

INSTRUCTIONS ON ACCESSING THE DIG SAFE BASICS EDUCATION COURSE

These are step-by-step instructions for creating a new user account in the [Underground Safety Board's online learning management system](#). Once your account is created, you can [log in](#) anytime to complete required or optional training courses.

1. Open the Registration Page

Go to the Energy Safety Learning Portal registration link:

<https://energysafety.csod.com/selfreg/register.aspx?c=%255e%255e%255eE0QkZcrJOGtoyozunInWG4h10w8QT2j2fQ4%252f6GhvnXc%253d>

This link takes you directly to the registration page. You can also access the main portal page and select the “Register” button:

<https://energysafety.csod.com/login/render.aspx?id=usbexternallogin>

2. Enter Your Registration Information

On the registration page, complete all required fields:

- First Name
- Last Name
- Email Address
 - Use the email where you want to receive training confirmations and password resets.
 - The email address you use during registration will be used in place of a username to log into the Learning Management System.
- Company Name
 - Enter the name of the company you currently work for
- Job Title
 - Enter your current job title.
- County
 - Select which county you work in.
- State
 - Edit the state you work in, if it is not California.
- New Password
 - Create a secure password that meets the system's requirements, which are listed on the registration page.
- Confirm Password
 - Reenter the same password.

3. Submit Your Registration

Select Submit at the bottom of the page. If any required fields are missing or incorrect, the system will highlight them so you can make corrections.

4. Check Your Email for Confirmation

After submitting your registration:

- You may receive a confirmation email.
- Some users may be asked to verify their email address before logging in.
- If you do not see an email within a few minutes, check your spam or junk folder.

Log In to the Learning Portal

Once you have successfully registered and your account is created, you can log in to the learning portal to access both versions of the course.

- Go to <https://energysafety.csod.com/login/render.aspx?id=usbexternallogin>
- Enter your username and password
- Select Login

You will be taken to your Learner Home page, where you can launch and complete the training courses.

Troubleshooting

If you experience issues creating your account:

- Confirm your password meets all listed requirements
- Confirm that your email address is typed correctly
- Try using a different browser (Chrome, Edge, or Firefox)
- Clear your browser cache and reload the page
- If problems continue, contact digboard@energysafety.ca.gov for assistance.