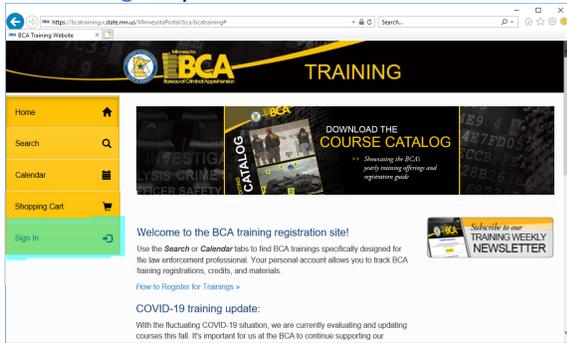
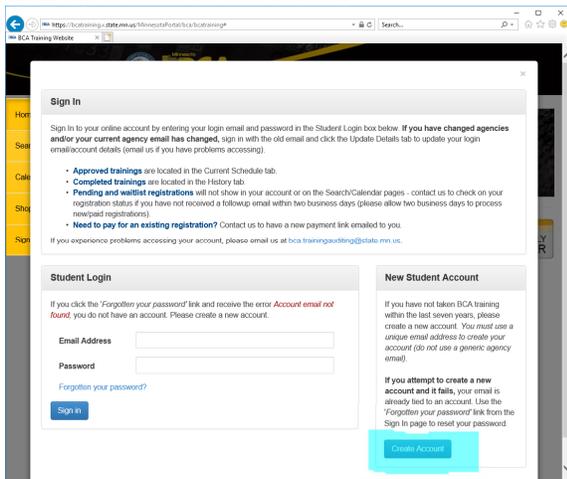


Creating a BCA Training account: <https://bcatraining.x.state.mn.us>

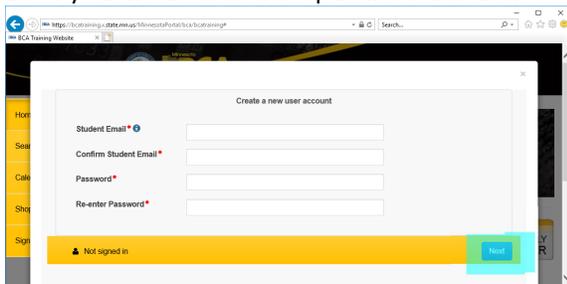
1. Click the **Sign In** yellow tab



2. Click the **Create Account** button



3. Enter your work email and a password and click **Next**



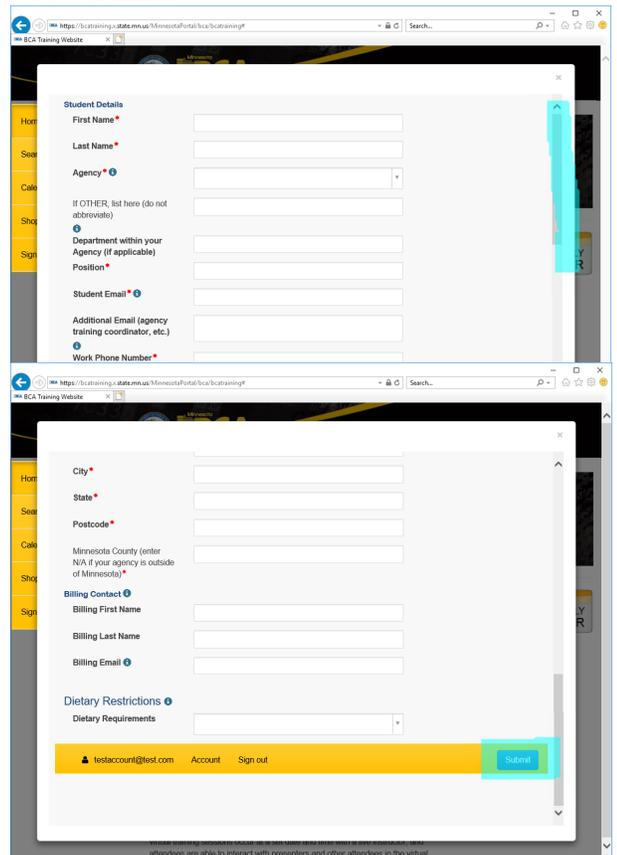
ONLY CLICK BUTTON ONCE - DO NOT CLOSE THE WINDOW or the account will glitch and you will have to wait 24 hours to re-attempt.

*Create a new account if your agency has changed. Your training history will be added to the new account.

** A glitched account means the account was suspended, and will not be in our system. You must wait 24 hours for the system to flush the suspended account out of the system, at which time you may attempt to create the account again.

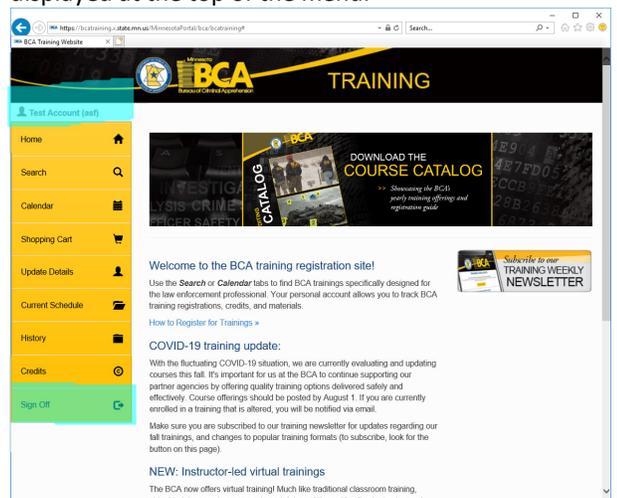
If you experience issues creating a new account for yourself or another member of your agency (and you have attempted the steps as shown above) please email us at bca.training@state.mn.us, and include a screen shot if possible.

4. Fill out the details for your account using agency information (SCROLL to enter all info) and click the **Submit** button.



DO NOT CLOSE THE WINDOW or the account will glitch and you will have to wait 24 hours to re-attempt.

5. Once submitted, you will be returned to the home page and your name and POST number will be displayed at the top of the menu.



Be sure to **Sign Off** when you are not registering or reviewing your account.