Table of Contents
Registering for a New HARP Account ........1
Set Up Two-Factor Authentication ..........1
Select a Challenge Question .................2
Change Password ..............................2

For HARP training, go to:
https://mycrownweb.org/harp-training/

For HARP FAQs, go to:
https://harp.qualitynet.org/login/help

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


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


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.