How to Create a Profile

Visit: https://wustl.force.com/ExecDev/s/login/

Click “Register here” on the bottom right side. This will be the first step for all first-time users of this program.

Once you have created a profile, you can just log in using your username and password you create. You can also reset your password if you forget it.
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Fill in the fields as directed.
If you are a training manager, you will want to create your profile first so you can later affiliate other profiles to yours.

An asterisk indicates that a field is required.

Fill in a preferred first name only if you want something different than what is entered as the first name to appear on name tags and class lists.

Use the email address you want to use for authentication. You need actual access to this email address to verify your account.
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Continue to fill in the fields as directed.

An asterisk indicates that a field is required.

Use the mobile phone number you want to use for authentication. You need access to this mobile phone number to verify your account. It must be a mobile phone number to receive the verification code via SMS.

Start typing your company name to select your company. Select “Company is not applicable to me” if you are not part of a company. If your company name does not appear, please enter it.

If you are a government employee, a new field will appear for you to enter your GS-level or equivalent.

If you will be responsible for registering and/or paying for others, check the box that says that you want to be able to register others.
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After you click “sign up,” you will be brought to a page to authenticate your information.

For first-time users, your only option will be to authenticate using the email address you provided.

A verification code will be sent to the email address you provided. You will enter this verification code to verify your identity as the rightful owner of this profile.

When logging in next time, you can choose to authenticate using your email or mobile phone number.
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Follow the instructions listed on the verification page.

You will have five opportunities to enter the correct verification code before you will be directed to call or email the registrar for assistance.