

## **The Redwoods Institute- Volunteer Registration Guide:**

### **If you are a new user:**

1. Please visit our organization's custom self-registration page:

<https://redwoodsinsitute.csod.com/selfreg/register.aspx?c=4600>

2. Complete the self-registration page, including your program area and job classification. (If you will be volunteering in multiple departments/program areas, select the option for your primary responsibility).

3. Create your password.

4. After the new account is created:

Click on > Child Sexual Abuse Prevention for Volunteers (Any additional courses may be assigned by the department supervisor).

5. Under the Training Details tab > click Request

6. Follow instructions and complete the course.

7. If you are able to print your completed training certificates, you may bring it with the rest of your volunteer packet. If not, notify the volunteer coordinator that the training is completed.

### **If you are an existing user:**

*To access the system:*

1. Visit [www.redwoodsinsitute.com](http://www.redwoodsinsitute.com)

2. You may login with your existing username or email address.

3. Your password is P4ssw0rd (regardless of what you had previously set it as); you will be asked to reset your password after your first login.

*Once you are logged in, please confirm that your email address is accurate; this is a mandatory field.*

1. Hover over "Profile" on the navigation bar.

2. Click on "My Profile."

3. Confirm that the email address listed on your profile is correct.

*To change your email address:*

1. Hover over the gear at the top right corner of the welcome page.

2. Click on "My Account."

3. Click on "Options."

4. Click on "Change Email Address."

\*For user support, please call the Redwoods Institute's user support number at 1-800-463-8546 or email [Institute@redwoodsgroup.com](mailto:Institute@redwoodsgroup.com). Thank you as always, for your commitment to safety and learning.