DSP Registration Quick Help Guide

Step 1: Select the year of training or testing you would like to register for by click on one of the blue buttons.

Step 2: You may select a training or testing session to register in by searching **(1)** using a city or zip code or scrolling through the page. Once you find a session you would like to register in, **click** on the blue **Register** button (2).
Note: Only sessions that are allowing registration will have the active blue Register button.

Step 3: If you already have an account because you've registered for a previous training or test, **enter** your email address and password in the **designated boxes.**

If you're a **new user**, create an account by **clicking** on **Register as a new user.**

Step 4: If you selected to **register as new user**, **enter** your **email address** in the designated box. **Create** a **password** and enter in designated box. *(note: a password must be at least 6 characters long and contain at least one capital letter, one lower case letter and one non-letter (a number or special character such as $ or !).* **Confirm** you password by retyping it in the designated box. **Select Continue**

Step 5: Enter **all** information on the registration page. If you are disabled and require special accommodations, **check** the designated box. Once the form is completed, **click** on the **Create** button.

eDSPT   Home   Contact

Register.
sbcss.rop@gmail.com

Last Name*	
First Name*	
Middle Initial	
Birth Date*	
Gender*	---Select---
Last 4 Digits of Social Security #*	
Address*	
City*	
State*	CA
Zip Code*	
Phone*	
Phone Ext.	
Vendor Id*	

☐ I require special classroom accomodations due to a disability

The SafetyNet is a website that provides direct support professionals and individuals with developmental and intellectual disabilities information on how to stay safe and healthy.

☑ I would like to subscribe to the SafetyNet email updates

→ Create

Cancel

Step 6: You will receive a message asking you to verify your email and registration. **Open** the **email account** you registered with and select the email marked **"DSP Training Account Confirmation"**

eDSPT   Home   Contact   Create Account   Sign in

Your registration is ALMOST complete.

To complete your registration, check your email and follow the link to confirm your new account. YOU MUST CONFIRM YOUR EMAIL ADDRESS BY CLICKING THE LINK THAT WAS SENT TO YOU.

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☐ ▾   C   More ▾

| ☐ | Primary | Social 25 new Google+, YouTube | Promotions 13 new Learnist, Learnist Recommends, Ash... | + |

☐ ☆ ☐ DSPTrainAdmin   new DSP Training - Account Confirmation - Thank you for registering on the Direct Support Professional webiste. To confirm your account and

Step 7: Open the **email** and confirm by **clicking** on the blue word **"here."**
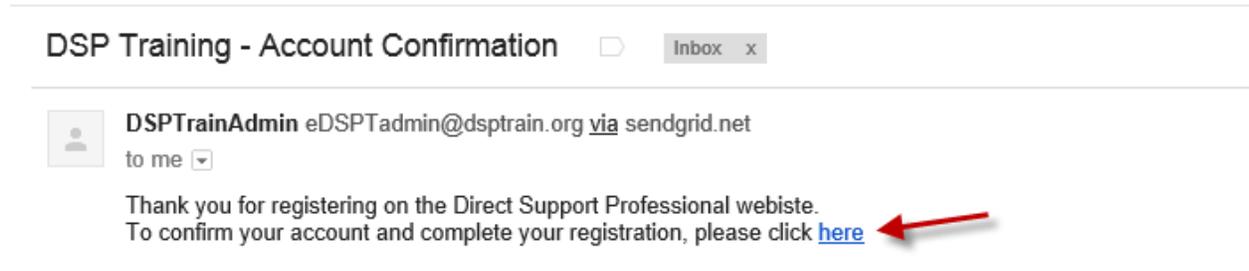
Step 8: By clicking on the word here in your confirmation email, you are redirected back to the eDSPT website and will receive a message. **Click** on "Please click here to log in and complete your registration."
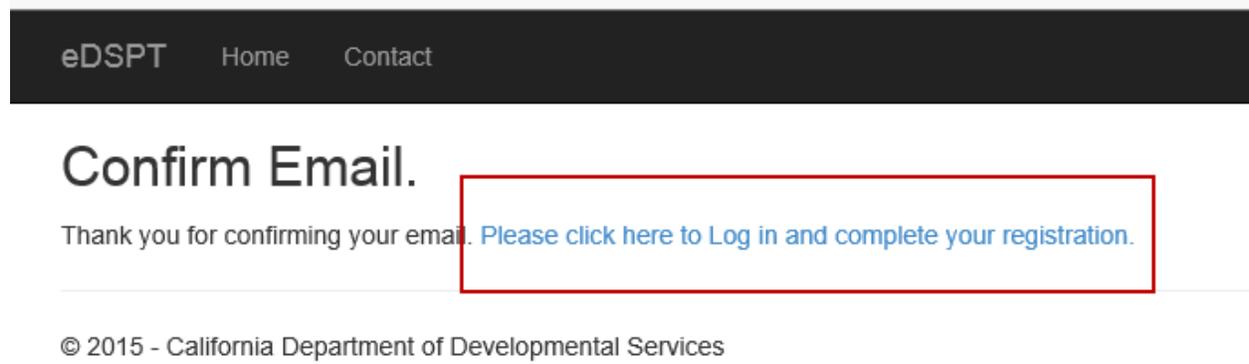
Step 9: A message will appear with the information regarding the training or test you registered for. **Click** on the blue **"Confirm Registration"** button.
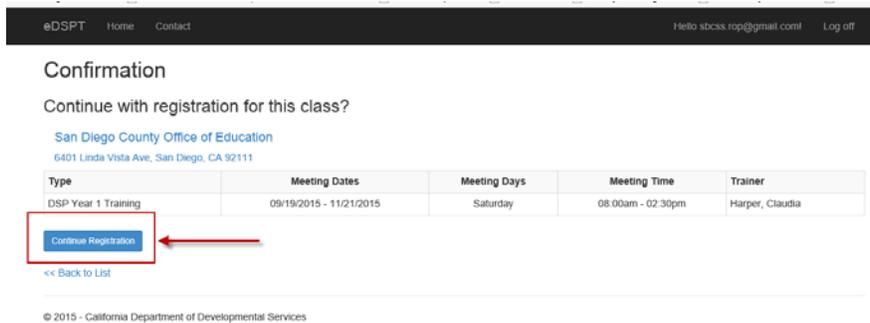
Step 10: You will receive a confirmation message with the information about the training or test you registered for, along with some **instructions** on what is needed when you arrive at your training or testing session. You may print the page for your records and then log off the system by **clicking** the **Log Off button** and the top right of the screen.

eDSPT   Home   Contact   Hello sbcss.rop@gmail.com!   Log off

Registered!

Thank you for registering for the Direct Support Profession Training!

You are now registered for the following class:

San Diego County Office of Education

6401 Linda Vista Ave, San Diego, CA 92111

Type	Meeting Dates	Meeting Days	Meeting Time	Trainer
DSP Year 1 Training	09/19/2015 - 11/21/2015	Saturday	08:00am - 02:30pm	Harper, Claudia

A confirmation email has been sent.
You must bring official photo identification (CA driver's license or identification card, passport, or work identification) to the [Class or Test].
You may change your registration up to 7 business days prior to the first day of the scheduled Training Class or Challenge Test online.

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