

Step by step process to create a user account



Click 'Create Account' from right side of ASCP homepage **Member Login** box. You will be prompted with the screen shown below. Provide only information denoted with an asterisk (*First Name, Last Name, and Primary E-mail*).



Click the 'Search' icon.

Create an Account

Your privacy is important to ASCP. The following information will be used only to determine if you already have an account with ASCP either through past membership or participation in other ASCP programs.

First Name*:

Middle Name:

Maiden Name:

Last Name*:

Last 4 digits of SSN:

Birth Date*: (mm/dd/yyyy)

Primary E-mail*:

Alternate E-mail:

Board of Registry Certification: --Select-- No.

*Indicates required information

If no account is found you will be prompted with the screen shown below. Provide only information denoted with an asterisk. All fields must be completed; then click the submit icon when done.

Login Information

User ID*: (Min 4-Max 50 Characters)

New Password*: (Min 6-Max 15 Characters)

Repeat Password*:

Password Hint*: [What's this?](#)

Select from the standard security questions or enter your own.

Security Question*: Select One or

Security Answer*:

* Indicates required information



Next, you will be prompted with the following screen. All fields with an asterisk must be completed; then click the 'Submit' icon when done.

Customer Contact Information

Primary Email:

Alternate Email:

Home Address

Check to make this your primary contact information

Address ID:

Country:

Street Address:

City:

State:

Zip:

Phone:

Cell:

Business Address

Check to make this your primary contact information

Address ID:

Country:

Company Name:

Dept/Bldg/ Rm/Suite:

Street Address:

City:

State:

Zip:

Phone: Ext.

Fax:

Company Web Address:

* Indicates required information



The next screen you will see is shown below. All fields must be completed; then click the 'Submit' icon when done.

A screenshot of a web form titled "Demographic Information". The form has a light green header. Below the header are five dropdown menus: "Facility Description:", "Job Title:", "No Years in Job Title:", "Job Responsibility:", and "Type:". Below these are two radio buttons for "Gender": "Male" and "Female". At the bottom are two buttons: "Submit" and "Cancel".

Demographic Information

Facility Description':

Job Title':

No Years in Job Title':

Job Responsibility':

Type':

Gender': Male Female

Submit Cancel



Finally, you will be logged into the ASCP website with your new account. You will see a welcome message in red with your name. Click 'Logout' from welcome box in the upper-right corner on page when you are done.

After you have created an account you can logon using your username or user ID that was assigned when you created your account.

If you experience any problems contact ASCP Customer Services at 800.267.2727 option 2.