

Follow these steps to create an account at ASCP.org:

Step 1 - Click [Create Account](#) from right side of [ASCP homepage](#). You will be prompted to enter the Personal Information shown below. The information denoted with an asterisk is required (*First Name, Last Name, Birth Date and Primary E-mail*).

Step 2 - Click the Continue button. ASCP.org will look to see if you already have an account.

Create an Account - Personal Information

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.

*** Indicates required information**

First/Given Name: *

Middle Name:

Last/Surname: *

Maiden/Previous Name:

Last 4 digits of SSN:

Birth Date: *

Primary E-mail: *

Alternate E-mail:

Current BOR Certification, if any: --Select-- Certification Number:

Note: If no account is found, you will be prompted with the screen shown below. All required fields denoted with an asterisk **must** be completed; then click the **Continue** button.

Login Information

Your privacy is important to ASCP. The following information will be used so that you can login at our website and recover access to your account in the event that you forget your login or password information.

*** Indicates required information**

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

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

Repeat Password: *

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

Security Question: * Select from the standard security questions or enter your own. [What's this?](#)

Standard

Enter my own security question

Select One

Security Answer: *

Note that you should select a password hint that will help you remember your password in the event you forget your password during a future visit to ASCP.org.

Step 3 - Next, you will be prompted with the following screen. All fields with an asterisk **must** be completed; then click the **Continue** button.

Customer Contact Information

Note: If you are trying to update your name, please follow our [instructions for changing your legal name](#) in our records.

* Indicates required information

Primary Email: *
Alternate Email:

Home Address

Check to make this your primary contact information

Address ID:

Country of Residence: *

Street Address: *

City: *

State/Province: *

Zip/Postal Code: *

Telephone:

Cell:

Business Address (If applicable)

Check to make this your primary contact information

Address ID:

Country: *

Company Name: *

Dept/Bldg/ Rm/Suite:

Street Address: *

City: *

State/Province: *

Zip/Postal Code: *

Telephone: Ext.

Fax:

Company Web Address:

Note that you only have to fill out the required fields for either your home or business address, whichever is primary.

Step 4 – Please fill out all demographic information to enhance your experience at ASCP.org. When you are done, click the **Continue** button.

Demographic Information

Please help ASCP improve your user experience by providing some background information about yourself:

* Indicates required information.

I would describe myself as a: *

Facility Description: *

Job Title: *

No. Years in Job Title: *

Job Responsibility: *

Gender: * Male Female

Step 5 – You are now logged into the ASCP.org with your new account. You will see a welcome message in red with your name. When you are done, click **Logout** from welcome box in the upper-right corner on page. Now that you have created your account, you can come back and logon to ASCP.org at anytime.

Still need help? If you experience any problems contact ASCP Customer Services at 1-800-267-2727 option 3, or try the live chat available on the upper right hand corner of our web site Monday through Friday, 8am to 5pm Central Time. You can also email info@ascp.org.