



Welcome to our new Training Management System.

Please follow the steps below to successfully set up an account for future trainings.

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 future training sessions with ease.

Step 1: Click the **“Create Account”** 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 staff.
- Select **“Non-Court Staff”** if you are an Attorney, Child Welfare, Behavioral Health, or Other.
- Select **“CASA VolIntr”** if you are a CASA volunteer.
- Select **“FCRB VolIntr”** if you are a FCRB volunteer

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

Step 11: Click **“Create Account”** – ***NO ADDITIONAL INFORMATION IS REQUIRED FOR THIS SCREEN.***

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

Please note: Please remember your user name and password to access this system in the future for registration, transcripts, online courses etc. if you forgot your password **do not** create a new account, just click **“forgot password”** bellow the User Name and Password boxes to reset password.

If you need further assistance please contact Victor Machiche at vmachiche@courts.az.gov.