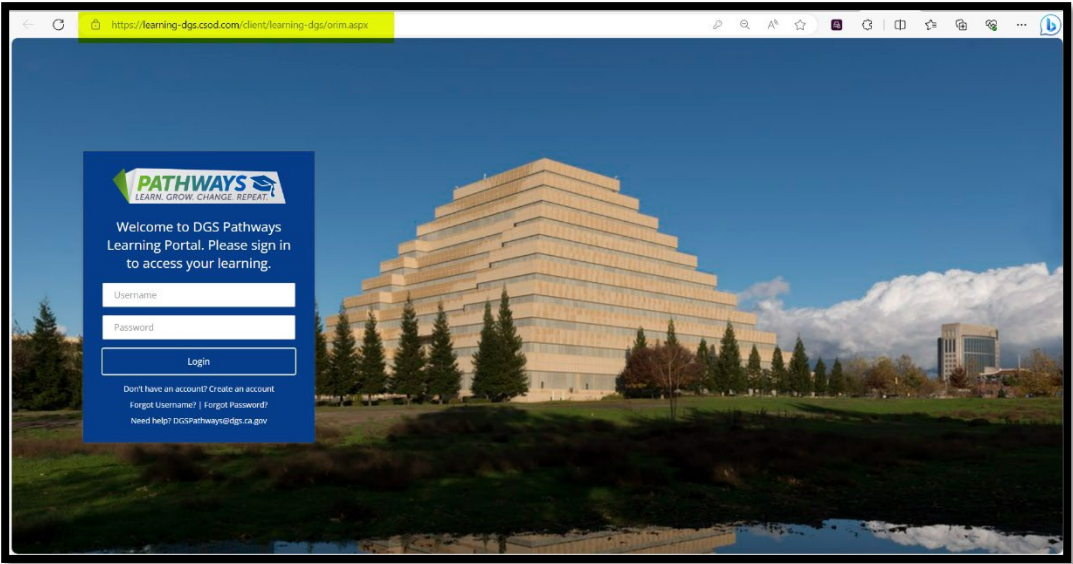
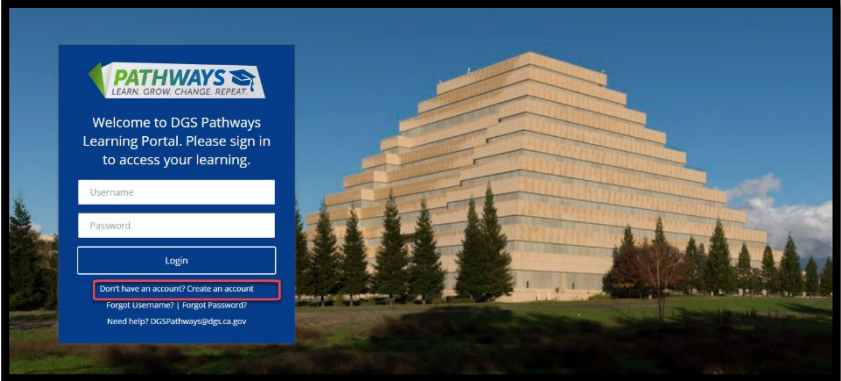


External Users – How to Create a New Pathways Account

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. https://learning-dgs.csod.com/client/learning-dgs/orim.aspx</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.

DGS
GENERAL SERVICES

4

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

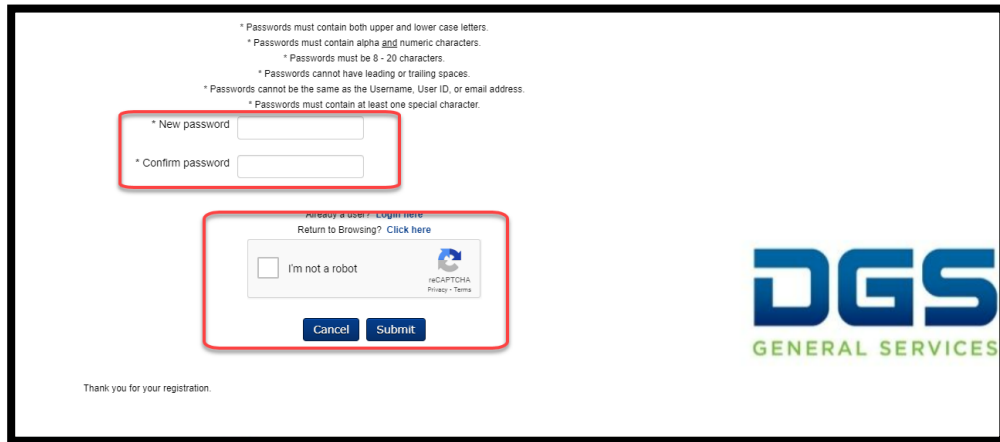
Passwords **must**:

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

5

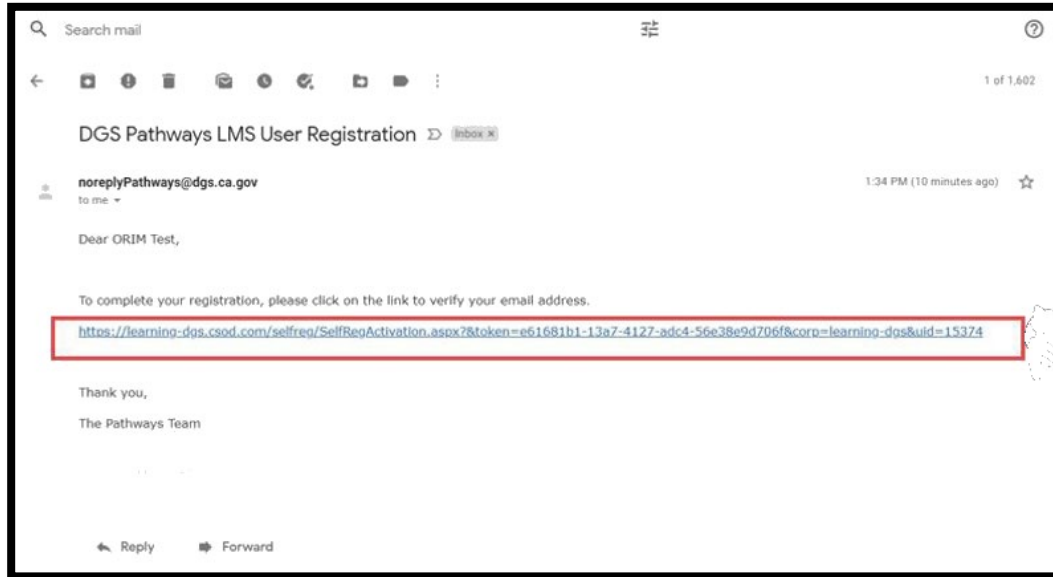
Click *Submit*.



The image shows a close-up of two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red box.

6

You will receive a verification email from 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.

