



### **Instructions on how to create an account and Upload Documents**

1. Go to this URL in your web browser: **<https://ccriworkforce.augusoft.net/>** and click on Login/Create Account.
2. Click on Create New Profile.
3. Enter all necessary fields that are marked with an \*.
4. Once your profile is complete, you can register for your class. On the left-hand side, click Browse, and click the necessary tabs to get to your specific class.
5. Click on the course title then click Begin Registration.
6. When the upload pops up please hit browse and upload your copy of each prerequisite listed.
7. After uploading all the pre-requisites please send an email to Kerrie Giguere, Coordinator **[Kgiguere2@ccri.edu](mailto:Kgiguere2@ccri.edu)** stating you have finished uploading your documents.
8. After the documents are approved you will receive an email to continue your registration.

You will not be able to proceed with the registration process until your documents have been approved.

For assistance, please contact us at 401-825-1214 or via email at **[workforcetransportation@ccri.edu](mailto:workforcetransportation@ccri.edu)**.  
Para información en español, por favor llame al 401.455.6019 o 401.333.7074.