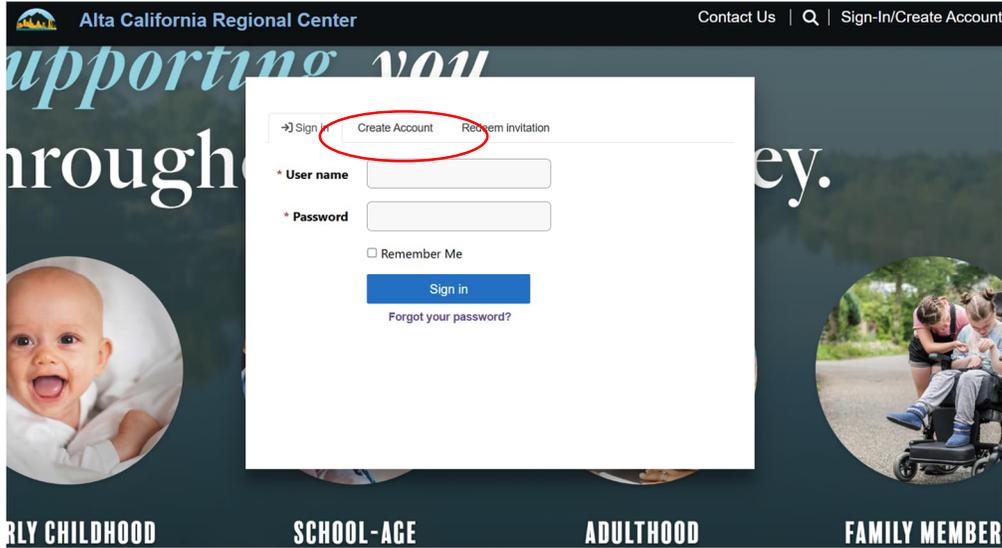
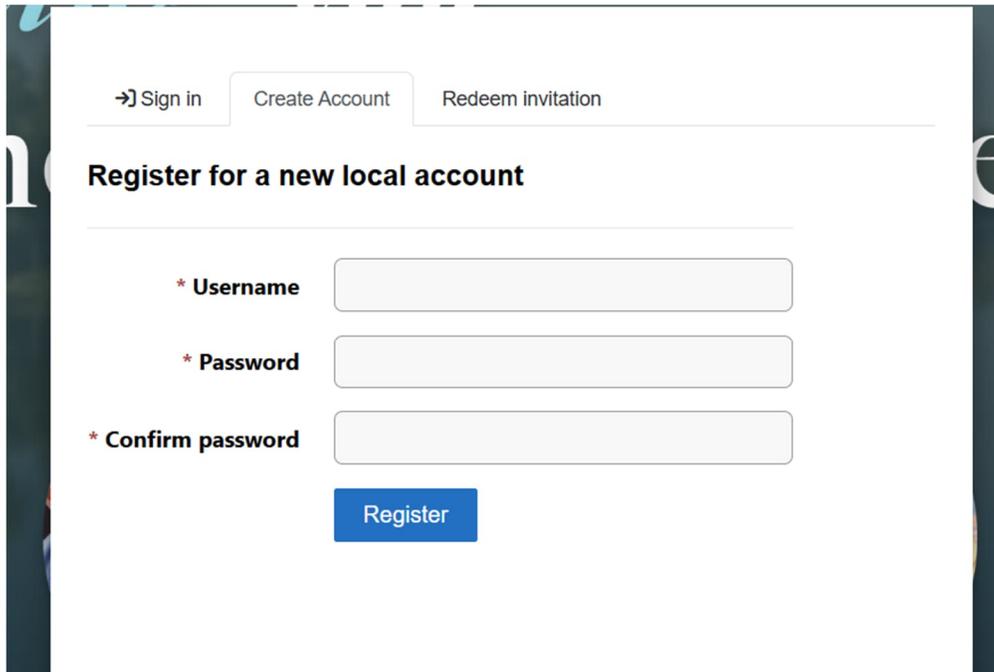


## How to submit an online application:

1. Create an Account at [Sign in · My Alta](#)
2. Select the Create Account Tab:



3. Create a username and password:



4. Complete all required fields:

The screenshot shows a 'Profile' form with a sidebar on the left containing 'Profile', 'Security', 'Change Password', and 'Change Email'. The main area has instructions: 'Please provide some information about yourself. The First Name and Last Name you provide will be user in communication with you. The Email Address and Phone number will be used to contact you.' Below this is a 'Your Information' section with fields for First Name, Last Name, Phone, E-mail, Title (for Professional/Clinical Accounts), Preferred Expressive Language, and Preferred Written Language. Asterisks indicate required fields.

5. Creating an Alta account requires an email account:

Free email service options:

[Google Mail](#)

[Yahoo Mail](#)

6. Provide your address information:

The screenshot shows a form with four input fields. The first field is labeled 'Full Physical Address'. The second field is labeled 'Suite/Apartment/Number (Physical)'. The third field is labeled 'Full Mailing Address'. The fourth field is labeled 'Suite/Apartment/Number (Mailing)'.

7. Select the type of account you want to create:

**You must select only one.**

Select your account type (select only one)

**Client or prospective client of ACRC**

No  Yes

**Relative or legal representative of a client or prospective client of ACRC**

No  Yes

**Third-party professional of a client or prospective client of ACRC (e.g. healthcare or education professional)**

No  Yes

8. Let us know how we can contact you:

**Email**

**Fax**

**Phone**

**Mail**

9. Once all required and optional information is completed, click Update:

Update

10. You will see a notification that your email requires confirmation, click the Confirm Email link:

! Your email requires confirmation

Confirm Email

11. You will see a notification that a confirmation email has been sent:

# Confirm E-mail

Confirm your E-mail: An email has been sent to below email address. Please follow instructions provided in email to confirm.

E-mail

██████████@yahoo.com

12. Check you email account for an encrypted email from no\_reply  
([no\\_reply@altaregional.org](mailto:no_reply@altaregional.org)) with a subject line that reads Confirm your Account,  
Click the Read the message link:

## Confirm your account [Confidential] CRM:0739012



no\_reply  
To: me · Sun, Apr 27 at 11:16 PM ▾

✓ External images are now more secure, and shown by default. [Change in Settings](#)

no\_reply (no\_reply@altaregional.org) has sent you a protected message.



[Read the message](#)

13. Decrypting the email will require a One-Time Passcode:

We sent a one-time passcode to [REDACTED]@yahoo.com.

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

One-time passcode

This is a private computer. Keep me signed in for 12 hours.

[Continue](#)

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

14. After you de-encrypt the email you can complete your registration, click the  
complete registration link:

## Confirm your account [Confidential] CRM:0739012

 no\_reply <no\_reply@altaregional.org>  
4/28/2025 6:16:13 AM  
To: [redacted]@yahoo.com

 Encrypt: This message is encrypted. Recipients can't remove encryption.

Thank you for registering for an Alta California Regional Center portal account. Your account requires confirmation. Please click the following link to complete the registration.

[Complete Registration](#)

Or you can copy the following URL and paste it into your web browser.

<https://altaconnect.powerappsportals.com/Account/Manage/ConfirmEmail?userId=c6679955-f623-f011-8c4d-000d3a5a74da&code=STx9POhmPip7UCxsedEy5rt8oL3LWEcCCvWQdLb14sPwVolgHlGezbnMn2YXecr1o3HnixkySks7QvDPcPK5ibMwrxBt1xYx6Z04PFE8j5OWUVmoGCICHIZxpqGyedGqHxUsp1QW>

If you believe you received this email in error, please forward this email to Atlas Help (atlashelp@altaregional.org).

Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.

Thank You,  
Alta California Regional Center

15. You will then see a message in your profile that your email has been confirmed successfully.

### Profile

 Test [redacted]

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be user in communication with you.

The **Email Address** and **Phone** number will be used to contact you.

\* = required fields

✔ Your email has been confirmed successfully.

16. You can then click the Home link to return to Home Page to begin a New Intake Request:

 **Alta California Regional Center** | [Home](#) | [Instructional Video](#) | [Contact Us](#) |  |

17. Click the New Intake Request link to begin an application:

 **Alta California Regional Center** | [Home](#) | [Instructional Video](#) | [Contact Us](#) |  |

### My Information

**Profile**

**Test Kothe**

No file selected

**Address**

—

### Summary

First Name	Last Name	DOB	Submitted On	Status	Created On
					↓