Creating an APAN Account

1. Go to apan.org
2. Click "Create an Account" button on top right
3. Enter an email address (can be .mil or civilian; system does not require CAC)
4. When you click "Continue" a validation email will be sent to the address you entered
5. Copy and paste the link that you are sent into your browser and proceed to the site
6. Enter the requested information and click "Create your account"
7. Make note of your system generated username and click "Sign In"
8. Sign in to your new APAN account

Accessing Camp Smith Training Site

1. Once you have signed in to your APAN account, in the search bar type Camp Smith
2. In the window that appears click "Camp Smith Training Site"
3. A "Request Membership" window will open, in the "Message" box enter your rank, name and unit, then click the "Request Membership" button
4. You should receive a message that your request was sent
5. Your request for access should be approved within one business day
6. You will receive an email welcoming you to "Camp Smith Training Site"

Accessing Working Groups

1. Sign in to APAN and click "Groups" on the top menu
2. Click on the Camp Smith Training Site logo
3. You will see the "APAN – Group – List" on the left-hand side
4. Click the name of the working group that you would like to join (follow the same steps as above)
5. A "Request Membership" window will open, in the "Message" box enter your rank, name and unit, then click the "Request Membership" button
6. You should receive a message that your request was sent
7. Your request for access should be approved within one business day
8. You will receive an email welcoming you to the working group

Joining an APAN Online Meeting

1. Sign in to APAN and click "Groups" on the top menu
2. Click on the logo of the working group associated with the meeting you wish to join
3. Scroll down so you can see the green and blue "Useful Links" box on the left-hand side
4. Click the "Adobe Connect Meeting" hyperlink
5. Type your name in the field where prompted and click the "Enter Room" button
6. You may be prompted to load the Adobe Connect app, NYARNG computers will allow this
7. If you already have the app loaded click the "Open Adobe Connect" button