# How do I sign up for the RLP as a Teacher?

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## Teachers  COMPARTIR | EDi | CONNECT

School administrators are in charge of registering teachers in the administrative platforms, they also generate the users and passwords for each teacher.

If you still do not have your username and password please contact the school to request your access.

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## Self-registration Teachers  Richmond Learning Platform

- If your institution (school, college or university) is already registered to the Richmond Learning Platform, the Training Manager (the administrator of the Richmond Learning Platform at your institution) will need to create an account for you and provide you with your login information.

- If your institution is not registered to the Richmond Learning Platform, ask your TM for the registration, The TM can register you following the instructions below:

1. Go to http://www.richmondlp.com/register. You can change the language of your registration process using the drop-down menu at the top of the page.

2. Select **I am a Teacher.**

3. First check if your institution is already registered in the Richmond Learning Platform. Enter part of the institution's name in the box, then select Search. If you need help finding your institution, please read the following article. **LINK TO HOW CAN I FIND MY INSTITUTION IN THE REGISTRATION PROCESS**

4. If your institution shows up in the search results, it means that your institution has already been registered in the Richmond Learning Platform and you will need to ask the **Training Manager** to create an account for you. Please contact us if you need help to know who is the Richmond **Training Manager** is at your institution.

5. If you cannot find your institution in the search results, then your institution has not been registered. If you are the TM please select **Register new institution**.

6. Enter the details of your institution, and enter your personal information.

7. Check the box to confirm that you agree to the Richmond Terms and Conditions.

8. Click on **Finish**.

Once you have completed the registration process for your institution, Richmond will need to validate your registration. This normally takes two business days, but can take up to five days during busy periods. An email will be sent to the email address you entered during your registration, to confirm that your institution's account has been set up.

If you would like to learn more about the use of the platform, please visit our knowledge base at the following link: https://rlp-ug.knowledgeowl.com/help/teacher