



Defense Travel System

ODTA Developmental Training

Self-Registration Process

MCB Quantico LDTA, Tier II Help Desk

Moderator: Welcome to Self-Registration ODTA Developmental Training. My name is _____. I will be the moderator for today's class. I will be answering questions in the public chat box, taking attendance and providing feedback to the instructor as needed.

Please be sure you can access the public chat by clicking the chat bubble at the top right side of your screen. We ask that you mute your mic or phone during this presentation and only type questions or answers in the public chat.

Certificates of completion and slides/handouts will be provided to you via email within 48 hours or less.

Now I'll turn the class over to our instructor...

Instructor: My name is _____, I am one of the Lead Defense Travel Administrators (LDTA) here at the Quantico DTS Tier 2 Help Desk. Let's get started...



Let's start with the DTMO website and where you can find resources relevant to today's class. The webpage displayed is the DTMO homepage.

Since we are focusing on self-registration, the easiest way to find related resources is to first locate and select the "Training Resource Lookup" link (arrow 1). The quick links and resources page will open where you can find the DTA Manual and DTA Manual Appendices (arrow 2).

Both the DTA Manual and Appendices pages are shown expanded on the far right side of the slide:

Chapter 7, "People" in the DTA Manual covers everything about DTS profiles, while Appendix A covers Self-Registration and how to review submissions.

Also... there is the **DTS Login Button** (red oval): this is recommended for DTS login instead of a favorited link in your browser for two reasons:

- 1) When you login here, it opens a new tab for DTS and the DTMO tab remains open for easy reference.
- 2) It also gives you a fresh DTS link every time, which is a especially important after updates.



This is the FAQ page of our Quantico DTS Help Desk website. Hopefully you have our website bookmarked! It has Marine Corps specific travel information that you will find helpful. The FAQs may be particularly handy for quick answers to common questions. These are geared mostly toward new travelers or those new to DTS travel.


All of our Developmental Trainings are archived on our website with instructor notes. This training will also be archived on the website for future reference. As shown on the snapshot of our website; you can find these by scrolling down to the bottom of any page, choosing "Resources" on the red bar, and then clicking on the "Developmental Training Classes" link...shown here on the bottom right side.



Agenda

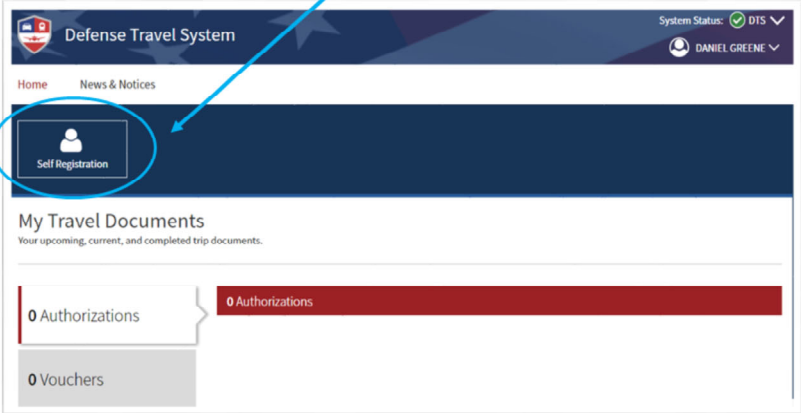
- ODTA requirements for Self-Registration
- Self-Registration overview
- ODTA Review, Accept/Reject Self-Registrations

Our agenda today will go as follows... (shown on slide)



What is Self-Registration?

For travelers who do **NOT** have a DTS account, the Self-Registration screen opens to provide the option to self-register



As the receiving unit ODTA you'll need to provide the following information **BEFORE** self-registration begins:

- ✓ Office State / Country
- ✓ Site Name
- ✓ Organization Description

What is DTS Self-Registration?

The self-registration process allows an individual to create a traveler profile in DTS. Once inside the Self-Registration Tool, the new traveler completes the necessary data required to support reservations and document processing within DTS. This would be done **instead** of the new traveler working with the ODTA to create a new profile in the DTA Maintenance Tool. Self-Registration is **not** used for travelers who already have a profile in DTS from another org or within the ODTA's current org.

When an individual logs into DTS and does not have an active profile, the system prompts the Self-Registration box like you see in this slide (circled in blue).

ODTAs who use self-registration for new traveler profiles **must** provide the correct information **BEFORE** an individual tries to self-register or the registration will likely be rejected; usually because the new traveler enters the wrong Org info. If a traveler enters the wrong org the self-registration will route to an incorrect ODTA who should then reject the request with specific comments.

As the receiving ODTA, you'll need to provide the following information:

- ✓ Your office's state and country
- ✓ Site name: i.e. MCB Quantico, Camp Lejeune, Camp Pendleton, etc.

- ✓ Organization description: will be found in when looking up the organization in the maintenance tool

Before we get into how to review, approve or reject self-registrations, let's look at what information is required of the new traveler. **REMEMBER, this process is for individuals who do NOT already have a profile in DTS.**



ODTA Requirements for Self-Registration

Find the correct organization info for traveler self-registration

1. In the Maintenance Tool, select **Organizations** from the drop down

2. Then select Search Organizations
✓ check “include sub-organizations” box to see the whole list of sub-orgs available
OR
✓ chose a particular sub-org when it shows in the drop down

3. Select the **Update** button once you find the appropriate sub-org for the new traveler profile to reside

To find the correct information to give to travelers for self-registration you will go into the DTA Maintenance Tool and look up “Organizations” in the drop down (1)

then “Search Organizations” to find the appropriate DTS org or sub-org where the new traveler profile should reside (1 & 2)

You can check the “include sub-org” box to see the whole list of sub-orgs available (1)
OR

Choose a particular sub-org when it shows in the drop down under your org’s name...or simply type in the entire sub-org code....Then click the “update” button to see the full organization info (3) (org info shown on next slide).

ODTA Requirements for Self-Registration

Defense Travel System
A New Era of Government Travel

Organizations | Search Organizations | Create Organizations | View CDA List | View Organization List

Update Organization Data Required

Organization Code: DM6105MFCCOGS1 ★
(DTS hierarchical naming sequence; enter up to 20 characters)

DTA ID: MCBQ - mcbq lta helpdesk@usmc.mil
(Email address for system generated emails - Rejects, etc)

Self Registration Data

Site Name: QUANTICO
(Geographic Location, City, Post, Camp or Station where the DTS Org is physically located)

Organization Description: MCCOG S1
(Unit name (i.e., 1/21 Infantry Battalion, 225th Fighter Wing, Operations Group, etc.))

Organization Email Address: SMBMCCOGDTS@usmc.mil

Email Notification: ☒ On ☐ Off

Commercial Travel Office (CTO) Information

GDS: AA - Sabre
(Global Distributed System - reservation system)

PCC: 9W5C
(Pseudo City Code)

Ticket PCC: 9W5C

Company Code: 9W5C-DTSQUANTICO

Organization Information

Service / Agency by which the traveler is employed: United States Marine Corps

Office Address Line 1: 27410 Hot Patch Road

Office Address Line 2:

Office City: Quantico

Office State / Country: VA

Office Zip / Postal Code: 22134

EXAMPLE information for self-registration

Site Name
QUANTICO

Organization Description
MCCOG S1

Office State / Country
Virginia, USA

After clicking the “update” button the Organization information will open, and will show something like what you see on this slide. This was originally populated with the information provided by your command and per requirements needed to make the DTS org accurate and functional.

***Note that the org code at the top (star) is showing the correct Org code for the traveler who needs to self-register. Your organization/command determines what Org/sub-org the new traveler will belong to typically based on the section where that person works.

The red arrows show the information that you will need to pass on to your traveler for self registration. In this **EXAMPLE**, the red arrows point out the following

Site name: QUANTICO

Organization description: MCCOG S1

Office State/Country: VIRGINIA (USA)

Determine how you will pass information to new travelers who will be using self-registration. An email is a good way to do this so the necessary info is in writing.

Self-Registration Overview

When the Self-Registration Tool screen opens, there are four selectable tabs across the top of the page

1. Home/Staging profile removal
2. Basic Information
3. Additional Information
4. Submit Self-Registration

Callout 1: Your staging profile has been started but not completed; please finish prior to submitting the user/traveler profile for acceptance. If you already have an existing user profile, and inadvertently created a self registration record, then click [here](#) to delete your staging profile. You will then be able to re-login and activate your production profile.

Callout 2: You are about to delete your user profile record. After deletion, you will automatically be logged out of the Self Registration application. Click the **Delete** button to continue.

User Profile Information:
 Name: Chris DTHMTCR-187
 SSN: XXXXXX123
 Status: CREATED


Basic Information Section:
 This is where you enter the data that goes into your DTS Personal Profile. In the Basic Information section, the following fields are mandatory (indicated by an asterisk) and must be provided in order to submit your self registration:
 • Email Address
 • Mailing Address (Street, State/Country, and Zip/Postal Code)
 • Organization
 • Electronic Funds Transfer (EFT) information (bank account and routing information). Payment by EFT is mandatory per the DOD Financial Management Regulations. If you don't have EFT information, please contact the DTA for assistance to have your profile created.
 Click on the [Basic Information](#) above to complete your profile.
 The following Additional Information is also required in order to submit your self registration:
 • Residence Address (Street, State/Country, and Zip/Postal Code)
 • Residence Phone
 You should have this information available prior to leaving the Self Registration home page and continuing with the self registration process.
 The following fields (indicated in bold) are required to save the page on which the information is entered. This information is needed, at a minimum, if you wish to abandon the self registration process, but save the information added and then return later to complete the process:
 • Gender
 • Service/Agency of Assignment (Street, State/Country, and Zip/Postal Code)
 • Time Zone (of your permanent duty station)

To help you better understand how the self-registration process works, the next few slides will show what the new traveler will see in the Self-Registration Tool.

Upon opening self-registration, there are four selectable tabs across the top of the page:

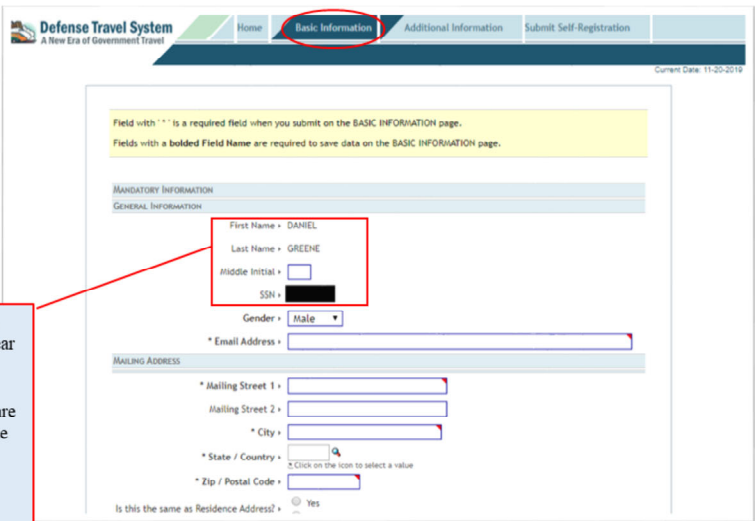
1. Home: overview of the tool and **staging profile removal option**
2. Basic Information: required data fields necessary to support document processing, reservations and ticketing
3. Additional Information: permits residence data entry, travel preferences, frequent flyer and rewards info
4. Submit: allows submission of the profile for ODTA review and accept/reject

*****Staging Profile:** *If an individual starts a self-registration profile but does not complete it; this is called a “staging profile”. To remove the staging profile, selecting the “here” link in the self registration welcome page (1), then click the delete button on the window that opens and it will remove this profile. Close all browser windows and log back into DTS to activate a profile already resident in the Maintenance Tool. If an unfinished staging profile and a profile using the “Create Person” (or resides in another org) in the Maintenance Tool are both created, the traveler will be unable to see any travel documents. We also have a handout on how to fix this issue which will be emailed with these slides after class.*



Self-Registration Overview

The Basic Information tab provides the required data fields, which are necessary to support document processing, reservations and ticketing



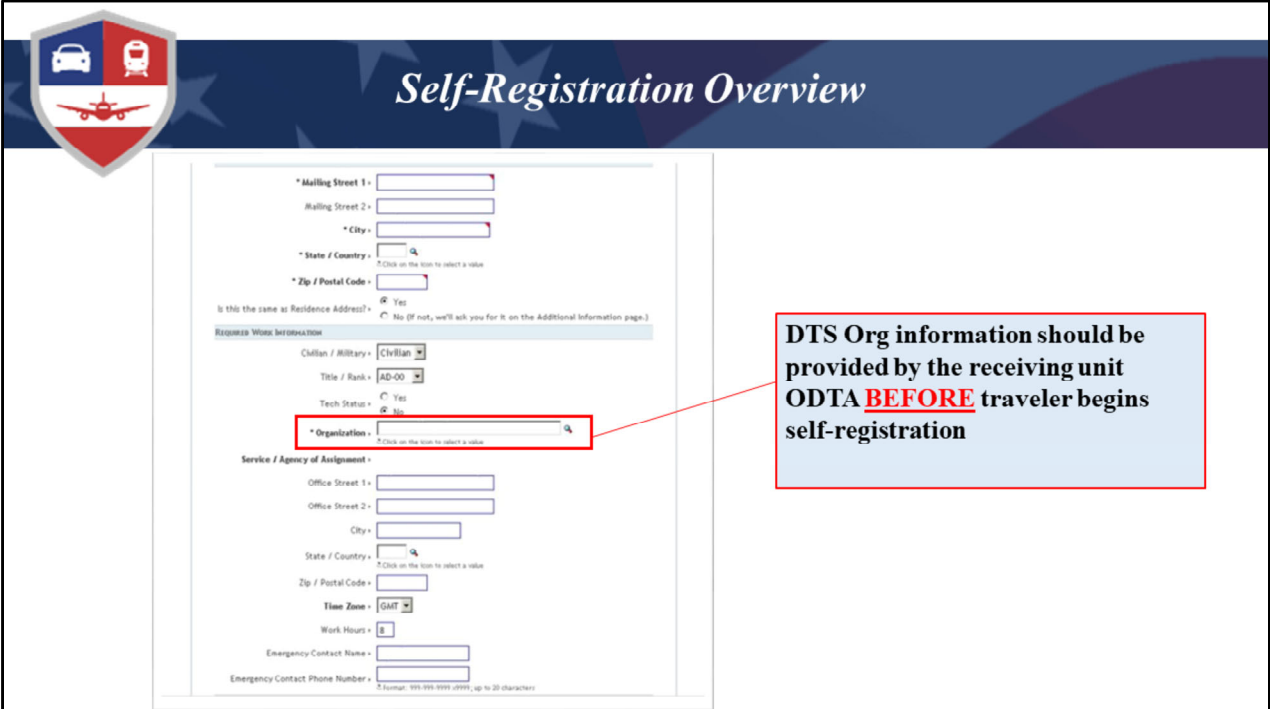
Let's look through some of what the new traveler will see when creating their profile in self-registration. You will see this same information found in all maintenance tool profiles within your DTS organization.

This basic traveler information provides the required data fields, which are necessary to support document processing, reservations, and ticketing.

The First Name, Last Name and SSN automatically appear and are view only.

First Name and Last Name are pulled automatically from the CAC.

SSN is pulled from the Activate Account screen.



Self-Registration Overview

* Mailing Street 1 =

Mailing Street 2 =

* City =

* State / Country =

* Zip / Postal Code =

Is this the same as Residence Address? ☐ Yes ☐ No (If not, we'll ask you for it on the Additional Information page.)

Response Work Information

Civilian / Military =

Title / Rank =

Tech Status = ☐ Yes ☒ No

* Organization =

Service / Agency of Assignment

Office Street 1 =

Office Street 2 =

City =

State / Country =

Zip / Postal Code =

Time Zone =

Work Hours =

Emergency Contact Name =


Emergency Contact Phone Number =

2 format: 999-999-9999, up to 20 characters

DTS Org information should be provided by the receiving unit ODTA BEFORE traveler begins self-registration

The DTS org information the ODTA provides will be entered in the section outlined in red. This is an important part for the new traveler to get right. If the wrong org is chosen the ODTA must reject that self-registration. Remember to use your specific org name as found in your command's DTS Organization from the Maintenance Tool as discussed previously.

Notice also the other information the new traveler needs to complete are all things found in traveler profiles in the Maintenance Tool, to include appropriate CIV/military status with title/rank.



Self-Registration Overview

Search for Organizations

Service / Agency: Allied Command, Atlantic - ACLANT
United States Marine Corps - MARINE CORPS
 Type: United States Military Entrance Processing Command - MEPCOM
 State: United States Navy - NAVY
 Site: United States Pacific Command - PACOM
 United States Southern Command - SOUTHCOM
 United States Space Command - SPACECOM
 United States Special Operations Command - SOCOM
 United States Strategic Command - STRATCOM
 United States Transportation Command - TRANSCOM
 Washington Headquarters Services - WHS
 White House Military Office - WHMEO

Marine Corps should be selected as the Service Agency

The new traveler will need to find the site name the unit ODTA provided, then select "OK"

Search for Organizations

Service / Agency: United States Marine Corps - MARINE CORPS

Type: US -- US


State: CALIFORNIA

Site: CAMP PENDLETON
 29 PALMS
 BARSTOW
CAMP PENDLETON
 CHINA LAKE
 EDWARDS AFB
 ENCINO
 FRESNO IAP ATH
 LONG BEACH
 MIRAMAR
 PRESIDIO OF MONTEREY
 SAN DIEGO

OK CANCEL

"Service Agency" and "Site name" are other important pieces of information the ODTA needs to provide **before** the new traveler starts the self-registration process. The Site Name will end up generating the duty station address in the traveler's profile when self-registration is accepted.

The new traveler should choose "United States Marine Corps" as the Service Agency. The new traveler will then need to search the drop downs to find the Country, State and Site Name the unit ODTA provided, then select the "Ok" button. In this example the new traveler will chose CAMP PENDLETON as the Site Name.



Self-Registration Overview

Service / Agency : United States Marine Corps - MARINE CORPS

Type : US -- US

State : CALIFORNIA

Site : CAMP PENDLETON

Page 1 of 12 **NEXT** LAST 224 total rows DONE


Traveler selects **NEXT** button (above),

then locate the name of the organization the unit ODTA provided at the beginning and click **SELECT** link.

Select	1MARERV IS2	MARINE CORPS	CALIFORNIA
Select	1MLG 7TH ESB	MARINE CORPS	CALIFORNIA
Select	1M1 A C1 B-11	MARINE CORPS	CALIFORNIA
Select	1MLG CLB-13	MARINE CORPS	CALIFORNIA
Select	1MLG CLB1	MARINE CORPS	CALIFORNIA
Select	1MLG CLR-17	MARINE CORPS	CALIFORNIA
Select	1ST BN 11TH MAR	MARINE CORPS	CALIFORNIA
Select	1ST BN 1ST MAR	MARINE CORPS	CALIFORNIA
Select	1ST BN 4TH MAR	MARINE CORPS	CALIFORNIA
Select	1ST BN 5TH MAR	MARINE CORPS	CALIFORNIA

Moving along through self registration... the new traveler selects **NEXT** button (above, left), once the Service/Agency and Site Name information populates.

Then the new traveler will locate the name of the organization the unit ODTA provided at the beginning of this process, and click the **SELECT** link as shown on the right side of this slide. In this example from Camp Pendleton, the new traveler will select 1st BN 1st MAR



Self-Registration Overview

Self-Registration

Active Reserve Category: A - Active Duty

Military Branch of Service: USMC - U.S. Marine Corps

Tech Status: ☐ Yes ☒ No

Air Crew Status: ☐ Yes ☒ No

* Organization: DM1F14169213007ESB

Click on the icon to select a value

Service / Agency of Assignment: MARINE CORPS

Office Street 1: 7TH ESB 1ST MLG

Office Street 2: P. O. BOX 555677

City: CAMP PENDLETON

State / Country: CA

Click on the icon to select a value

Zip / Postal Code: 92055

Time Zone: PST

Work Hours: 8

Emergency Contact Name: 7TH ESB OOD

Emergency Contact Phone Number: 760

Format: 999-999-9999 x9999; up to 20 chars

Maintenance Tool

Personal Data

Gender: FEMALE

Resident Address Line 1: 1234 Any Street

Resident Address Line 2:

Resident City: CAMP PENDLETON

Resident State / Country: CA Lookup

Resident Zip / Postal Code: 92055

Resident Phone Number: 1234567891

Emergency Contact Name: 7TH ESB OOD

Emergency Contact Phone Number: 7607266262

Duty Station Data

Printed Organization Name: 7ESB

Present Duty Station Name: CAMP PENDLETON

Service / Agency by which the traveler is employed: United States Marine Corps

Number of Work Hours / Day: 8

Time Zone: GMT-8:00 (Pacific Standard Time)

Duty Station Address Line 1: 7TH ESB 1ST MLG

Duty Station Address Line 2: BOX 555677

Duty Station City: CAMP PENDLETON


Duty Station State / Country: CA Lookup

Duty Station Zip / Postal Code: 92055

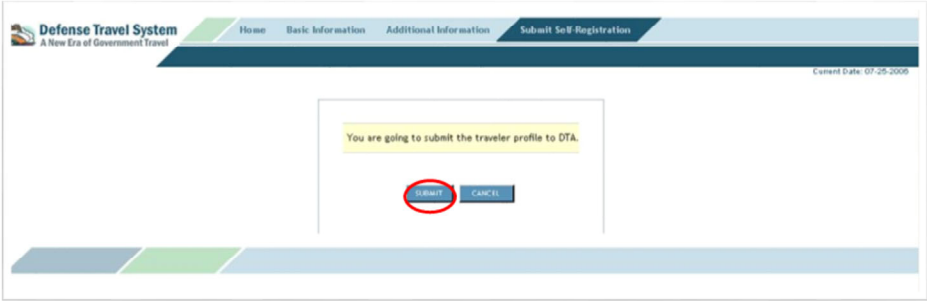
1 ODTA must request Emergency POC info from traveler since org info populates by default

2 Traveler's command information will update in "Duty Station Data" in the Maintenance Tool profile when self registration is accepted

The new traveler's command information will update into the Duty Station field found in the Maintenance Tool profile when the self-registration is accepted by the ODTA. The Emergency POC from the Organization information will pull into the profile as a default. Therefore, the ODTA should ask the traveler for an Emergency POC name and phone number so that ODTA can update the new profile in the Maintenance Tool with accurate information.



Self-Registration Overview



- ✓ When finished with self registration, select **SUBMIT** button
- ✓ The unit ODTA will be notified of self registration via email
- ✓ The ODTA will either accept or reject self registration request
- ✓ DTS will send the new traveler a notification of the status

- ✓ When finished with self-registration, the new traveler will be on the “Submit Self-Registration” tab and will then select the **SUBMIT** button (as shown at the top of the slide circled in red)
- ✓ The unit ODTA will be notified of self-registration via email
- ✓ The ODTA will either accept or reject self-registration request
- ✓ DTS will the send the traveler a notification of the status via email

Locating Self-Registrations

1. Select "Administration" from the DTS Dashboard
2. Select "Self-Registration Administration"
3. Click **BEGIN** in the Self-Registration tab that opens

Upon successful profile submission, DTS will automatically email the ODTA to review the request. Approve the self-registration **ONLY** if the profile is **correct**.

How can you be sure the information is correct? By providing the necessary information to incoming travelers **BEFORE** they attempt Self-Registration and also by reviewing their profile for accuracy once it is submitted in Self-Registration.

When you receive the email notification, or on your regular review of Self-Registrations (daily, weekly), here's how to review the request...

From your DTS dashboard, select "Administration" (1) then choose "Self-Registration Administration" (2). A new tab will open showing a yellow welcome banner with your name and basic directions on how to use the self-registration admin tool. Click on the "Begin" button at the bottom of this screen (3)

Self-Registration Accept/Reject Process

LIST OF USER(S)

Below is a list of submitted self registration user(s)

Review	Traveler Name	Organization Name	Status
150031	KELSEA CAGLE	TDZDTMO	SUBMITTED
150001	NICHOLAS BETROS	TDZDTMO	SUBMITTED
162019	BETSY WELL	TDZDTMO	SUBMITTED

4. Choose a link next to the name on the list of users (above)

5. A profile screen appears with basic traveler information

6. Scroll down the profile, ensuring all the information provided is CORRECT, most importantly the **DTS ORGANIZATION**

GENERAL INFORMATION

5. Traveler First Name • NICHOLAS
 Traveler Last Name • BETROS
 Traveler Name Middle Initial •
 SSN • 333333333
 Gender • Male
 E-mail Address • nicholas.betros@us.army.mil

Dissemination Access

Organization Access •
 Group Access •
 Organization Owner Name •

Permissions

Permissions • 0 1 2 3 4 5 6 7 8 9

Mandatory Use Of GOVCC •
☐ Exempt
☒ Non-Exempt

Default Routing List •
 Default LOA •

Non-DTS Entry Agent •
☐ YES
☒ NO

Unit ID (UIC/RUC/PASSCODE) • 12354

6. Comments •
 ACCEPT REJECT CANCEL

(4) In the Review column on the left side of your list of users, select the link next to the name of the person whose self-registration profile you want to review. Here we chose Nicholas Betros.

(5) His profile screen opens with his General Information; name, SSN, gender, email address.

(6) Review entries: You can scroll down the screen to view each person's information. You can't change most of the data, so definitely check for accuracy here.

Update entries: toward the bottom of the screen are a few fields that can be edited. You can change certain data such as the person's selected branch of service...let's hope that's right!

Do NOT select any permissions; numbered permissions or special access (org, group, NDEA), **these are handled by the LDTA ONLY.**

If this person belongs in your organization and their information is correct...including the correct organization, select ACCEPT button at the bottom of this screen; otherwise, select REJECT. **Note: The most common reason an ODTA rejects a profile is when a person selects the incorrect DTS Organization. If you select REJECT, you must provide specific**

comments to the individual for the self-registration REJECT shown in block (6).

As we know from our previous look inside the Self-Registration tool, DTS emails the individual with the status of ACCEPT or REJECT for their submission. The email contains the comments you entered and if rejected, the notice instructs the person to resubmit their request after making the necessary corrections you must list in the comments.

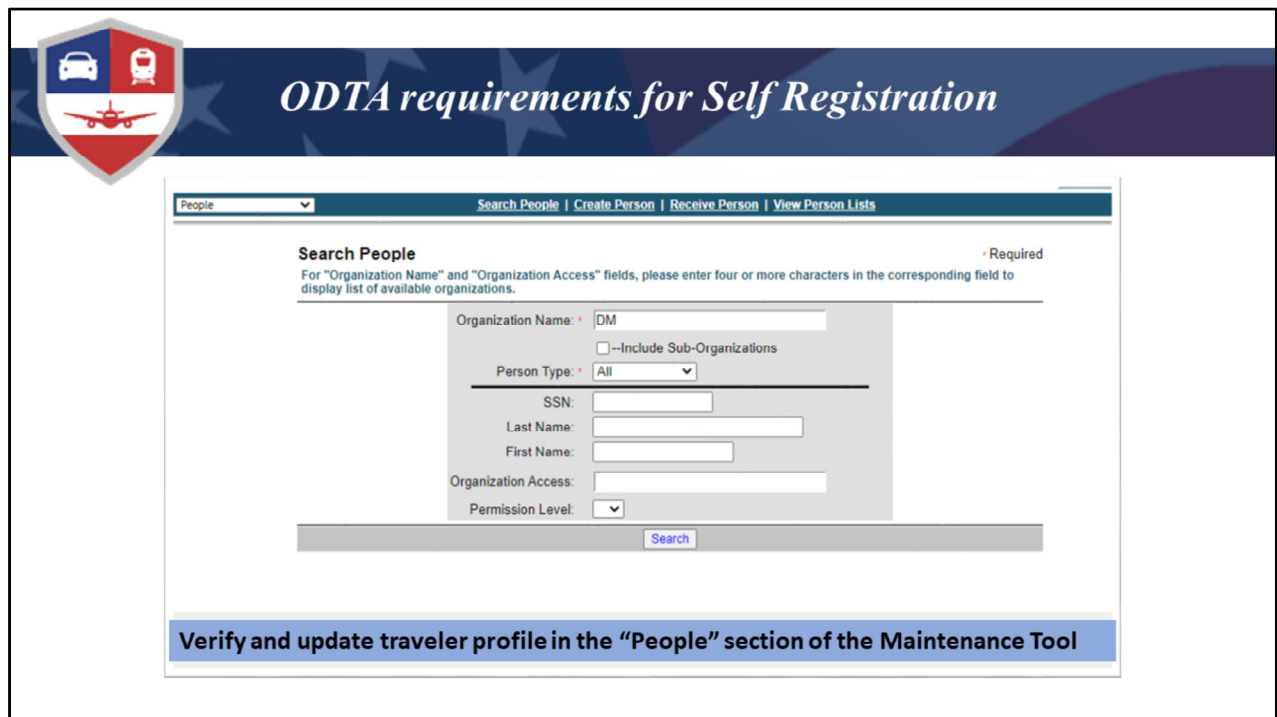


Question

What items must the ODTA provide to new travelers for use in self registration?

- A. Site name, organization description and office state/country
- B. Site name, cell phone number and residential address
- C. Mother's maiden name, PIN number and favorite color
- D. Username, password and email address

Answer: A



The slide features a header with a shield logo containing icons of a car, a train, and an airplane. The title "ODTA requirements for Self Registration" is displayed in a stylized font. Below the title is a screenshot of the "Search People" interface in the Maintenance Tool. The interface includes a navigation bar with links: "People", "Search People", "Create Person", "Receive Person", and "View Person Lists". The "Search People" section has a red asterisk indicating a required field. A note states: "For 'Organization Name' and 'Organization Access' fields, please enter four or more characters in the corresponding field to display list of available organizations." The form fields include: "Organization Name" (with "DM" entered), a checkbox for "Include Sub-Organizations", "Person Type" (set to "All"), "SSN", "Last Name", "First Name", "Organization Access", and "Permission Level" (a dropdown menu). A "Search" button is located at the bottom right of the form. Below the screenshot, a blue banner contains the text: "Verify and update traveler profile in the 'People' section of the Maintenance Tool".

This slide should look familiar since ODTAs do so much work in the Maintenance Tool with traveler profiles. After you accept a self-registration, the new traveler's profile information transfers into DTS (DTA Maintenance Tool) and is **no longer held under the Self-Registration Tool**. You can verify the new traveler profile from the Maintenance Tool > People section. You may need to logout of DTS and login again for the new profile to be visible.

Look up the new profile by name or SSN and open to verify it's correct AND that it's present within the correct org/sub-org. Update any necessary items. Remember...the ODTA should ask the traveler for an Emergency POC name and phone number. Then the ODTA can update the new profile in the Maintenance Tool with accurate emergency information.

What is one other thing an ODTA should do with a new profile in their DTS organization?
(Answer: manually group)



ODTA Requirements for Self-Registration



To manually group a traveler to your org, go to “Groups” in the Maintenance Tool drop down

DTA Tools: **Groups** | Group(s) | Individual Group Members | Global Membership
Search | Create | View List | Search | Add | View List | Search | Add | Global Edit | View List

Add Individual Group Member Required
For "Organization Owner Name" please enter four or more characters in the corresponding field to display list of available organizations and corresponding group names.

Organization Owner Name:
Group Name:
Member SSN:

1. Find “Individual Group Member” link, then select “Add”
2. Input Organization Owner Name: DM6105...
3. Input Group Name: this should pre-populate after entering Org info
4. Input full SSN
5. Select “Add Member” button

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These next 2 slides should be a review...

Read/see notes on slide



ODTA Requirements for Self-Registration



When you see this screen, the traveler is “grouped”

DTA Tools: [Search](#) | [Create](#) | [View List](#) [Group\(s\)](#) | [Search](#) | [Add](#) | [View List](#) [Individual Group Members](#) | [Search](#) | [Add](#) | [Global Edit](#) | [View List](#) [Global Membership](#)

Individual Group Member(s) (Search Results)
For "Organization Owner Name" please enter four or more characters in the corresponding field to display list of available organizations and corresponding group names.

Organization Owner Name: **DM6105** Member SSN: **123456789**
Group Name: **DM6105** Member Last Name:
Include Global Group Members: **No** Member First Name:

Edit	Member Name	Member SSN	Member Organization	Add Method
Remove	TRAVELER, IMMA	XXXXX6789	DA7603CFTH1CD1SB	Manual

1 - 1 of 1

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Once the new traveler is grouped, the ODTA has completed the process of adding a new traveler from Self-Registration. The traveler should be able to login to DTS, view their own profile, and create a travel authorization.



Question

True or False?

Self-Registration must be used for all travelers who need a profile in DTS

Answer: False. An ODTA can create a profile in the Maintenance Tool for new travelers. If the individual has used DTS before and is only new to your unit/command/organization, then their profile should be received into your unit/command's DTS org. If unable to receive a profile remember the holding org's contact information will display on the screen after trying to receive. You must try to contact that org to have the traveler detached.



Contact Information



Quantico LDTA / Tier II Help Desk

Monday-Friday

0700 - 1600

(703) 784-2412/2411

MCBO.LDTA.Helpdesk@usmc.mil

Quantico Travel Management Company (TMC)

Monday-Friday

0800 - 1600

(703) 640-7101 opt. 3

<https://www.cwtsatotravel.com>

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Thank you for participating in this Self-Registration training. Certificates of completion will be emailed by our moderator within 48 hours of this training along with these slides and a handout on how to delete a partially created self-registration profile.