



## Welcome to our new Training Management System.

Please follow the steps below to successfully enroll in the desired training course.

The registration link which you were provided led to the Log in page of the new system. You will be required, at first, to set up an account on this system. Once this is done, you will be able to quickly choose this session, and future training sessions with ease.

**Step 1:** Click the **“Register”** button

**Step 2:** Create a **“Username”** (your choice)

**Step 3:** Enter your **“Email”** address

**Step 4:** Enter your **“First Name”**

**Step 5:** Enter your **“Last Name”**

**Step 6:** Create a **“Password”** (needs to contain at least one capital letter and one number)

**Step 7:** For **“Registration Access”**

- Select **“Court Staff”** if you are a Judge, Court Administration, Juvenile Probation, CASA or FCRB (volunteer or staff)
- Select **“Non-Court Staff”** if you are an Attorney, Child Welfare, Behavioral Health, or Other.

**Step 8:** For **“County – All Courts Staff”**, select the county in which you work/volunteer.

**Step 9:** For **“Ph#”**, enter your phone number.

**Step 10:** Click **“Register”** – NO ADDITIONAL INFORMATION IS REQUIRED FOR THIS SCREEN.

**Step 11:** Click **“OK”**.

Once you completed your profile. Now you will need to login with your username and password you just created.

**Step 12:** Enter your newly created Username and Password and click **“Log In”** to continue.

NOTE – Disregard all instructions on the left side of the log in screen.

Now you are at the step to complete your registration for the class.

**Step 13:** Click **“Register”** to sign up for the training session.

**Step 14:** Click **“Close”** to continue.

You're almost there. You just need to fill in a couple more fields.

**Step 15:** For **“Timezone Country”**, select **“United States of America”**.

**Step 16:** For **“Timezone”**, select **“(GMT-07:00) Phoenix”** (scroll down for this option).

**Step 17:** Click **“Update”** – NO ADDITIONAL INFORMATION IS REQUIRED ON THIS SCREEN.

**Step 18:** Click **“Close”**. You will go back to the home page and you should display as registered.