

REGISTER A CFAW GROUP TUTORIAL

STEP 1 – CREATE STUDENT LEADER ACCOUNT

- (1) Visit the [CFAW Registration Page](#).
 - a. If you have previously registered as a CFAW Group Leader, continue to “Step 2 – Register Your Group.”
 - b. If you have not previously registered as a CFAW Group Leader, complete the following steps below.
- (2) Under “Login” click, “Create a Group Leader Account.”

- (3) Complete the “Your Personal Information” section.

Your Personal Information	
Legal First Name*	<input type="text" value="Sparky"/>
Middle Name	<input type="text"/>
Last Name/Surname*	<input type="text" value="Flames"/> <input type="text" value="Suffix"/>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Street Address*	<input type="text" value="1971 University Blvd"/>
	Military addresses (APO, FPO, etc.) should select United States.
City*	<input type="text" value="Lynchburg"/>
State/Province*	<input type="text" value="Virginia"/>
Zip/Postal Code**	<input type="text" value="24515"/>
Country*	<input type="text" value="United States"/>
Mobile Number *	<input type="text" value="434-582-2064"/>
	Please use the best number for your day of travel, and include both Country and City code for an international number.
Preferred contact time	<input type="text" value="Phone 8AM - 5PM Weekdays"/>
E-Mail*	<input type="text" value="sparkyflames@liberty.edu"/>
	We will communicate with you via email. Please be sure this address is current and accurate!
Date of Birth*	<input type="text" value="08"/> <input type="text" value="15"/> <input type="text" value="1971"/>

(4) Complete the “Username/Password” section.

Username/Password	
<ul style="list-style-type: none">• Use only alpha-numeric characters (A-Z and 0-9)• No spaces• 5-20 characters in length	This username and password will enable you to return to Admissions Gateway, where you can apply online, schedule a visit, and more, without having to re-enter your contact information.
Desired Username* <input type="text" value="sparkyflames"/>	
Password* <input type="password" value="....."/>	
Confirm Password* <input type="password" value="....."/>	

* Required Fields
** Required for U.S./Canada

(5) Finally click, “Submit.”

(6) An email will be sent confirming your registration. Now, proceed to “Step 2 – Register Your Group”.