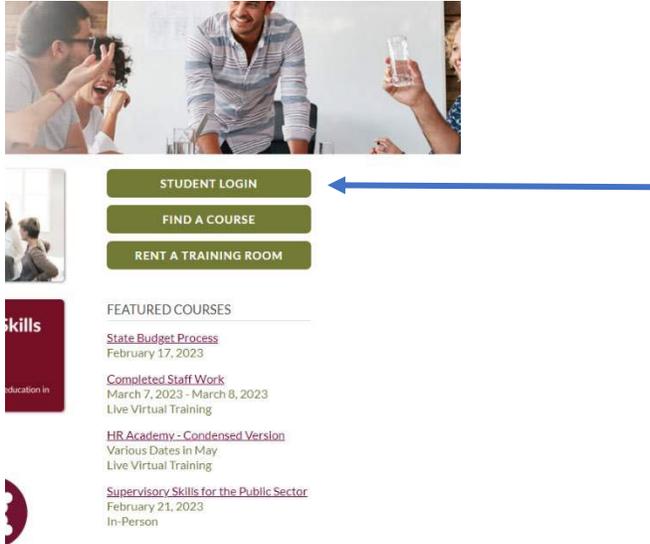


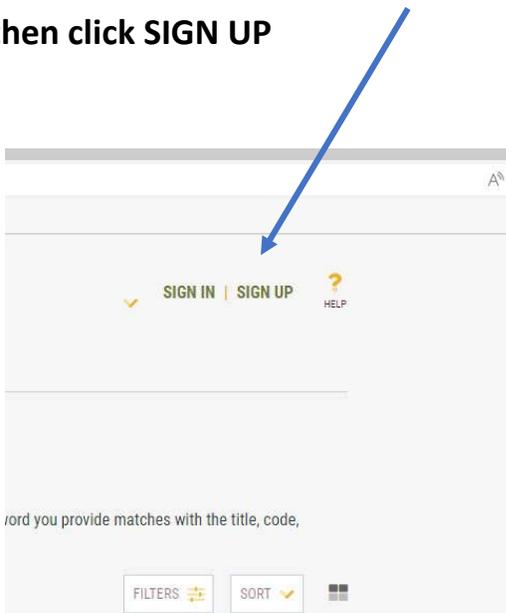
How to Create Your Profile

From the CPS HR website, click on **STUDENT LOGIN**

<http://www.cps hr.us/training/training-center>



then click **SIGN UP**



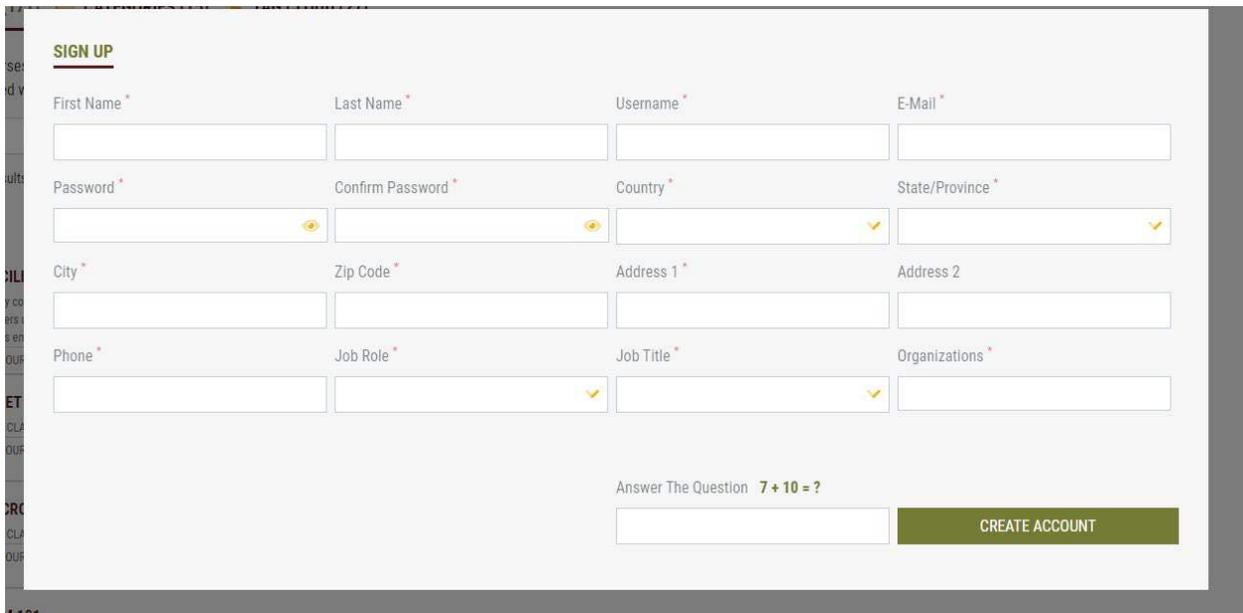
Then complete all of the fields that are required (red asterisk).

We recommend that your username be your email address. Your password must contain upper and lower case letters, a numeral and a symbol (such as an exclamation point, question mark or asterisk).

Choose your job role and title from the drop down list. If you do not see your job role or title, choose other.

In the organization field, type your agency name or part of the name (e.g., EDD, financial, LA Unified, DMHC), the system will automatically pull up organizations. If you do not see your organization, choose NOT LISTED.

Answer the question.



The screenshot shows a 'SIGN UP' form with the following fields and elements:

- 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 icon (eye)
- Confirm Password ***: Text input field with a visibility icon (eye)
- 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 ***: Text input field
- Answer The Question 7 + 10 = ?**: Text input field
- CREATE ACCOUNT**: Green button

Click CREATE ACCOUNT.