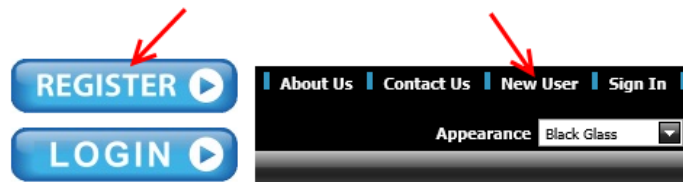# Support Management System
New User Registration Guide

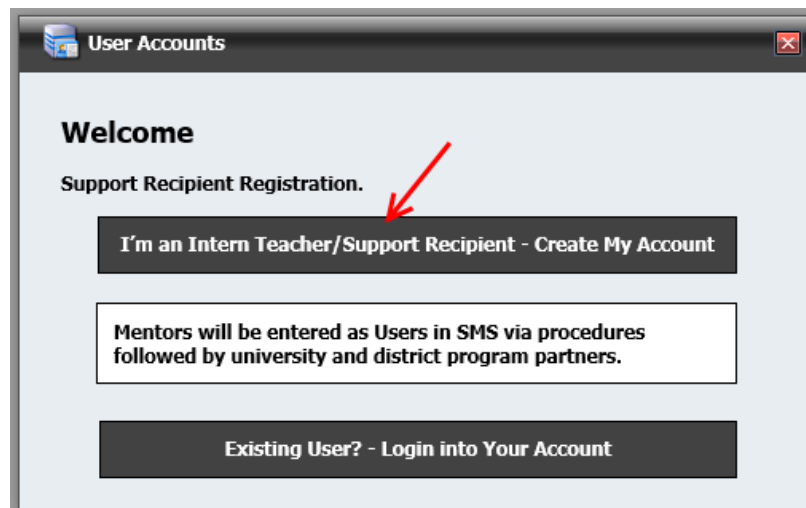Registering with the Support Management System is a simple 3-step process.

**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.
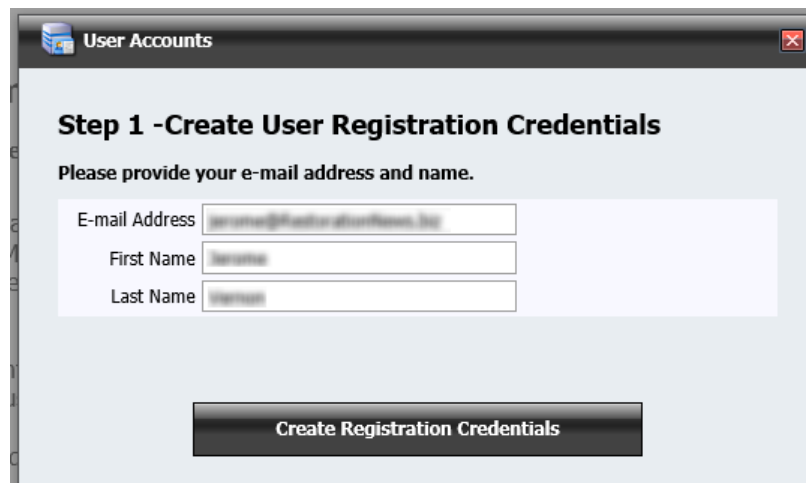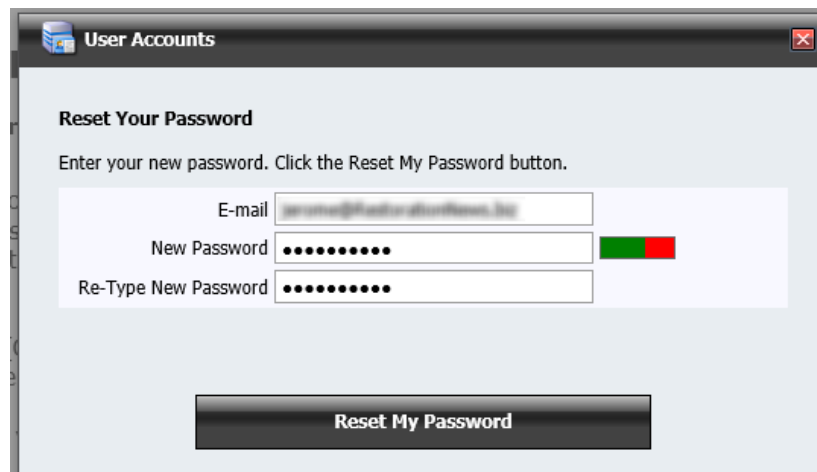
- The Verification Email popup will display indication that an email message has been sent to the email address typed.
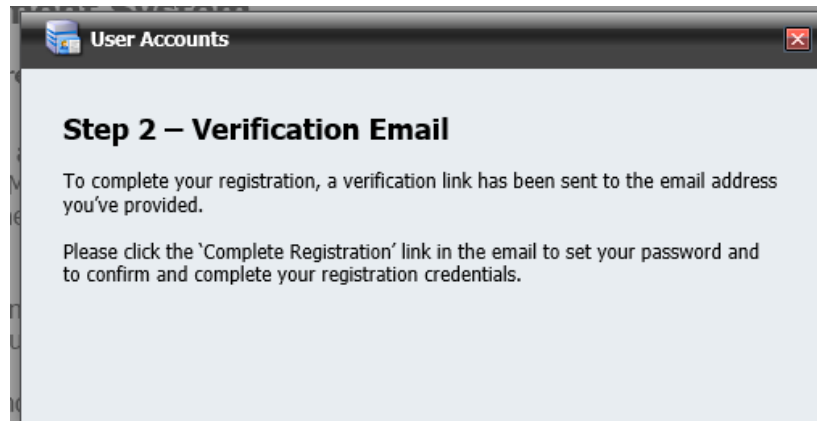
- Click the Click Here to Access link in the Verification Email to navigate to the website and complete your registration.
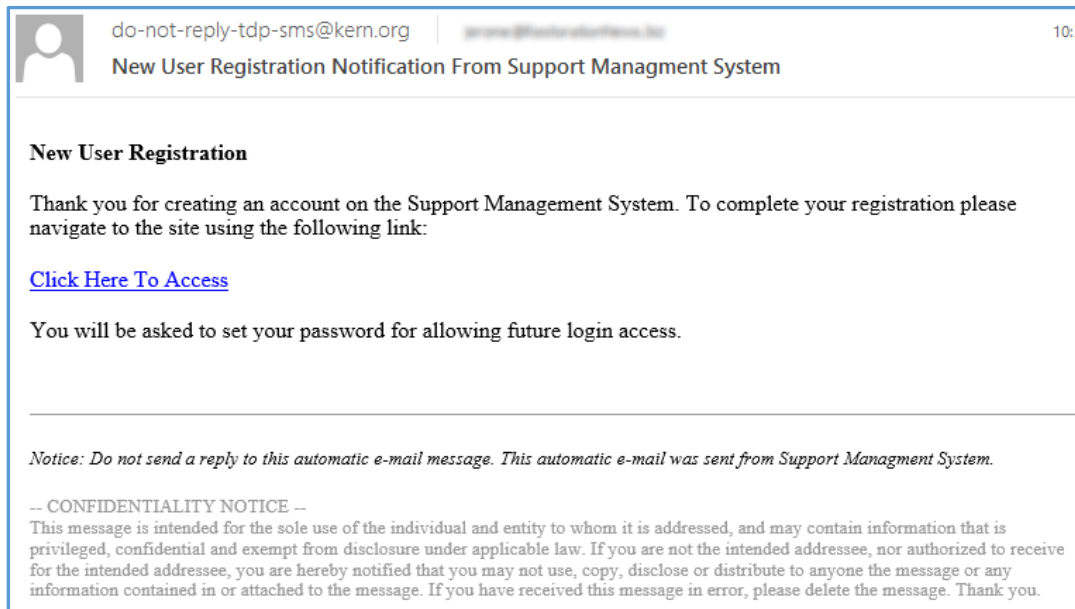
- From the Reset Your Password popup type/re-type your password then click the Reset My Password button.

- The Reset Password confirmation popup will display after entering your login credential password. Click the Continue button to select your university and district.
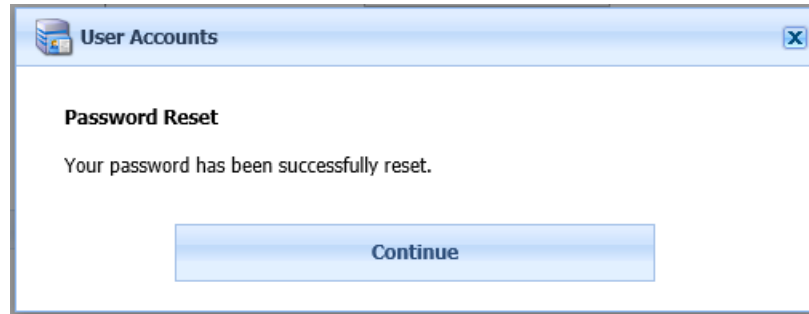
Step 2 - Select University, District and if available, provide mentor information:

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.

Account Registration

Intern Teacher Consent Form - Teacher Education Internship Act of 1967:

The KCSOS Teacher Development Program (TDP) has developed a web-based tool that will provide university/district intern programs operating under the Teacher Education Internship Act of 1967 with the data needed to meet intern support regulations mandated by the California Commission on Teacher Credentialing.

I, a student at a postsecondary educational institution or a student age 18 years or older, Jerome Vernon [student name], consent to the collection and release of personally identifiable information from my education records.

I understand that the records to be disclosed include the student intern's name, employing school district or charter school, and other personally identifiable information from my education records, including the amount and types of support recorded by the student intern, the On-Site Mentor and University/College Supervisor. I acknowledge that the purpose of the disclosure is to assist the Kern County Superintendent of Schools, the Bakersfield City SD [name of employing school district] School District, and CSUB - Bakersfield Campus [name of university], and their respective officers, employees and agents with legitimate educational interests, in obtaining and reporting information concerning my placement, training and progress within the "Teacher Education Internship Act of 1967" for the purpose of determining my qualifications to receive a teaching credential. I understand that the personally identifiable information will be disclosed by the listed institution only each other, and only as needed to fulfill the stated purpose. This information may not be redisclosed to others and will be destroyed as soon as all statistical and other analysis has been performed, or when the information is no longer needed, whichever date comes first.

☐ I have read this waiver and agree to the terms and conditions.
(Your Consent Is Required To Continue)

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- 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.

Account Registration

Mentor Assignment Details

Pursuant to California Education Code §44321 -The employer must identify a mentor or other designated individual who meets the Commission's specified criteria prior to an intern assuming daily teaching responsibilities.

Commission's specified criteria for intern mentors:
• Hold a clear or life teaching credential
• Have a minimum of three years of successful teaching experience
• Have English Learner Authorization (this mentor criteria is waived IF intern teacher enters the program with an English learner authorization

Note – It is possible that your employing school district will not have your mentor assigned immediately upon hiring you. In that case, please ask a district administrator to identify a designated individual who will provide district support during your first weeks as an intern.

Identify the district assigned mentor or other designated individual that a district administrator has assigned to mentor you.
Enter Mentor/Designee name and Email:

John Smith jsmith@mail.com

Identify the district administrator who is responsible for assigning your mentor for intern teacher support.
Administrator's name, Title, Email and Phone:

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- 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.

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.