Support Management System

New User Registration Guide

Registering with the Support Management System is a simple 3-step process.

Step 1 - Create and validate a login credential:

• Click the "Register" button on the home page or, click the "New User" link at the top right-hand corner of the website.



• From the User Accounts popup, click the I'm an Intern Teacher/Support Recipient – Create My Account button.

🔚 User Accounts	X
Welcome Support Recipient Registration. I'm an Intern Teacher/Support Recipient - Create My Account	
Mentors will be entered as Users in SMS via procedures followed by university and district program partners.]
Existing User? - Login into Your Account	

• From the Create User Registration Credentials popup, type your email address, first name and last name. Click the Create Registration Credentials button.

tser Accounts	Þ					
Step 1 -Create User Registration Credentials						
Please provide your e-mail address and name.						
E-mail Address						
First Name						
Last Name						
Create Registration Credentials						

• The Verification Email popup will display indication that an email message has been sent to the email address typed.



• Click the Click Here to Access link in the Verification Email to navigate to the website and complete your registration.

	do-not-reply-tdp-sms@kern.org New User Registration Notification From Support Managment System	10:3
New Us	er Registration	
Thank y navigate	ou for creating an account on the Support Management System. To complete your registration please to the site using the following link:	
Click H	ere To Access	
You wil	l be asked to set your password for allowing future login access.	
Notice: D	o not send a reply to this automatic e-mail message. This automatic e-mail was sent from Support Managment System.	
CONFI This mess privileged for the int information	DENTIALITY NOTICE — age is intended for the sole use of the individual and entity to whom it is addressed, and may contain information that is l, confidential and exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to reco ended addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone the message or any on contained in or attached to the message. If you have received this message in error, please delete the message. Thank you	eive

• From the Reset Your Password popup type/re-type your password then click the Reset My Password button.

	liser Accounts	×
r	Reset Your Password Enter your new password, Click the Reset My Password button,	
	E-mail New Password	
0	Re-Type New Password	
. 10	Reset My Password	

• The Reset Password confirmation popup will display after entering your login credential password. Click the Continue button to select your university and district.

User Accounts		X
Password Reset		
Your password has	been successfully reset.	
	Continue	

Step 2 - Select University, District and if available, provide mentor information:

When registering, the register wizard popup will automatically display after clicking the password reset confirmation Continue button. The register wizard popup can also be displayed by clicking the Edit/View Registration Details link on the User Profile page. To access the User Profile page, click the User Profile link located at the upper right-hand corner of the website.

Support Management System		About Us Contact Us User Profile Sign Out Current Us	ser:			
Home Support Log Reports						
User Profile						
Change My Password Edit/View Registration Details						
Contact Information	1.	Address Information				
First Name:	*	Street Address 1:				
Last Name:	*	Street Address 2:				
Middle Initial:		City:				
Primary Phone:]	State:				
Work Phone:]	Postal Code:				
Email Address:	*					
	Update					

• From the Registration Wizard popup, Select Registration Details step, select your university, district (require) and Credential then, click the Next button.

Account Registrati	on		X	
Select Registration Details The universities and school districts that you are affiliated with can also be selected and/or modified from within your user profile. To navigate to your user profile page, click the "User Profile" link located in the top-right corner of this website.				
Please select your aff (* Required Fields)	iliated university and school distri	ct and, select y	our credential type.	
Program/University:	CSUB - Bakersfield Campus	•	*	
District County:	Kern	•		
District:	Bakersfield City SD	-	*	
Credential:	Multiple Subject	•		
			Next 📫	

• From the Intern Teacher Consent Form step, read the consent text then check the Agreement checkbox. Upon checking the Agreement checkbox; navigation will continue to the next step.

Account Registration	(
Intern Teacher Consent Form - Teach	er Education Internship Act of 1967:
The KCSOS Teacher Development Program (TDP) has university/district intern programs operating under th the data needed to meet intern support regulations m Credentialing.	developed a web-based tool that will provide e Teacher Education Internship Act of 1967 with andated by the California Commission on Teacher
I, a student at a postsecondary educational institution Vernon [student name], consent to the collection and my education records.	or a student age 18 years or older, Jerome release of personally identifiable information from
I understand that the records to be disclosed include I district or charter school, and other personally identifi including the amount and types of support recorded b University/College Supervisor. I acknowledge that the County Superintendent of Schools, the Bakersfield Cit District, and CSUB - Bakersfield Campus [name of uni and agents with legitimate educational interests, in ot placement, training and progress within the "Teacher of determining my qualifications to receive a teaching identifiable information will be disclosed by the listed i fulfill the stated purpose. This information may not be soon as all statistical and other analysis has been perf needed, whichever date comes first.	the student intern's name, employing school able information from my education records, y the student intern, the On-Site Mentor and purpose of the disclosure is to assist the Kern y SD [name of employing school district] School versity], and their respective officers, employees otaining and reporting information concerning my Education Internship Act of 1967" for the purpose credential. I understand that the personally institution only each other, and only as needed to redisclosed to others and will be destroyed as formed, or when the information is no longer
I have read this waiver and agree to the terms and conditi (Your Consent Is Required To Continue)	ons.
	Next
V- Previous	Next 🛶

• From the Mentor Assignment Details step, if known, type identifying information about your mentor and district administration. this information may help the program administrator in identifying and assigning the mentor to your user profile. Click the Next button.

Mentor Assignment Details	5	
Pursuant to California Education Code §4432 meets the Commission's specified criteria price	1 -The employer r or to an intern ass	nust identify a mentor or other designated individual who uming daily teaching responsibilities.
Commission's specified criteria for intern men	ntors:	
 Hold a clear or life teaching credential Have a minimum of three years of successfit 	iul tooching ownor	0050
 Have a minimum of thee years of succession Have English Learner Authorization (this me learner authorization 	entor criteria is wa	aived IF intern teacher enters the program with an English
Note – It is possible that your employing sch that case, please ask a district administrator i first weeks as an intern.	ool district will no to identify a desig	t have your mentor assigned immediately upon hiring you. In nated individual who will provide district support during your
Identify the district assigned mentor or other	designated indivi	dual that a district administrator has assigned to mentor you.
Enter Mentor/Designee name and Email:	John Smith jsn	nith@mail.com
Identify the district administrator who is resp	onsible for assign	ing your mentor for intern teacher support.
Administrator's name, Title, Email and Phone	:	

• From the Enter Mailing Address step, type your mailing address then click the Next button. Note: Your mailing address is required for Payment Card Industry (PCI) compliance and it will never be shared or utilized for any other purposes.

Account Registration	X
Enter Mailing Address	
(* Required Fields)	
Street Address 1: *	
Street Address 2:	
City: *	
State:	
Postal Code:	
-	
Previous	Save and Exit 🥪

Step 3 - Pay Registration Fee:

• A one-time fee has been established to SMS registration. From the Program Fee Payment popup, type your credit card number (no spaces), select expiration date and type security code (security code is 3 or 4 digits on back of card). Click the Submit Payment button. Upon successful transaction you can print/view your receipt and have full access to SMS.

S. Account Registration	X				
Program Fee Payment A one-time registration fee of \$300 has been established for SMS registration. Upon registration completion you will have full access to SMS in order to record and monitor the support hours that you are provided this year.					
TOLAL AMOUNT DUE: \$300 usd All major credit cards accepted					
Card Holder:					
Card Number:					
Expiration Date: 1 (Month) 2016 (Year)					
Security Code: What is this?					
Submit Payment					