

How to Create a CAPC User Account

Creating an Account

1. Visit capc.org and click “Create Account” in the upper right corner or scan this QR Code.



2. Type in the name of your organization in the search box.
TIP: Entering one or two keywords in the search box rather than the full name of your organization (e.g., “Sinai” instead of “Mount Sinai Medical Center”) will yield more results. This is particularly helpful for organizations whose name has alternative spellings (e.g., “St.” instead of “Saint”).

Create an Account

As the first step to creating your own user account, check to see if your organization is a CAPC member by typing your organization's name in the box below. Once your account is created, you'll have free access to all member resources.

3. After you've selected your organization, you will be asked to create your profile. Be sure to use your **work email address** and answer all profile questions. The final page is the terms and conditions; agree to the terms then click Create Account.
4. Check your work email inbox for a **verification email** from noreply@capc.org and click the link provided to finalize set-up. If the verification email does not show in your work inbox, please check your junk/spam folder.

Accessing the CAPC Website

5. Click “**Login**” in the upper right corner on capc.org on all subsequent visits or wherever you encounter members-only content (identified with a lock icon).
6. Watch this [seven-minute video](#) for an introduction to the resources available to you on capc.org.

For assistance setting up your account or accessing courses, contact membership@capc.org

For assistance with content, please email memberrelations@capc.org