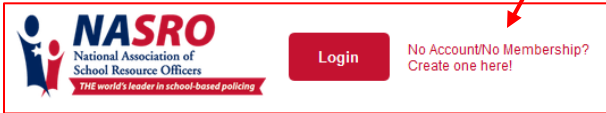


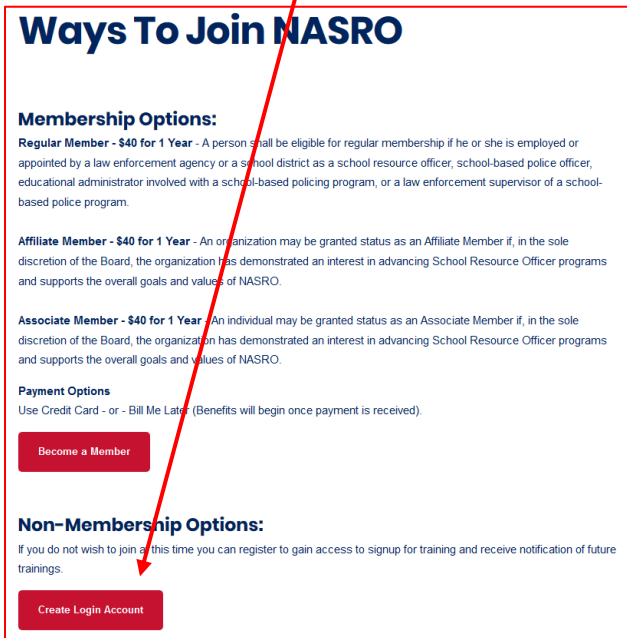
Creating a NASRO Profile and Registering for AMHT

www.nasro.org

1. In the top, left corner of the website click here:



2. This will take you to "Ways to Join NASRO". Choose the Non-Membership Option. (after attending a class, the attendee will receive a one-year membership.)



3. This will take you to the Create Account page.

A screenshot of the "Create Account" form. It has two main sections: "Log-in Information" and "Contact Information". The "Log-in Information" section includes fields for "User/Email", "Create Password", and "Confirm Password", with a note: "*Requirements: minimum 8 characters, at least one UPPER case and one lower letter, and at least one number". The "Contact Information" section includes fields for "First Name", "Last Name", "Agency/Organization", "Title/Position" (with a dropdown menu showing "SRO (Sworn Law Enforcement Officer within the School)"), "Other Title", "Address 1", "Address 2" (with a placeholder "Suite/Room/Building"), "City", "State" (with a dropdown menu showing "Alaska"), and "Zip". A red "Submit" button is at the bottom right.

4. Fill in the information and click Submit and the profile is created.

- Once the profile is created, log into your NASRO account. Open a new tab and go to the Wisconsin DOJ website - <https://www.doj.state.wi.us/office-school-safety/training-opportunities>
- Scroll down to Adolescent Mental Health Training and select the class you wish to attend. This will take you back to the NASRO site to register. If the class you want is SOLD OUT, please choose another date as there are no waiting lists for sold out classes.
- Choose INVOICE as payment type. You will not be billed. It is only for our records.

NOTE: Once you register for a class, but then later want to transfer to another class, you will be charged a \$25.00 transfer fee, which must be paid BEFORE the transfer can be made. This cost WILL NOT be covered by the Wisconsin Department of Justice Grant, and the responsibility for payment will be yours.