

External Users – How to Create a New Pathways Account

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| **Objective** | To provide a detailed procedure for external users to create a new account in DGS Pathways. |

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| **Step** | **Action** |
| **1** | Click the link to visit the DGS Pathways website.  [https://learning-dgs.csod.com/login/render.aspx?id=orim](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Flearning-dgs.csod.com%2Flogin%2Frender.aspx%3Fid%3Dorim&data=05%7C02%7CKelli.Miyata%40dgs.ca.gov%7Ceb830cb995e941dbdb9408dc37015c5e%7Cea45f7b107d749a8b8f537136ec9382d%7C0%7C0%7C638445726185381525%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=XbFw%2FKWms5DSPe8KQ67jxlAVVDAY99uM0IZj%2BKnkn3k%3D&reserved=0) |
| **2** | Click on *Create an Account.* You will be directed to the self-registration page, which will open another screen. |

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| **3** | Enter the following details into the appropriate fields:   * \*First Name * \*Last Name * \*Email Address * Classification/Working Title * \*Department Name * \*Office/Unit Name * \*Phone Number * Address * City * State * Zip Code * \*Entity Type (State, Federal, Company) * \*Username – Email Address will automatically populate as your Username   \*Mandatory Fields |

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| **4** | At the bottom of the page, you will create a new password.  Passwords **must**:   * Contain both upper and lower-case letters. * Contain alpha and numeric characters. * Be 8-20 characters. * Contain at least one special character.   Passwords **cannot**:   * Have leading or trailing spaces. * Be the same as the Username, User ID, or email address.   Check the box that says *I’m not a robot* to complete the “reCAPTCHA.” |
| **5** | Click *Log In.*  *Graphical user interface, application  Description automatically generated* |

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| **6** | This will log you into Pathways. Please remember your email and password for future use. |