

How to register for Safety Classes Via Online Portal

1. Select **Sign Up** in the top right corner.



2. Create new account by completing registration information. Once completed select the **Term of Use** box. Then select **register**.

A screenshot of the 'REGISTER' page on the UTREC Portal. The page title is 'REGISTER' and the subtitle is 'CREATE A NEW USER ACCOUNT'. The form contains several sections: 'Name*' with 'FIRST' and 'LAST' fields; 'Desired Username*' with 'UTREC01'; 'Password*' and 'Confirm Password*' both with masked characters; 'Email Address*' with 'TOM.NYPP@UNTO.EDU'; 'Member Information' with 'ID Number'; 'Date of Birth' with dropdowns for month (JAN), day (1), and year (1990); 'Gender' with radio buttons for 'Male' (selected) and 'Female'; 'Phone Numbers' with fields for 'Home*' (821-654-7340), 'Work' (8055), and 'Mobile' (8055); 'Address*' with fields for 'Line 1' (2301 W. SANDYPT. ST), 'Line 2' (LINE 2), 'City' (TOLEDO), 'Province/State' (OH), 'Country' (USA), and 'Postal/Zip Code' (43020); 'Terms of Use*' with a checked checkbox and the text 'I have Read and Accepted the Terms of Use'; and 'Email Opt-In' with an unchecked checkbox and the text 'I wish to be contacted for news and promotional offers'. A blue 'REGISTER' button is at the bottom. A yellow arrow points to the 'Terms of Use*' checkbox.

3. Your account should be created but **YOU MUST ACTIVATE YOUR ACCOUNT before log in.** Check your e-mail and follow the instructions.

REGISTERSUCCESS

YOUR ACCOUNT WAS CREATED SUCCESSFULLY

STEP 1: ACTIVATE YOUR ACCOUNT

Before you can use your account it **must be activated**. Instructions on how to activate your account have been emailed to you. Please **check your email** and follow the instructions to activate your account.

Note:

- Email delivery can be delayed by several minutes
- Check your junk or spam folder or filter if you do not receive this email

STEP 2: SIGN IN

Once you've successfully activated your account you will be able to sign in and begin using your account.

[LOG IN](#)

4.

Office of Recreational Services Account Registration

Inbox x

 noreplyutrec@utoledo.edu
to me ▾

ACCOUNT ACTIVATION

Hi,
Welcome to the Office of Recreational Services member portal. Your user account was created successfully

Step 1: Activate Your Account

To activate your account and verify your e-mail address, please click on the following link:
<https://utrecportal.utoledo.edu/Account/ActivateAccount?id=26fd5c81-4aba-48c0-9760-8ad42a696355>

Note that your account must be activated within 7 days.

If you have received this mail in error, you do not need to take any action to cancel the account. The account will not be activated, and you will not receive any further emails.

Step 2: Sign In

Once activated, you may log in to <https://utrecportal.utoledo.edu/Account/Login> using the username and password you setup when you created your account.

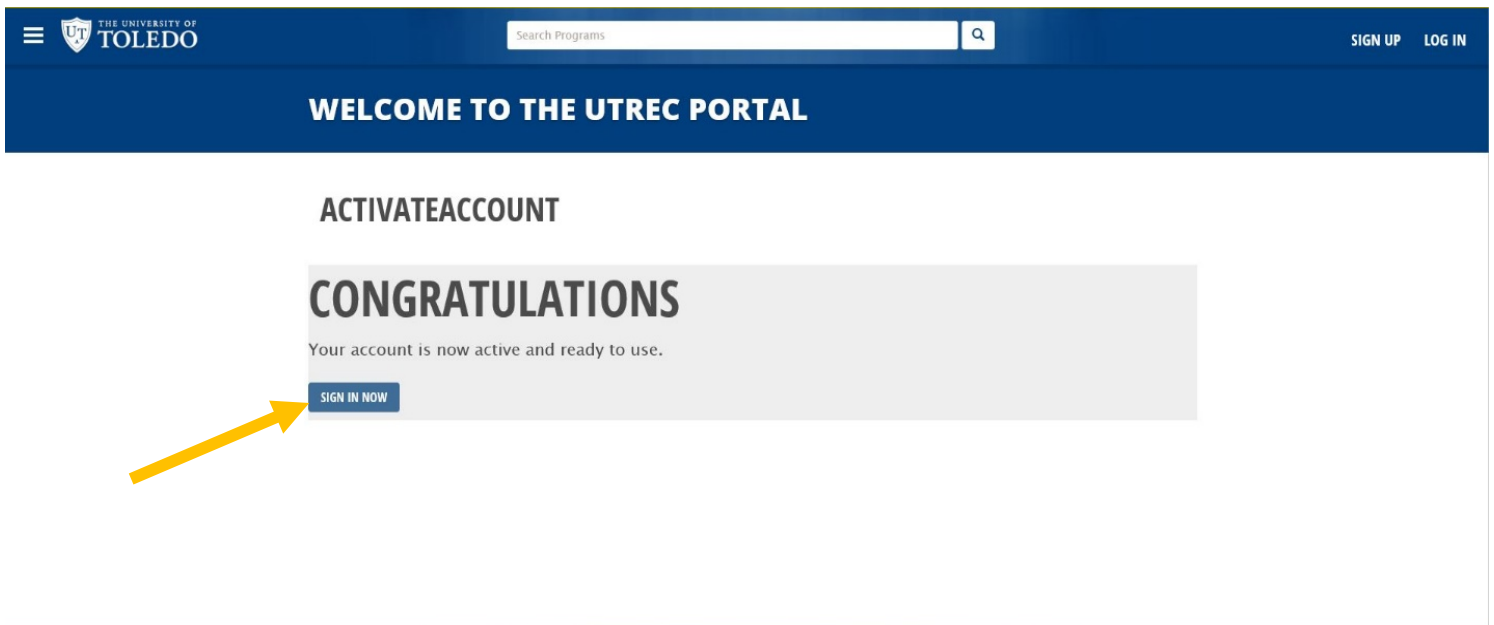
If you are unable to click either of the above links, copy and paste the URL in a new browser window instead.

Thanks for setting up your account!

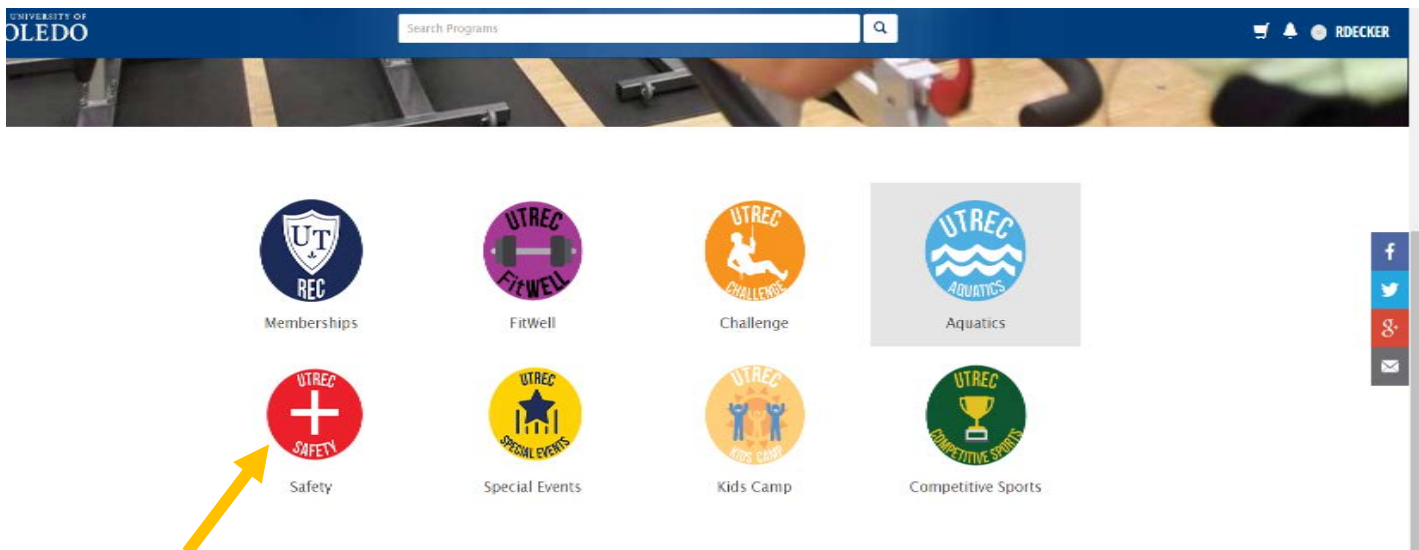
Sincerely,
Office of Recreational Services

(This is an automated email - please do not reply)

5. After you activate your account through your e-mail, you will be ready to sign in.



6. Select the **UTREC Safety** button.



7. Select which Safety class you would like to register for:

All Categories



**BASIC LIFE SUPPORT AND FIRST AID
CERTIFICATION**

\$75.00

LIFEGUARD CERTIFICATION

\$180.00

8. Determine which Session and class you would like to register for, click the Register button for the correct class.

Programs / Basic Life Support and First Aid Certification



PROGRAM OFFERINGS

CPR/FA/AED SECTION 6: NOV 11 10 AM-6 PM
FALL 2017

12 SPOT(S) AVAILABLE

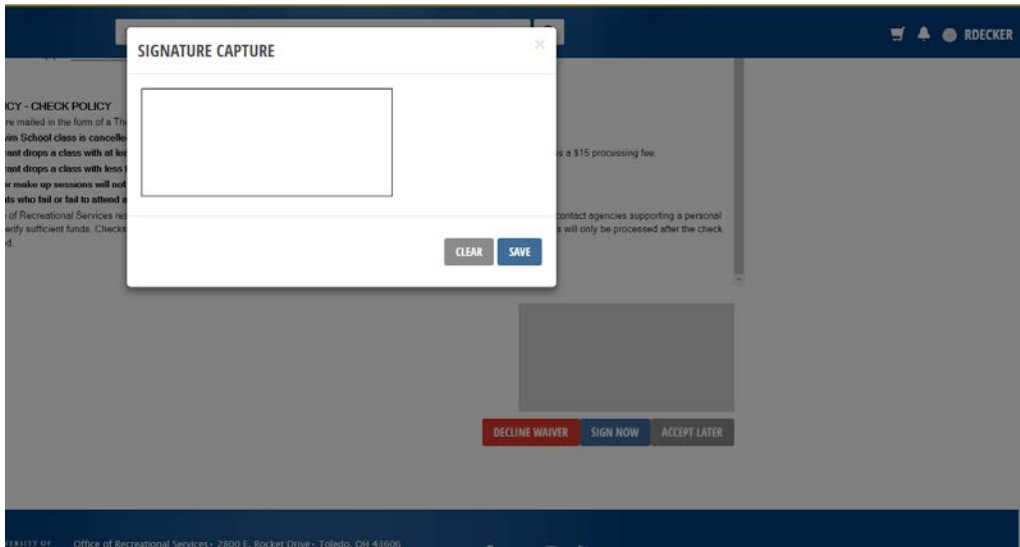
REGISTER

Summary	Dates	Time	Location	Status
Sat, Nov 11 2017 at 10:00A until 6:00P	Sat, Nov 11 2017	10:00 AM to 6:00 PM	Oak Room	

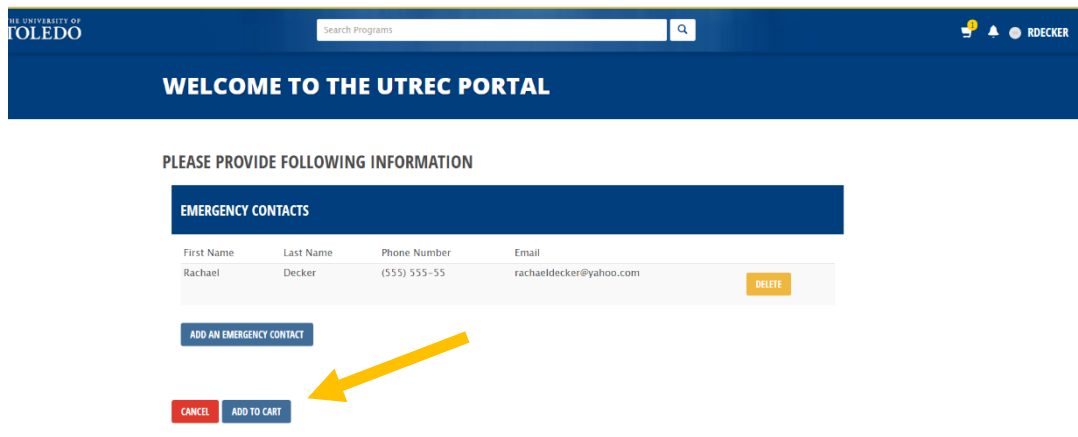
Basic Life Support and First Aid Full Course Designed for individuals with a duty to respond to emergencies. This program combines discussions, video, and hands-on training. Real-life rescue scenarios reinforce decision-making skills. This course covers how to respond to breathing and cardiac emergencies in adults, children and infants until more advanced medical personnel take over. Certification – Two-year Basic Life Support (BLS) and First Aid Certifications Prerequisites/Requirements – No Prerequisites – Must attend and fully participate in the entire class – Must pass all skill checks and receive an 80% or higher on written exam Class Length – Training is approximately 7 hours Cost \$65 for UT Students, REC Members, and Camp Adventure students \$75 for Non-Members – NOTE: Participants who fail a certification class will not receive a credit or a refund.

9. On the waiver screen, you will have the option to select sign now or sign later. If you sign now, you will need to click on the empty

box. You will then use your mouse (or finger on touch screen) to sign the waiver. If you sign later, then you will need to stop in the office to sign the waiver in person prior to the first class.



10. After completing the waiver, you will be asked to submit an emergency contact. Once completed, select the Add to Cart button.



*If there are any questions while completing registration please contact Rachael Decker.

Phone number: (419) 530-3702
E-mail: Rachael.decker@utoledo.edu