

SRC Registration Instruction

Registration

1. Go to <http://www.erehab.org/>
 - a. Click on **National Training Series**.
 - b. Click on the **SRC Online Training Series**.
2. **Start Registration:** Click the '**Click to Register**' link.

Username: Password: [Forgot your Login?](#) [Click to Register](#)

SRC Training Series

3. **Registration Step 1: Name and State**
 - a. Type in your **first name, middle initial and last name**.
 - b. Select your **state** from the dropdown list
 - c. When done, click the '**Continue to Step 2**' button.
4. **Registration Step 2: Email Address and Password.**

Registration - Step 2: Email Address and Password

Please note that your e-mail address will be the user ID to login to the course web site.

Password: → **a**
(minimum 8 characters without space)

Confirm Password: → **b**

Email Address: → **c**

Confirm Email Address: → **d**

→ **e**

- a. **Password:** Type in password. Password should be at least 8 characters without any space.
- b. **Confirm Password:** Type in password on more time.

- c. **Email Address:** Type in your email address.
 - Email address will be used as your username to login to the website.
- d. **Confirm Email Address:** Type in your email address one more time.
- e. Click the '**Continue to Step 3**' button.
 - Error message will be displayed on the top if your password or your email address is not matching. If such case, resolve the conflict and click the '**Continue to Step 3**' button again.

Registration - Step 2: Email Address and Password

Attention: please see below

- Specify a matching confirm password.
- Specify a matching confirm email address.

Once all conflicts are resolved, click the *Continue to Step 3* button to move on to the next step.

5. Registration Step 3: SRC Member and Years Employed

Registration - Step 3: SRC Member and Years Employed

Are you an SRC member? → **a**

Yes
 No - [If you are not an SRC member, click here to skip to the next question](#) → **b**

If you are an SRC member, how many years did you serve?

Please select how many years you served ↓ → **c**

If you are not an SRC member, are you interested to be an SRC member in the future? → **d**

Yes
 No

Continue to Step 4 → **e**

- a. Are you an SRC member? – select either **Yes** or **No** radio button.
- b. If No, click the link ('**If you are not an SRC member, click here to skip to the next question**') next to the 'No' radio button to continue to the next appropriate question. This will select Yes under the last question on the screen. (d.)
- c. If Yes, select one answer from the dropdown list under '**If you are an SRC member, how many years did you serve?**' Then, go to step **e**.
- d. For non-SRC member, select Yes or No radio button under '**If you are not an SRC member, are you interested to be an SRC member in the future?**' Then, move on to step **e**.
- e. Click the '**Continue to Step 4**' button at the bottom.
 - An error message will appear if you did not select one radio button under the first question ('**Are you an SRC member?**')

Registration - Step 3: SRC Member and Years Employed

Attention: please see below

- Specify if you are an SRC member or not.

Once all conflicts are resolved, click the *Continue to Step 4* button to move on to the next step.

- Resolve the indicated issue and click the ‘**Continue to Step 4**’ button again.

6. Registration Step 4: Type of Organization

Registration - Step 4: Type of Organization

Please select the type of organization:

- State Vocational Rehabilitation Agency
- Independent Living Organization
- Disability Advocacy Group
- School System College/University
- Community Rehabilitation Program → a
- WIA/One-Stop Career Centers
- Trade Association
- Private Sector Business or Industry
- Public Agency
- Other

If you selected Public Agency or Other from the selection above, please specify the name of the organization below:

 → b

→ c

- Select one radio button from the group.
- If you select the ‘**Public Agency**’ or ‘**Other**’ radio button, type in the name of your organization in the text box.
- Click the ‘**Continue to the Confirmation Page**’ button.
 - An error message will appear if you either did not select a radio button or not type in your organization name after selecting either the **Public Agency** or **Other** radio button.

Attention: please see below

- When you choose *Other*, you need to specify the name of the organization. Specify Other Organization name. ([click here to specify the organization name](#))

Once all conflicts are resolved, click the *Continue to the Confirmation Page* button to move on to the next step.

Please select the type of organization:

- State Vocational Rehabilitation Agency
- Independent Living Organization

- Resolve the indicated issue and click the ‘**Continue to the Confirmation Page**’ button.

7. Registration – Final Step: Confirmation

- Using this screen you can check your profile info and make necessary edits.
- Click the ‘**Edit**’ link next to the section where you want to change your info.
- When done, click the ‘**CONFIRM and COMPLETE the registration**’ link.

8. Registration Completed

- Click the ‘**Click here to start your SRC training**’ link to go to the module list.

Login/Log Out/Edit Profile

1. Login

- a. Go to <http://www.erehab.org/SRC>
- b. Type in your **Username** and **Password**.
- c. Click the **Login** button



2. Logout: while you are logged in, click the '**Logout**' link on the top right corner of the screen.
3. View and Edit Profile: while logged in, click the '**Edit Profile**' link on the top right side of the screen.



- a. Click the '**Edit**' link next to the section where you want to change your info. When done, click the '**Update**' button to go back to the previous screen.



- b. To go back to the Module List page, click the link, '**Return to the Module List page.**'

