

## Guide to Using GuidanceResources® Online

**First-time users, follow these simple instructions and start exploring the resources offered to you on GuidanceResources Online.**

1. Go to **guidanceresources.com** to reach the website.
2. Once on the guidanceresources.com home page, click the **Register** tab.
3. Enter your **Organization Web ID** and click the Register button.

### **Your Company/Organization Web ID: GEN311**

4. You will then be asked to enter a **User Name** and **Password**. Both can be anything you would like them to be but should be something you will remember. The **User Name** (often your name) must be at least six characters long and should have no spaces (for example: joesmith). The **Security Questions** are meant to prompt you if you forget your password. You must select the button verifying that you are at least 13 years of age, as required by federal law. Be sure to read the **Terms of Use** and click inside the check box to indicate your agreement to those terms. Make sure that you complete all fields that have red asterisks, as these are required fields. When you've finished, click the **Submit** button at the bottom of the page.
5. You should now be on the website.

### **For Future Logins**

You will only need to remember your User Name and Password. When you get to step 2 above, instead of clicking on the Register tab, use the Login section and enter your User Name and Password and click the Login button. This will take you directly to GuidanceResources Online.

If you have any problems registering or logging into GuidanceResources Online, email Member Services at **memberservices@compsych.com**.