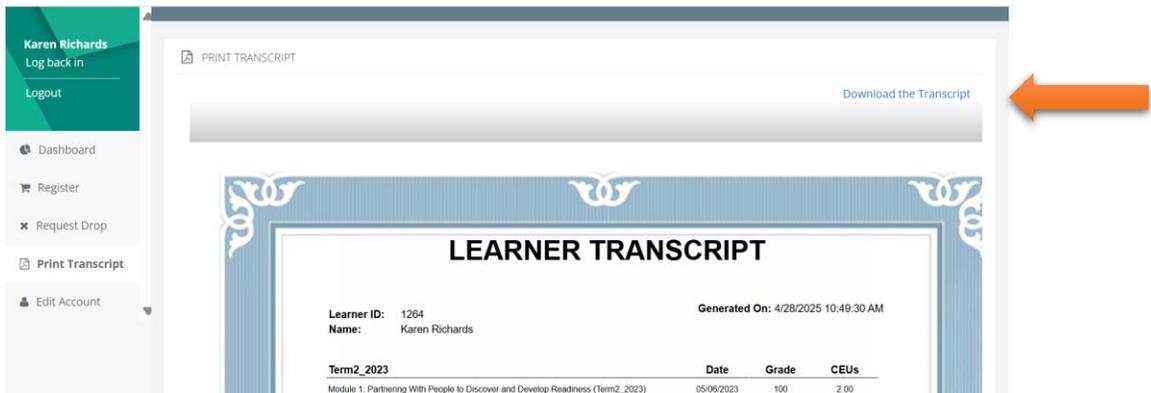
When you are applying for a renewal or recertification, the transcript can help you to request credit for coursework completed beyond the core courses.

Step 1: Click **Dashboard** (if you are not already there). The Navigation Bar will appear on the left side of the screen.

Step 2: Click **Print Transcript**.



Step 3: Click on “Click to Download the Transcript” button to download the transcript to your desktop.



Step 4: Check the transcript to be sure all the completed courses appear as expected.

*Save the transcript to submit to the [Certification Board \(http://nypeerspecialist.org\)](http://nypeerspecialist.org)

Need help? Email: academyofpeerservicesnyomh@gmail.com

[Return to Top](#)

10 - Accessing the Certification Board:

To learn more about the NYPSCB, certification requirements, or to contact Certification Board staff, click on the [Certification Board link](#) from the [APS home page](#).

11 – Useful Websites:

Academy of Peer Services (APS)

<https://www.academyofpeerservices.org/>

APS Virtual Learning Community

<https://aps-community.org/>

New York Peer Specialist Certification Board

<http://nypeerspecialist.org/>

[Return to Top](#)