



# Sponsored Youth Programs Training Enrollment & Registrations

The purpose of this document is to assist you in enrolling for the necessary Sponsored Youth Program certification and registering for the associated training modules.

## **Prior to starting this process, you will need:**

An active [Training Central](#) account. Current NMSU employees and affiliates should already have an active account. Others should request access based on affiliation with the institution:

[NMSU Student or Retiree Access Request](#)

[Guest Registration](#)

## **Start Process:**

1. Click on the link for the Sponsored Youth Program certification you need:
  - a. [Supervised Staff](#)
  - b. [Person In Charge](#)
  - c. [Program Director](#)
  - d. [Train the Trainer](#)
2. Click **REGISTER**.
3. You will be redirected to log into Training Central. If you are having trouble logging in, please visit the [Account Information](#) page to troubleshoot or contact [trainingcentral@nmsu.edu](mailto:trainingcentral@nmsu.edu).
4. Click **COMPLETE REGISTRATION** in the top-right or bottom-right corners.
5. On the Registration Confirmation page, there is an option to **LAUNCH** the required modules. You can also **LAUNCH** these modules from the *MY TRAINING* section, found in the left-side menu.

NOTE: Modules must be completed in order. You will only be able to launch one module at a time and must successfully complete it before moving on to the next.

**ENROLLMENT & REGISTRATION PROCESS COMPLETE!**