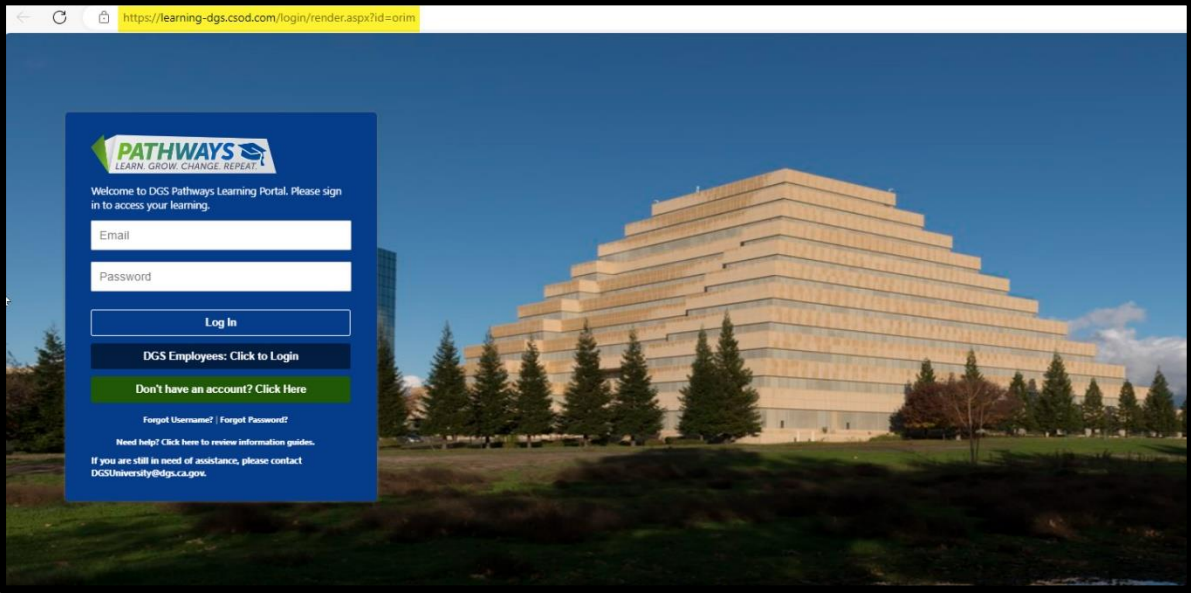
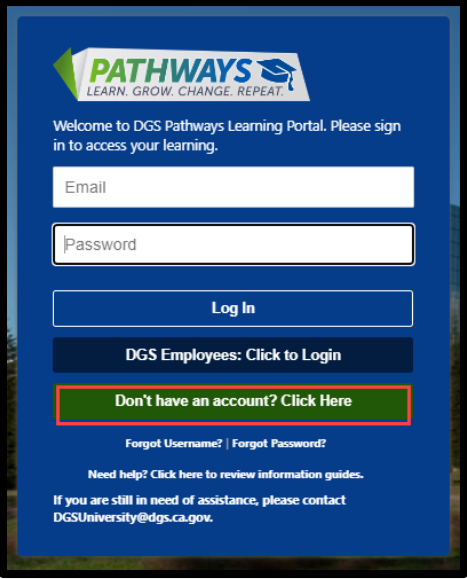


## External Users – How to Create a New Pathways Account

### Objective

To provide a detailed procedure for external users to create a new account in DGS Pathways.

Step	Action
1	<p>Click the link to visit the DGS Pathways website.  <a href="https://learning-dgs.csod.com/login/render.aspx?id=orim">https://learning-dgs.csod.com/login/render.aspx?id=orim</a></p> 
2	<p>Click on <i>Create an Account</i>. You will be directed to the self-registration page, which will open another screen.</p> 

3

Enter the following details into the appropriate fields:

- \*First Name
  - \*Last Name
  - \*Email Address
  - Classification/Working Title
  - \*Department Name
  - \*Office/Unit Name
  - \*Phone Number
  - Address
  - City
  - State
  - Zip Code
  - \*Entity Type (State, Federal, Company)
  - \*Username – Email Address will automatically populate as your Username
- \*Mandatory Fields

\* Required Field

\* First Name:

\* Last Name:

\* Email Address:

Classification/Working Title:

\* Department Name:

\* Office/Unit:

\* Phone:

Address Line 1:

Address Line 2:

City:

State:

Zip:

\* Entity Type:

\* Username:

\* Passwords must contain both upper and lower case letters.

\* Passwords must contain alpha and numeric characters.

\* Passwords must be 8 - 20 characters.

\* Passwords cannot have leading or trailing spaces.

\* Passwords cannot be the same as the Username, User ID, or email address.

\* Passwords must contain at least one special character.

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4

At the bottom of the page, you will create a new password.

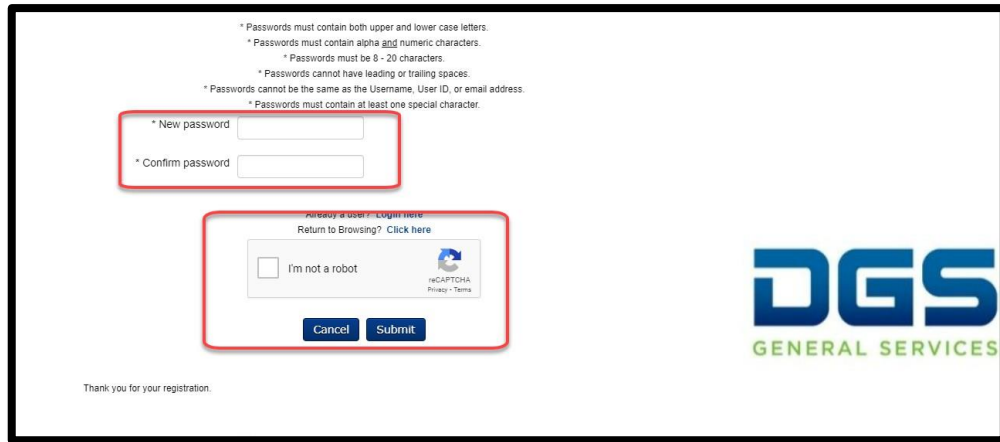
Passwords **must**:

- Contain both upper and lower-case letters.
- Contain alpha and numeric characters.
- Be 8-20 characters.
- Contain at least one special character.

Passwords **cannot**:

- Have leading or trailing spaces.
- Be the same as the Username, User ID, or email address.

Check the box that says *I'm not a robot* to complete the "reCAPTCHA."



The screenshot shows a registration form with the following elements:

- Five asterisked password requirements listed at the top.
- Two input fields: "\* New password" and "\* Confirm password", both highlighted with a red box.
- A reCAPTCHA widget with the text "Return to Browsing? Click here" and a checkbox labeled "I'm not a robot", also highlighted with a red box.
- Two buttons: "Cancel" and "Submit", located below the reCAPTCHA widget.
- The DGS GENERAL SERVICES logo on the right side.
- The text "Thank you for your registration." at the bottom left.

5

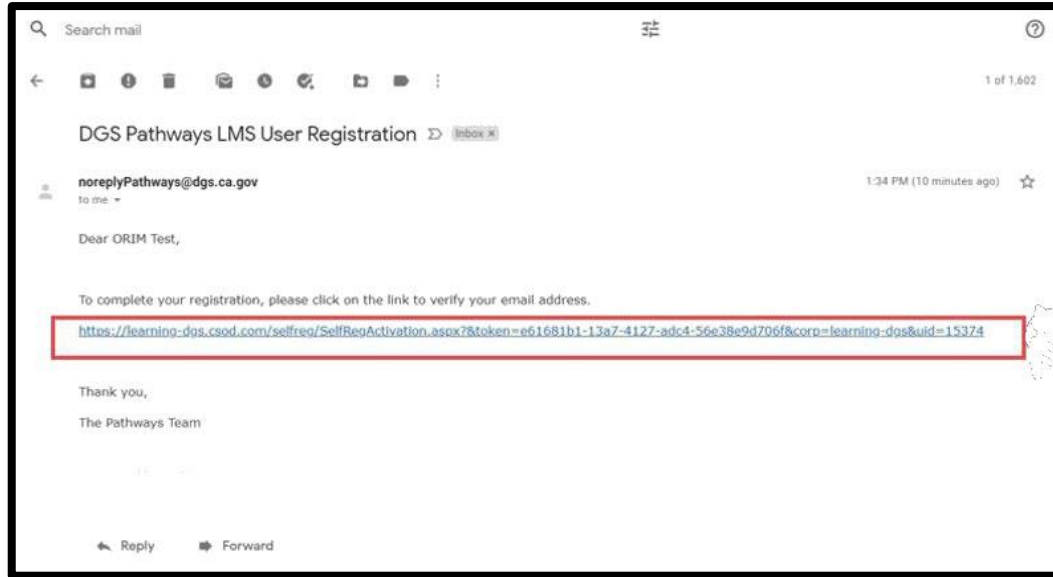
Click *Submit*.



The image shows a close-up of the "Cancel" and "Submit" buttons from the registration form. The "Submit" button is highlighted with a red box.

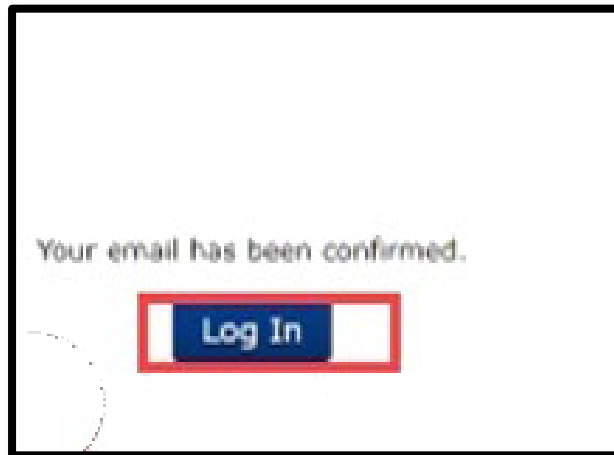
6

You will receive a verification email from [noreplyPathways@dgs.ca.gov](mailto:noreplyPathways@dgs.ca.gov) to complete your registration by verifying your email address. Click the link to provided in the email to verify.



7

Once you have verified your email address, click on the *Login* button which will direct you to the login page.



8

You will be prompted to type in your email address and password. Click on *Login*. The Pathways homepage will open.

