



# Job Aid Self-Registration and Account Setup

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# Introduction

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This Job Aid will walk you through the process for setting up your personalized Competence Management System (CMS) account through the self-registration process.

Remember to keep your account information private. It should not be shared with anyone. Your login credentials to the system will house all your personal training information (e.g. PTS Training), certifications, and audit information.

## Creating your Personal Account with Self-Registration

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In order to create a personal Competence Management System (CMS) account, you require a unique email address. You will not be able to create your account using a universal shared email address (e.g. shared company email address).

1. From the MXSafetyCompetence login page, click on the **Self Registration** button.



2. The Self Registration page appears. Enter your information in the following fields to complete your account profile (*Note: all fields are mandatory*):
  - **First Name:** Enter your first name.
  - **Last Name:** Enter your last name.

- **Email Address:** Enter your email address (personal or company). This field must be unique and will not accept shared email addresses.

\* Required Field

\* First Name: Diana

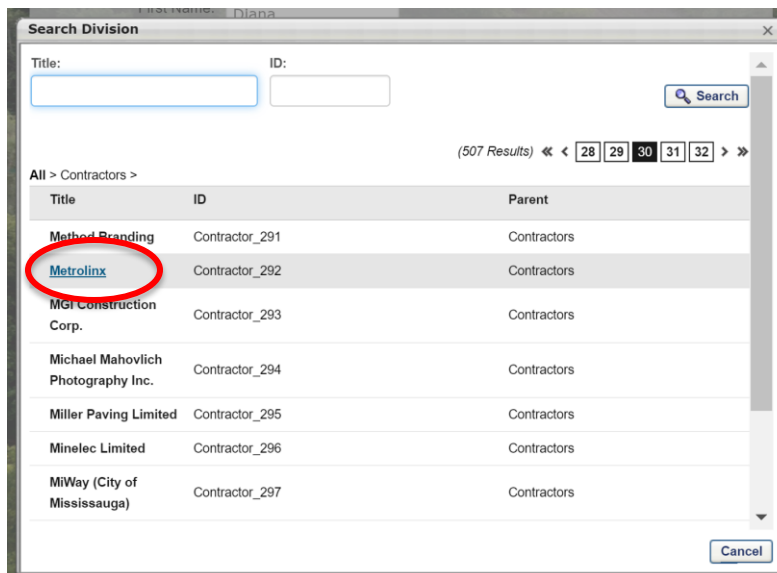
\* Last Name: Crawford

\* Email Address: dlana.crawford@metr

- **Division:** Click on the **options icon** and select your applicable division/company.

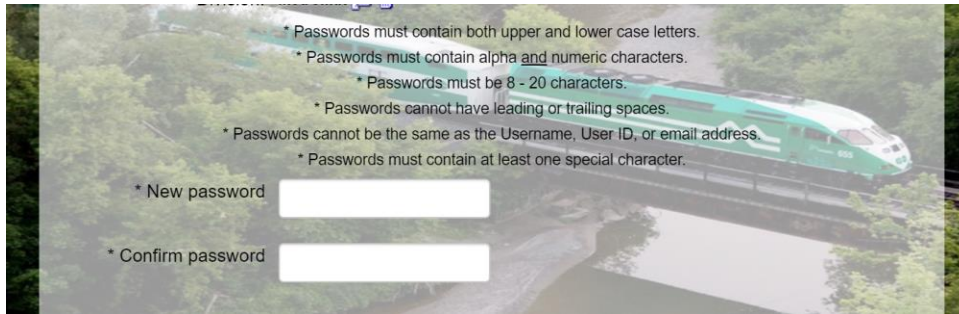


You can use the text filter box to further narrow your search or click on the expand icon to view the full list. To navigate through the list, click on the top page and arrow buttons. Click on the company name to select and apply it.



- **New Password:** Create and enter a password. Ensure it meets the specifications outlined in the registration page.

- **Confirm Password:** Re-enter your password for validation and confirmation that it matches the password entered in the New Password field.



3. Click on the **“I’m not a robot”** checkbox.
4. Click the **Log In** button.

Congratulations! You have successfully created and logged into your personalized Competence Management System (CMS) account.

