

Welcome to the Academy of Peer Services!





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1 - New Users – Register:

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

Step 1: Access the <u>Academy of Peer Services</u>: <u>https://www.academyofpeerservices.org/</u>

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.



negis	
Already Hav	e an Account?
-	or -
New to the Learning Porta	l? Create your account below.
First Name*	Last Name*
Date of Birth*	Email*
Confirm Email*	City*
County*	In which state do you live?*
Select	Select
Zip*	In which country do you live?*
	Select
Select which of the following racial categories you identify with most*	Do you consider yourself to be Hispanic/Latino?*
Select	Select
Do you work in New York State?*	What is your education level?*
Select	Select
What is your experience with online courses?*	What is your current role?*
Select	Select
I am taking APS courses to meet the training and testing credential for the New York State Peer Specialist Certificate credential*	
Select	
By clicking on register, you	agree with our Usage Terms.
Re	gister

Registration

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.



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.





3 - Returning Users (Log In):

Step 1: Access the Academy of Peer Services: 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.



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



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.

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



o If you are already logged in, ...

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

Karen Richards Logged in as Learner		
Logout		Change my password \Box
		Old Password*
Cashboard		
🏲 Register		New Password*
🗙 Request Drop		
🖹 Print Transcript		Confirm Password*
🛔 Edit Account		
		Save
	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*	
Save	

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



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.



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.

Karen Richards Log back in Logout	Completed Courses Page Views	O Assignments Completed O Overdue Courses O
Dashboard		
🏋 Register		
🗙 Request Drop	€ userenses	reverans weather involved highs
🛆 Print Transcript	* AFC holos (has a fea zone hor), Even Actual Parning the Neurosci and Actual Neurony	Omsat The Software Toucker of So Institutionation we take Toucher of Software Softwa
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	The Hotorikal Roots of the Peer Support Bond	
	The importance of Monoccy Bond	
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To enroll in the APS Policies course, click the Enroll button beside the course title.

LEARNING PATHS					
APS					
APS Policies (Take this course first)	Enroll				
tion Planning for Prevention and covery	Enroll				
eating Person-Centered Service Plans	Enroll				
ocumentation for Peer Support Services	Enroll	Enroll in Section			
ential Communication Skills (Active tening and Reflective Responding)	Enroll	Course	Term		
man and Patient Rights in New York	Enroll	* APS Policies (Take this course first)	✓ Select		
roduction to Person-Centered Principles	Enroll	Sections			
nstead: The Continued Mandate of De- titutionalization	Enroll	H H H H H H 1-1/1(1) 25 V 1	← Export Excel		
er Delivered Service Models	Enroll	Sections	Instructor(s)	Term	Start Date
Goal Is Recovery	Enroll	Search	Search	Search	Search
Historical Roots of the Peer Support vices	Enroll	 * APS Policies (Take this course first) 	TED TED	Term2_2025	Ongoing 🕒
e Importance of Advocacy	Enroll	H H H H H 1-1/1(1) 25 ¥	✓ Export Excel		
uma-Informed Peer Support	Enroll				
e Rehabilitation Act and the Americans th Disabilities Act (ADA)	Enroll				Close Sav

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.

	Karen Richards Log back in Logout	0 Completed Courses 0 ACTIVE COURSES (Brankell) 0% ACTIVE COURSES (Brankell) ACTIVE COURSES (Brankell) ACTIVE COURSES (Brankell) ACTIVE COURSES (Brankell) ACTIVE COURSES (Brankell)	Views	O Assignments Completed	0 Overdue Courses	
	Dashboard					
1	Register			-		
,	Request Drop	LEARNING PATHS		PRICENS COLUMNS Instances Instances for Person-Centered Minicipies Instances Instances Instances Instances		
Į	Print Transcript	* APS Policies (Take this course first) Action Planning for Prevention and Recovery Creating Person-Centered Service Plans	In Progress Enroll	Sector Contract The Continued Mandate of De-Institutionalization Instructional Industries Sector Contract Industries Sector Contract Industries Instructional Industries		
4	Edit Account	Documentation for Peer Support Services Essential Communication Skills (Active Listening and Reflective Responding)	Enroll Enroll			
		Human and Patient Rights in New York Introduction to Person-Centered Principles	Enroll			
		Olmstead: The Continued Mandate of De- Institutionalization	Enroll			
		Peer Delivered Service Models	Enroll			
		The Goal Is Recovery The Historical Roots of the Peer Support	Enroll			
		Services The Importance of Advocacy	Foroll			
		Trauma-Informed Peer Support	Enroll			
		The Rehabilitation Act and the Americans with Disabilities Act (ADA)	Enroll			

Click the course to start.



Content	Calendar	Announcements	Discussions	Gradebook	Messages	Groups	Achievements		
Course	Content							م	Course Faculty
:: *	APS Policie	S						~	TBD TBD INSTRUCTOR
R R	esources							~	Details & Actions

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

* APS_Policies_W_Term2_2025	OPEN	
Content Calendar Announcements Discussions Gradebook Messages Groups Achievements		
Course Content	Q. Course Faculty	
E * APS Policies	∧ TBD TBD INSTRUCTOR	
Start Course No due date This course will familiarize you with the four most common APS Terms of Use violations, possible reasons for u violations, and strategies for avoiding violating the policies. SEAT TIME : 0 Hour	Details & Actions user	
Complete Course Evaluation	Course Description <u>View the course description</u> O Progress Tracking O)

Click Start Course. The Start Course tab will appear on the right side of your screen. Click the

Start attempt button to begin.

APS_Policies_w_Term2_2025 * APS Policies (Take this course first)	* APS Policies (Take this course first) Start Course	
Content Calendar Announcements Discussions Gradebook Messages Groups Achievements	Next $\left[\begin{array}{c} \substack{0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\$	
	Details & Information	
E * APS Policies	Assessment due date No due date	
Start Course	Attempts	
This course will familiarize you with the four most common APS Terms of Use violations, possible reasons for user violations, and strategies for avoiding violating the policies. SEAT TIME : 0 Hour	Grading	
Complete Course Evaluation	-	4
No due date	Start attempt	

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.

≡ ×	Start Course	
	Next [<u>،</u>

(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**.



m Contant						
mcontent					Form due date No due date	
ric text					Attempts 1 attempt left	
estion 1						
se rate the overall quality of this m	iodule:					
por O 1	O 2	О 3	O 4	Excellent		
e	estion 1 erate the overall quality of this m	e rate the overall quality of this module:	erstion 1 er rate the overall quality of this module:	erstion 1 er rate the overall quality of this module:	erate the overall quality of this module:	ersten 1 er rate the overall quality of this module: or 0 1 0 2 0 3 0 4 Excellent

After you have answered all the questions, click the **Submit** button.

Return to the APS Policies **Content** tab and complete the **Attestation**.

Contret Calendar Announcements Discussions Gradebook Messages Groups Achievements Course Content Q Course Faculty Course Faculty
Course Content Q Course Faculty
•
Et * APS Policies
C Start Course No dae date No dae date C Course Evaluation No dae date C Course Evaluation No dae date C Course Evaluation No dae date C C Course Evaluation No dae date C C C C C C C C C C C C C C C C C C C

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

APS_Palles_W_Term2.2025 * APS Policies (Take this course first)	* APS Policies (Take this course first) Attestation	
Content Calendar Announcements Discussions Gradebook Achievements	<	
ourse Content	Details & Information	
😰 * APS Policies	Assessment due date No due date	
Start Course	Inlimited	
This course will familiarite you with the four most common APS Terms of Use violations, possible reasons for user violations, and strategies for avoiding violating the policies. SEAT TIME : 0 Hour	Grading	
Complete Course Evaluation No due date	Maximum points Grade is based on the ottempt with 1 point highest grade.	
Attestation No due date		
E Resources		
	Start attempt 1	

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



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

Download Certificate	Ì	* APS Policies (Take this course first) Completed on Oct 31, 2024	100%

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.

Karen Richards Logged in as Learner Logout		Change my password
Cashboard		Old Password*
🏋 Register		New Password*
X Request Drop		Confirm Password*
 Edit Account 		
		Save
	Copyright Genius SIS © 2009 - 2025	

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.

Karen Richards Logged in as Learner Logout	× W	THDRAW FROM COURSE					
	There	a is 1 drops requested for this learner.					
Dashboard	Edit	Section/Learning Paths	Туре	Status	Reason	Requested By	Requested On
Cashboard	I	* APS Policies (Take this course first)	Section	APPROVED	Scheduling conflicts	Richards, Karen	04/28/2025 10:45 AM
🐂 Register							
× Request Drop							
Print Transcript							
🛎 Edit Account							

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

9 - Certificates & Transcripts:

<section-header>

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

9.1 - Print a Certificate (for individual courses):



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**.

	mload Learning Path Certificate
* APS Policies (Take this course first)	Completed on 01/22/2025
Action Planning for Prevention and Recovery	Completed on 08/26/2020
Creating Person-Centered Service Plans	Completed on 01/29/2020
Documentation for Peer Support Services	Completed on 01/26/2020
Essential Communication Skills (Active Listening and Reflective Responding)	Completed on 04/12/2020
Human and Patient Rights in New York	Completed on 07/10/2020
Introduction to Person-Centered Principles	Completed on 08/25/2020
Olmstead: The Continued Mandate of De- Institutionalization	Completed on 08/28/2020
Peer Delivered Service Models	Completed on 08/26/2020
The Goal Is Recovery	Completed on 08/22/2020
The Historical Roots of the Peer Support Services	Completed on 08/26/2020
The Importance of Advocacy	Completed on 05/12/2020
Trauma-Informed Peer Support	Completed on 05/09/2020
The Rehabilitation Act and the Americans with Disabilities Act (ADA)	Completed on 08/27/2020

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



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).

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.

Karen Richards Log back in	PRINT TRANSCRIPT				
Logout				Download the Transcript	
Dashboard					
🐂 Register	X	Ŵ		W	
🗙 Request Drop	19		SCRIPT	<u> </u>	
👌 Print Transcript		LEARNER TRAN	SCRIPT		
🛔 Edit Account	•	Learner ID: 1264 Name: Karen Richards	Generated On: 4/28/20	25 10:49:30 AM	
		Term2_2023	Date Grade	CEUs	
		Module 1: Partnering With People to Discover and Develop Readiness (Term2_2023)	05/06/2023 100	2.00	

Step 4: Check the transcript to be sure all the completed courses appear as expected.
*Save the transcript to submit to the Certification Board (<u>http://nypeerspecialist.org</u>)

Need help? Email: academyofpeerservicesnyomh@gmail.com



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/