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For HARP training, go to:

<https://mycrownweb.org/harp-training/>

For HARP FAQs, go to:

<https://harp.qualitynet.org/login/help>

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Registering for a New HARP Account

- 1 Go to the HARP *Login Page* via <https://harp.qualitynet.org/login>, click **Sign Up**. The *Create an Account* screen displays.
- 2 Enter your *Profile Information* to begin the account creation process. The following fields are required:
 - Legal First Name
 - Legal Last Name
 - Date of Birth
 - Email Address
 - Confirm Email Address
 - Is your address in the United States
 - Home Address Line 1
 - City
 - State
 - ZIP Code
 - Social Security Number
- 3 Check the *I agree to the Terms & Conditions* checkbox and click on **Next**.
- 4 Enter the *Account Information* to create your user ID. The following fields required:
 - User ID
 - Password
 - Confirm Password
 - Challenge Question
 - Challenge Question Answer

- 5 Click **Next** to answer the Remote Proofing questions.
- 6 Check *I'm not a robot* and click **Next**.
- 7 Click **Log into HARP** to access HARP.

Set Up Two-Factor Authentication

- 1 Go to the HARP *Login Page* via <https://harp.qualitynet.org/login>, enter you User ID and Password. Agree to the Terms & Conditions and click **Login**. The *Two-Factor Authentication* screen displays.
- 2 Click the **Device Type** drop-down to select the desired two-factor authentication device.
- 3 Click **Send Code**. A CMS verification code will be sent to your selected **Device Type**.
- 4 Enter the code you received and click **Submit**. The *Profile Information* screen displays.
- 5 Review the profile information for accuracy. Click **Two-Factor Device**.
- 6 Click the **Device Type** drop-down arrow.
- 7 Select the desired additional two-factor authentication device.
- 8 Follow the configuration requirements for the selected two-factor authentication device.
- 9 Click **Complete Setup**.

Select a Challenge Question

- 1 Go to the HARP *Login Page* via <https://harp.qualitynet.org/login>, enter you User ID and Password. Agree to the Terms & Conditions and click **Login**. The *Two-Factor Authentication* screen displays.
- 2 Click the **Device Type** drop-down to select the desired two-factor authentication device.
- 3 Click **Send Code**. A CMS verification code will be sent to your selected **Device Type**.
- 4 Enter the code you received and click **Submit**. The *Profile Information* screen displays.
- 5 Review the profile information for accuracy. Click the *Challenge Question* link.
- 6 Enter your Password.
- 7 Click the *Challenge Question* drop-down and select the desired *Challenge Question*.
- 8 Enter the *Challenge Question Answer*.
- 9 Click **Save**. HARP refreshes with “Challenge Question updated” message.

Change Password

- 1 Go to the HARP *Login Page* via <https://harp.qualitynet.org/login>, enter you User ID and Password. Agree to the Terms & Conditions and click **Login**. The *Two-Factor Authentication* screen displays.
- 2 Click the **Device Type** drop-down to select the desired two-factor authentication device.
- 3 Click **Send Code**. A CMS verification code will be sent to your selected **Device Type**.
- 4 Enter the code you received and click **Submit**. The *Profile Information* screen displays.
- 5 Review the profile information for accuracy. Click the *Change Password* link.
- 6 Enter the *Old Password*, a *New Password*, and *Confirm the New Password*.
- 7 Click **Save**. HARP refreshes with “Password successfully changed” message.