Self-Registration and Enrollment on the DFS Training Website

If you have not registered on the DFS Training website, please follow the steps below.

If you forgot your password, use the Forgot Password option on the home page.

New User Registration

1. Select the option to Register New User.
2. Fill out the New User Registration form.
3. Next, you will receive confirmation that your request was received.
   Note: If the email address provided has been previously registered, you will need to use the password reset option to gain access to the DFS Training site. Duplicate accounts will not be created.
4. You will receive a confirmation email that you will need to acknowledge.
   Note: Confirmation email may possibly get stuck in your junk or spam folder.
5. Next, you will receive 2 emails; one with your username and a separate one with your temp password.
6. User your login credentials to gain access to the DFS Training Site.

Course Self-Enrollment
The new DFS Training site allows the user to self-enroll in any course you have access to. Depending on course requirements, you may be automatically enrolled or may need to wait for the approval process and payment to be completed.

To self-enroll on the DFS Training website, please follow these steps:
1. Login to the DFS Training site.
2. Navigate to the course catalog.
3. Expand the course list.
4. Select the course you want to enroll in.
5. Enter your reason and submit request.
6. You will receive an email notice that your request has been submitted.
7. From My Info, select Learning History to see your enrolled courses.