

NSC has a new National Training Calendar with a new registration system. Each student will need to register as a user on the nsc.org website. Registrations need to be processed separately for each student. If the organization is a member, it is important to use the member number when setting up the student's profile in order to receive member price. The registration instructions follow. Call if you have any questions during the process.

**Use the ID number corresponding to your location. When registering, you must have a .gov e-mail address to receive the discount.**

### National Safety Council online registration instructions

- From the home page of **nsc.org**, scroll down and click on the blue **Find Training** button at the bottom of the page or **click here to access NSCU**.
- On the **NSCU** home page, click on the **white Login button** in middle of page
- Returning users, login. For First Time Users to nsc.org, **setup a user account with the name and e-mail of the student attending the class**
- For nonmembers, select New Web Registrant
- For members, select **New Web Registrant with NSC ID** (verify member status and/or number by contacting customer service at 800-621-7916)

The screenshot shows two side-by-side panels. The left panel, titled "First Time Users", contains three blue buttons: "New Web Registrant with NSC ID" (with a checkmark icon), "New Web Registrant" (with a pencil icon), and "Forgot my NSC ID" (with a question mark icon). Below the first button is the text "(Member, Instructor, Training Center, Chapter)". The right panel, titled "Returning Users", contains a login form with two input fields: "Enter Username (Email Address)\*" and "Enter Password\*". Below the password field is a "Remember Me" checkbox. At the bottom of the form are two buttons: a blue "Login" button and a blue "Forgot Password" link.

- Enter your NSC ID number and the LAST NAME OF THE STUDENT ATTENDING THE CLASS (**Important: if you are registering someone else for a course, you must login using their name and e-mail address**).
- If the student's name appears, select the name or if not, select the address
- Click on register and enter the student's name and e-mail and select a password
- Once you have completed the person's registration as a user on nsc.org, proceed to NSCU
- Make sure the home page says "Welcome name of the student" attending the class
- Click on the Find Training Button to browse for courses
- Select a course, scroll down for class dates and Add to Cart
- Continue shopping to select additional classes
- To remove a class from the shopping cart, click on the ⊗ next to the price of the class
- Proceed to checkout and select the "**Send Bill**" option (do not select "Credit Card" as the card will be charged the regular price)
- An invoice with the discounted fee will be created and e-mailed
- Logout and repeat the process if you are registering additional students
- Call Alison Maxwell at 770-729-0077 x41006 with credit card payments

Pre-payment is required to attend classes.

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