



## AACP Training User Onboarding

Follow these steps to register a new account on the Community Psychiatry training portal. This guide covers entering your personal and professional details and verifying your identity to complete the sign-up process.

### Create an AACP Training Account

- 1 Navigate to <https://training.communitypsychiatry.org/?tenant=aacp>

A screenshot of the AACP login page. At the top center is the AACP logo, which consists of a blue silhouette of the United States map above the letters 'AACCP'. Below the logo is the text 'American Association for Community Psychiatry'. There are two input fields: 'Username or email' and 'Password'. Below these fields is a blue 'Log in' button. The page has a white background with orange and teal decorative elements on the sides.

- 2 Click **Create new account**.

[Lost password?](#)

Is this your first time here?

For full access to this site, you first need to create an account.

[Create new account](#)



3 Click **I agree to the Site Usage Agreement**.

AACP is not liable for any damages that may occur to you


AACP reserves the right to edit, modify, and change this A

**I agree to the Site Usage Agreement.**





4 Use your company email as your username and enter it in all email fields.


**New account**


Username 

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #

Password 

Email address 

Email (again) 

First name 

5

Enter your Company Name and your Company ID.  
Your Company ID is: **SanDiegoCounty202606**.

State or Province ⓘ  
Santa Fe

Country ⓘ  
United States ↕

Company Name ⓘ  
Wellness Behavioral Services

Company ID (If none assigned use NA) ⓘ




Check that the spelling of your Company Name and Company ID is exactly as written in this instruction set. Mis-entering the Company Name will make it difficult to track your participation in this training.

6

Click the **box** to the left of *I'm not a robot*.

Security question ⓘ

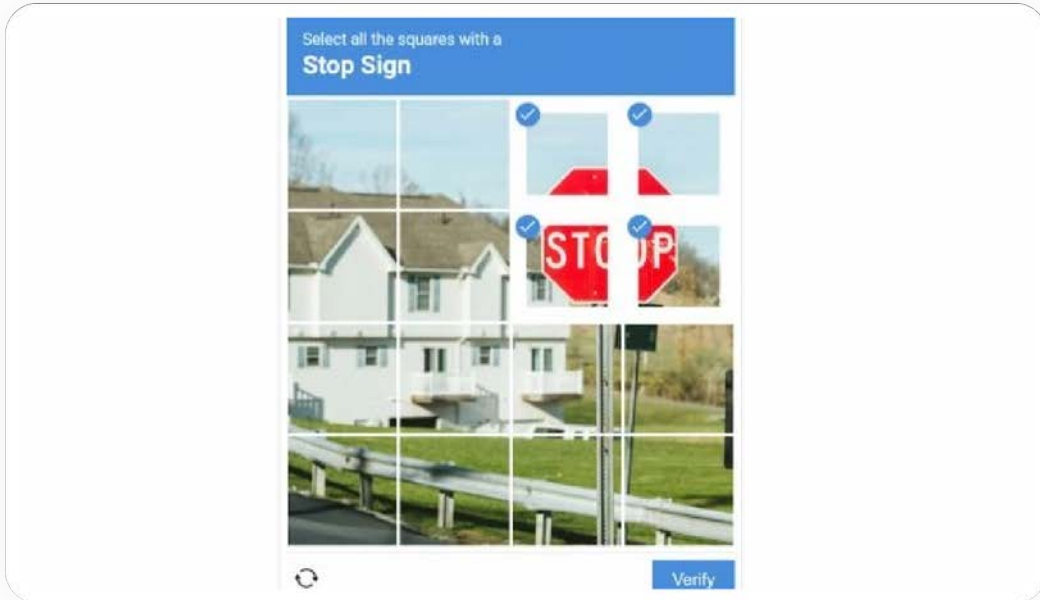
1  I'm not a robot 

2

ⓘ Required

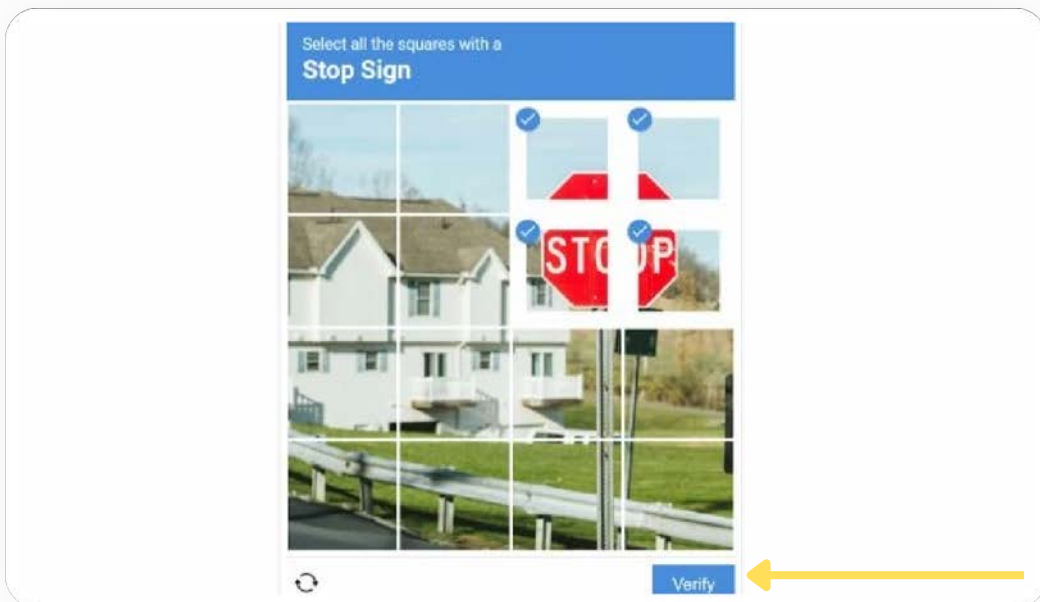
7

Follow the prompt that's given to you.  
You'll get something that looks like this:



8

Click the blue **Verify** button after completing the prompt.



9 Click **Create my new account**.

Security question ?

✓ I'm not a robot



Create my new account

Cancel

! Required

10 Click **Continue**.



Home / Confirm your account

## AACP

An email should have been sent to your address at **carlpsychiatry@proton.me**

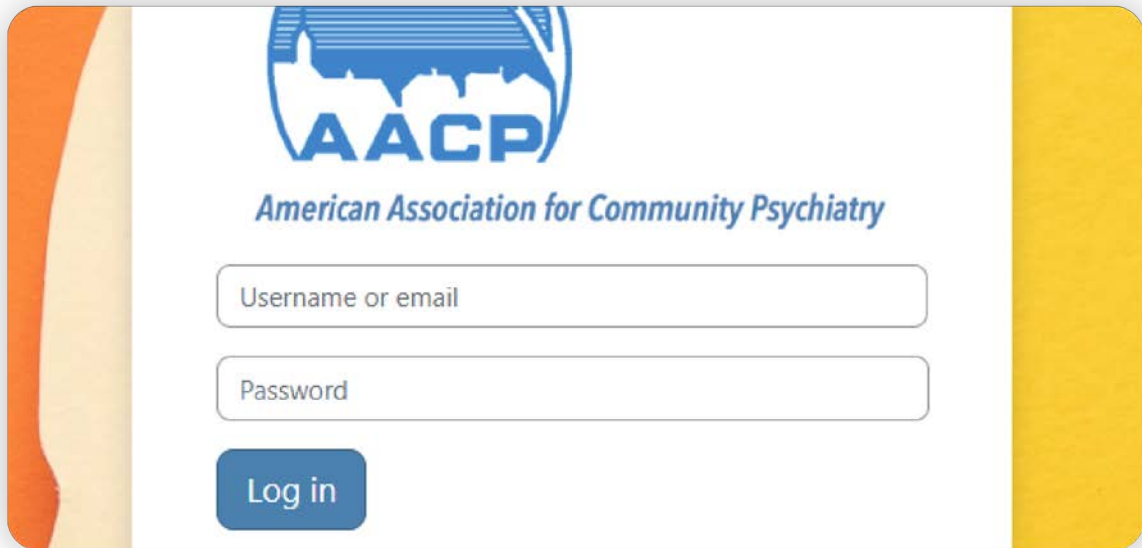
It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Continue

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You'll then be routed back to the AACP sign in portal.



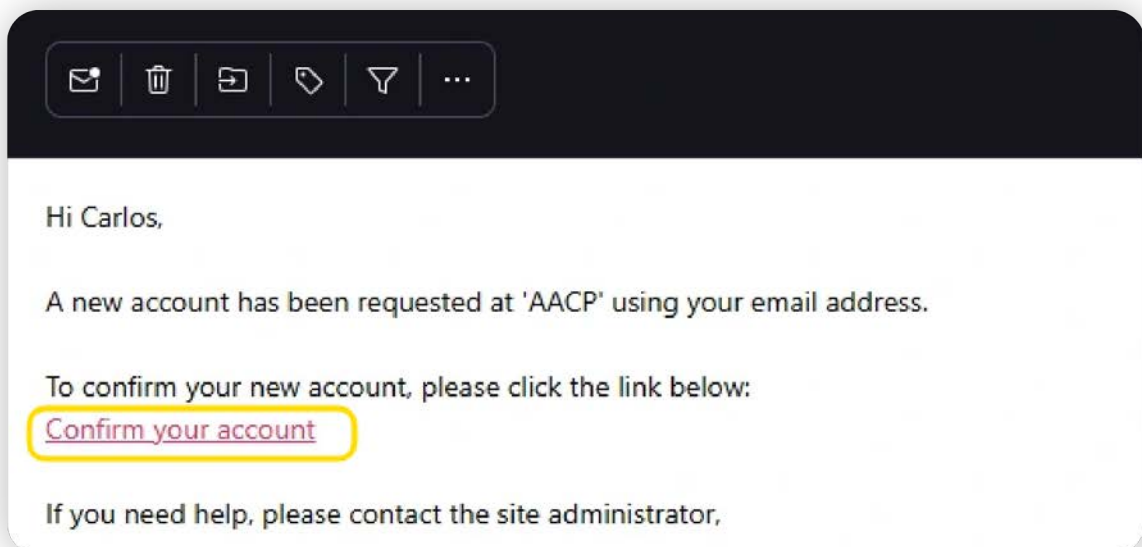
Before signing in, follow the account confirmation instructions sent to your email. The confirmation email comes from this address:

[no-reply@communitypsychiatry.org](mailto:no-reply@communitypsychiatry.org)

If you do not receive the confirmation email, please check your spam/junk folder.

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To finish creating your account, click **Confirm your account** in the confirmation email.



13

You will receive an email from us confirming that your account has been successfully created.

Hi Carlos Robles,

Your AACCP account was just signed in to from a new device.

- Your account: carlpsychiatry@proton.me
- Friday, April 17, 2026, 11:28 AM
- Device: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/114.0.0.0 Safari/537.36
- IP: 73.38.186.175

If this was you, then you don't need to do anything.

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Return to your browser and **sign in** with your credentials.

The logo for the American Association for Community Psychiatry (AACCP) is displayed in blue, stylized capital letters.

*American Association for Community Psychiatry*

Log in

## Access the AACP LOCUS Certification Training

- 1 Click **Enroll Me** under AACP LOCUS Certification Training.



American Association for Community Psychiatry

### AACP LOCUS Certification Training

Upon successful completion of this course, learners will be certified to use the Level of Care Utilization System (LOCUS) tool to deter

Enroll Me



Learn more about the AACP!

We are the national group of community psychiatrists and others committed to promoting health, recovery, and resilience i

Learn more

- 2 Type `AACPLocus2024` in the Promo Code box, and click **Enroll Me**.

Use the butto

#### ▼ Promo Code

Promo Code

.....

Enroll me

## Access the AACP LOCUS Refresher Training

3

If you want the Refresher Training, Click **Enroll Me** under AACP LOCUS Refresher Training.

Learn more about the AACP!

We are the national group of community psychiatrists and others committed to promoting I

Learn more

### AACP LOCUS Refresher Training

Upon successful completion of this course, learners will be re-certified to use the Level of Care Util

Enroll Me



4

Type *LocusRefresher2024* in the Promo Code box, and click **Enroll Me**.

Use the buttc

#### ▼ Promo Code

Promo Code

.....

Enroll me



The Promo Code is case sensitive and must be entered exactly as shown in the previous step.

5

You will then be rerouted to the training.

▼ **Module 1: Introduction to th...**

Module 1 Content Overview

○ LOCUS Levels of Care Descripti...

○ LOCUS Evaluation Parameters

○ Training Video 1 - Introduc... 🔒

○ REFERENCE: LOCUS Instrument...

▼ **Module 2: Simulated Patient ...**

Module 2 Content Outline

○ Training Video 2 - Simulate... 🔒

▼ **Training Site Navigation Aid**

The purpose of this Training Site Navigation Aid is to highli user, in mind.

Explanations about the organization of the content and sor



LOCUS Training Site Navigation Aid



LOCUS Training Site Navigation Aid - Transcript

▼ **Welcome to AACP's LOCUS Train**

6

Click the **My courses** tab in the upper-left corner to access your training content anytime.



Dashboard

My courses



## My courses

All ▼

Sort by conclusion date ▼

Search courses or programs



AACP LOCUS Certification Training

0% completed

7

At the end of this training, you will be automatically emailed a Certificate of Completion showing your name and the date and time of your LOCUS training completion. Please allow a few minutes for this certificate to arrive in your inbox. You may need to check your spam folder.

Alternatively, you can [download your certificate](#) from your AACP account.

Keep this certificate for your records.

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If you encounter obstacles, first try to:

1. **Refresh** the page.
2. Clear your browser's cache and cookies.
3. Use another browser or incognito mode.
4. **Update** your browser to the latest version.
5. Ensure your computer's operating system is up to date.

If you need help, email [training@communitypsychiatry.org](mailto:training@communitypsychiatry.org) .  
Allow 24 hours for a reply.