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.

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

- From the Reset Your Password popup type/re-type your password then click the Reset My Password button.
The Reset Password confirmation popup will display after entering your login credential password. Click the Continue button to select your university and district.
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.

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

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.
• 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.

![Enter Mailing Address](image)

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.

![Program Fee Payment](image)