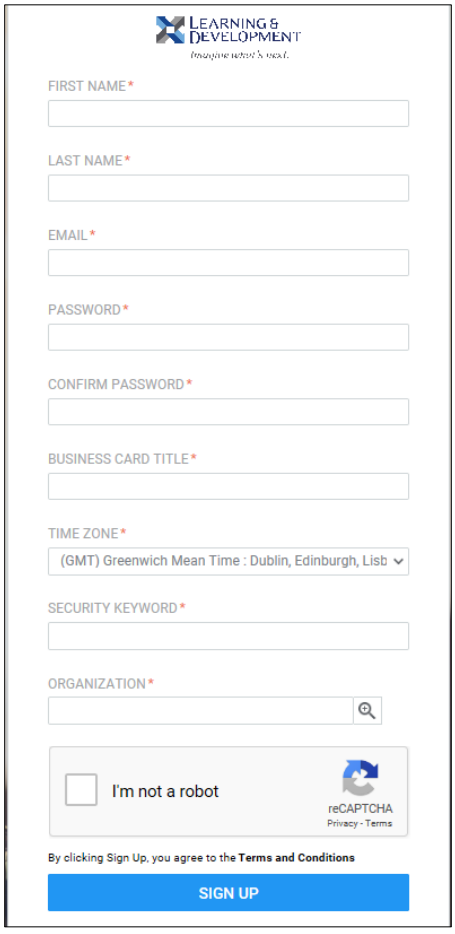
Creating an Account in Columbia University's Affiliate Learning Portal

1. Access Columbia University's Affiliate Learning Portal: *https://columbia-affiliateportal.sabacloud.com*

2. Click on **Sign Up**

3. Fill in all required fields



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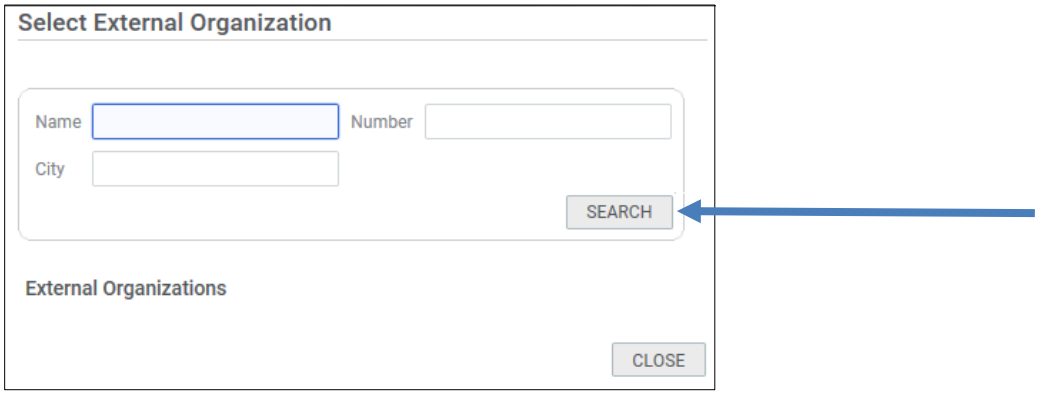
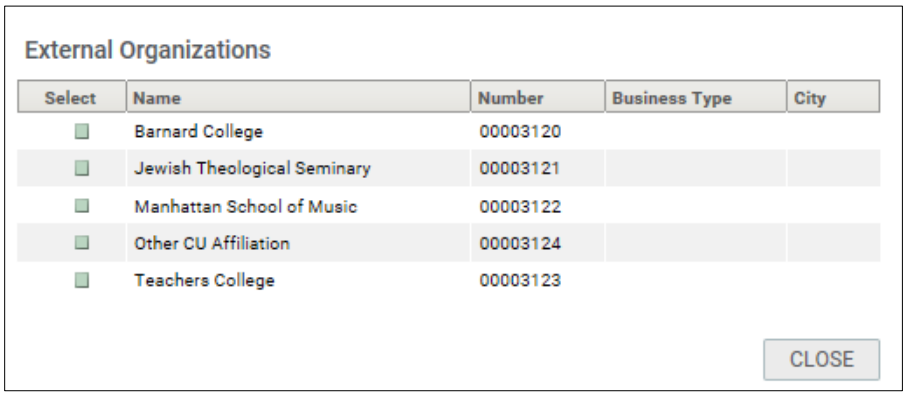
4. Enter ***Learning*** in the Security Keyword field

5. Click on the magnifying glass in the **Organization** field

6. In the Select External Organization pop up box click on **Search**



7. Select the appropriate option under **External Organizations**



8. Check the reCaptcha field

9. Click on **Sign Up**

10. You will automatically be signed into the Learning Portal, where you can browse and register for Learning & Development courses.