



Creating a Profile

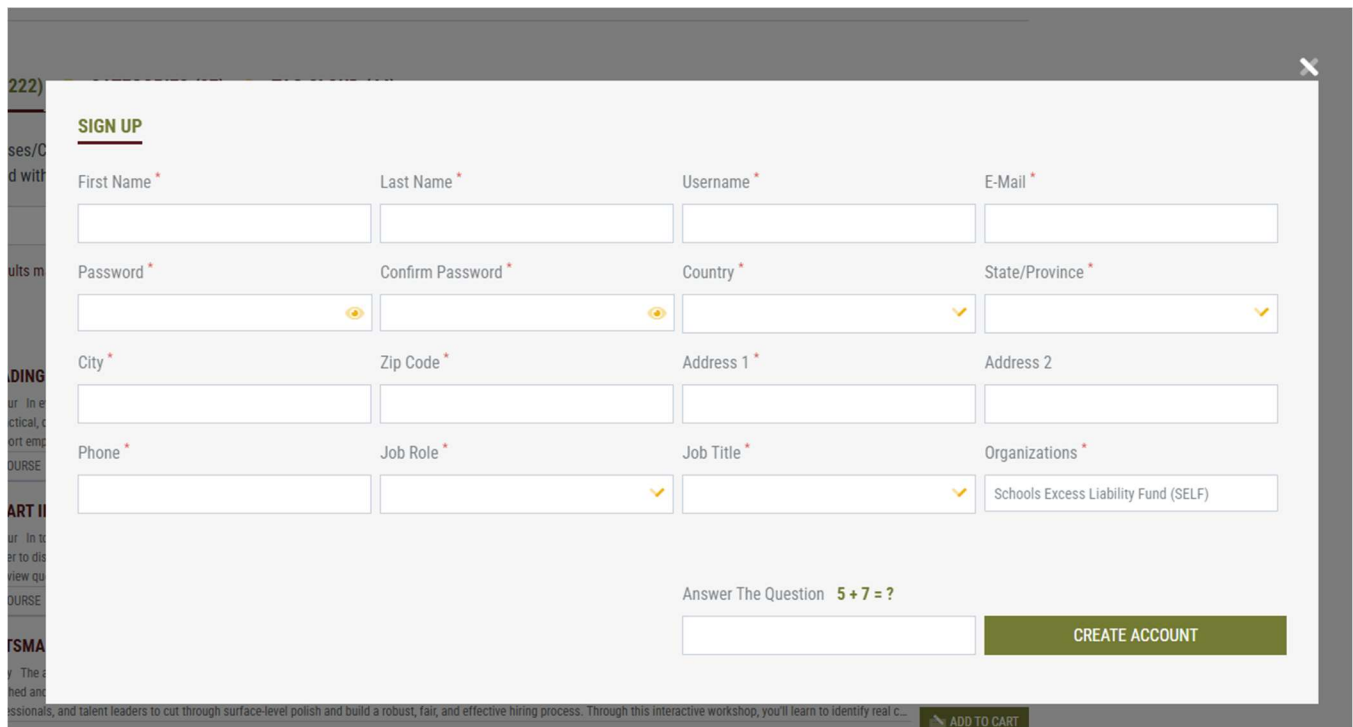
New User Registration Process

Everyone must have their own account to register for courses.

If you need assistance in registering, please contact the Training Center TrainingCenter@cpshr.us.

Click on **SIGN UP** on the top right corner of the page. In the Sign Up **pop-up box**, enter the following information:

- **First Name**
- **Last Name**
- **Username** (Recommendation: Use your email address)
- **E-Mail Address**
- **Password**
- **Confirm Password**
- **Country**
- **State**
- **City**
- **Zip code**
- **Address**
- **Phone Number**
- **Job Role** (Select from dropdown)
- **Job Title** (Select from dropdown)
- **Organization** – must select SELF. Type SELF in the Organization field and the choose Schools Excess Liability Fund from the listing.



The screenshot shows a 'SIGN UP' pop-up form with a close button (X) in the top right corner. The form contains the following fields and options:

- First Name ***: Text input field.
- Last Name ***: Text input field.
- Username ***: Text input field.
- E-Mail ***: Text input field.
- Password ***: Text input field with a visibility toggle (eye icon).
- Confirm Password ***: Text input field with a visibility toggle (eye icon).
- Country ***: Dropdown menu with a checkmark icon.
- State/Province ***: Dropdown menu with a checkmark icon.
- City ***: Text input field.
- Zip Code ***: Text input field.
- Address 1 ***: Text input field.
- Address 2**: Text input field.
- Phone ***: Text input field.
- Job Role ***: Dropdown menu with a checkmark icon.
- Job Title ***: Dropdown menu with a checkmark icon.
- Organizations ***: Dropdown menu with 'Schools Excess Liability Fund (SELF)' selected.
- Answer The Question 5 + 7 = ?**: Text input field for a math captcha.
- CREATE ACCOUNT**: Green button to submit the form.